

Printshop

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ALL printed material intended for an external audience MUST be approved by the Public Relations Office. Please contact Cathee Phillips, PR Director, for more information, 274-5320.



The Morningside College experience cultivates a passion for life-long learning and a dedication to ethical leadership and civic responsibility.

Printing Costs

Color copies:

8.5x11 per side45
8.5x14 per side90
11x17 per side90
T-shirt Transfers	\$1.00

Black copies:

20 pound paper	
8.5x11 one side03
8.5x11 two sided04
11x17 one side06
11x17 two sided08

60 pound paper	
8.5x11 one side04
8.5x11 two sided05

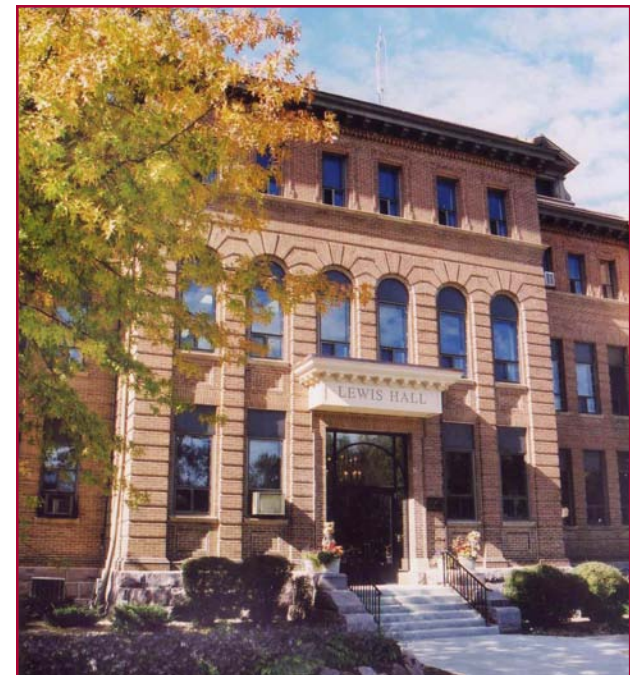
Cardstock	
8.5x11 one side06
8.5x11 two sided08

Special Cardstock	
8.5x11 one side10
.....	.20

Envelopes	
Standard #1003
A2, A6 (invitation size).....	.08

Presswork:

\$10 per plate plus cost of ink and paper



A Guide to the Morningside College Printshop and Graphics Office



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A Tour of Morningside College Printshop

The Morningside College printshop has the capability to handle the majority of your printing needs. Here's a look at our equipment and some of its capabilities:

High Speed Copier

Our Ricoh 1085 copier is perfect for your black and white needs.

Its features include:

- Printing from e-mail attachments (PDFs are preferred). Send to walters@morningside.edu
- Carbonless forms
- Mail merge
- 1 sided and 2 sided copies
- 3 hole punch
- Inserts
- Heavy weight covers
- Overheads
- Staple 1 or 2 times
- Sorting
- Reductions and enlargements
- Paper sizes of 8.5 x 11, 8.5 x 14, 11x 17

Color Copier/Printer

The Toshiba 211C is perfect for full color jobs and at a reasonable price.

Its features include:

- Printing from e-mail attachments (PDFs are preferred). Send to walters@morningside.edu
- Heavy weight covers
- Full color reductions and enlargements
- Paper sizes of 8.5 x 11, 8.5 x 14, 11x 17

9840 Printing Press

This press is excellent for large quantities of one and two color jobs at just pennies a sheet.

Its features include:

- One and two colors of ink
- Envelopes
- Paper sizes up to 11 x 17

Other Equipment:

- Baumfolder 714 folding machine
- Paper cutter
- Interlake bindery mate (stapler)
- Single hole drill
- Punch & Binder (plastic or wire)
- Paper Shredder
- Itek and Metal Platemaker

Other Services:

- Collating
- Cutting
- Folding
- Saddle stitching
- Punch and bind
- Mail merge documents (print individual names and data onto the bodies of letters)

We print . . .

- Booklets
- Brochures
- Business Cards
- Business Forms
- Carbonless Forms
- Color Copies
- Envelopes
- Flyers
- Invitations
- Letterheads
- Memo Pads
- Menus
- Newsletters
- Post Cards

. . . and more.

The Printshop and Mailroom are located in the lower level of Lewis Hall. Phone: 274-5198 and 5189

The Graphics Office

Graphic design services are available at a fraction of the price of off campus design companies. We use Macintosh computers and current design software.

Design including but not limited to:

- Brochures
- Posters
- Business cards
- Forms
- Event programs
- Invitations
- Flyers
- Letterheads
- Logos
- Memo pads
- Menus
- Newsletters
- Postcards
- Resumes
- T-shirt designs
- Wedding invitations and programs
- Printing from e-mail attachments (PDFs are preferred)

Color Copier/Printer

The graphics office has a Ricoh Aficio Color 6513 copier/printer. Its features include:

- 8.5 x 11 T-shirt transfers
- Full color reductions and enlargements
- Paper sizes of 8.5 x 11, 8.5 x 14, 11x 17
- Printing from e-mail attachments (PDFs are preferred). Send to small@morningside.edu

The Graphics Office is located in the lower level of Lewis Hall.

Phone: 274-5262