

## DESIGN

### VECTOR LINES AND EMBEDDED B&W IMAGES

Suggested  
Software



Illustrator  
Rhino 8  
AutoCAD

### LAB-ACCEPTED FILE FORMATS: .AI, .DWG, .3DM

YOUR ARTBOARD MUST MATCH  
**THE EXACT SIZE**  
OF YOUR MATERIAL  
AND INCLUDE A 1/4" BLEED MARGIN

### ALL DESIGN ELEMENTS MUST BE B&W

all elements must be expanded and have an **RGB black** fill (0, 0, 0)



use halftoning  
to imitate  
shades of  
grey!



**VERY VERY IMPORTANT:**  
**DO NOT** flip or invert your  
design! LAB Staff will take  
care of the positioning and  
final design steps.

### CUTTING DOWN YOUR STAMP

**HARD MATERIALS** can be cut out with  
the laser by drawing a **0.01pt stroke** border  
around your design in **RGB red** (255, 0, 0)

**SOFT MATERIALS** can only be **hand-cut**

## STAMP MAKING

## HOW IT WORKS

### YOUR SUBMISSION

dash line visualizes margin



### SOFTWARE INTERPRETATION



### YOU'LL RECEIVE



### STAMP RESULT!



## MATERIALS

### STAMPS CAN BE MADE OUT OF 2 MATERIALS:

#### HARD MATERIALS

such as:

**PLYWOOD** baltic birch  
**HARDWOOD**  
**ACRYLIC**

must be at least **1/4" THICK**  
to make a successful stamp



typically used for larger  
stamps & block printing

#### SOFT MATERIALS

such as:

**LINOLEUM**

You can purchase lino at  
Above Ground Art Supplies!

**SOFTOLEUM** only white  
other softoleum kinds do not  
raster effectively & often  
release **TOXIC FUMES**



typically used for smaller,  
more detailed designs &  
used with a stamp pad



The LAB has varieties of the approved hard materials  
for purchase. If you are **BRINGING IN YOUR OWN  
MATERIAL**, it must be staff-approved prior to use!

This can be done as you drop off the material during  
Service Bureau pickup hours or Open LAB hours.  
**Make sure there is enough material for testing!**

### USING YOUR STAMP

To stamp effectively, you'll need to design either a 3D-printed  
**STAMP HOLDER** or attach a **RIGID BACKING** such as  
an oversized piece of hard material.

Come to the LAB during our Open LAB  
hours for help designing your stamp  
holder or any other questions!

## SUBMISSION & PICKUP

**SUBMIT VIA OUR SERVICE  
BUREAU GOOGLE FORM. FIND THE  
LINK ON OUR WEBSITE OR SCAN THIS  
QR CODE**



### SUBMIT YOUR FILE AT LEAST 1 WEEK IN ADVANCE TO ENSURE YOUR JOB IS PROCESSED IN TIME

- 1 DROP OFF YOUR MATERIAL**  
You can drop it off before or after file submission.
- 2 SUBMIT YOUR FILE**  
Fill out the google form. Be sure to indicate whether  
the material is patron-supplied or being purchased  
from the LAB!
- 3 PICK UP!**  
We will send you an email with the cost once your  
job is done. You will have two weeks to pick up your  
piece(s) - get in touch if that doesn't work for you!

### THE LAB ONLY ACCEPTS ONECARD AS PAYMENT

We recommend loading your OneCard  
beforehand which can be done in-per-  
son, OneCard office, the campus PHIL  
machines, or via this QR code:

