



LOCATION

The Digital Publications Center is Located in Donnelly Hall, Room #209, across from the Coffee Shop

HOURS

COLLEGE IN-SESSION

Monday through Thursday, 8:00 - 6:00

Friday, 8:00 - 5:00

HOLIDAYS/VACATION

Monday through Friday, 8:00 - 5:00

REACH US

phone: 845.575.3000, ext.2145

email: copy.center@marist.edu



PROGRAMS WE WORK WITH

MICROSOFT OFFICE SUITE

- Word*
- Excel*
- Access*
- Publisher*
- PowerPoint*

ADOBE PUBLISHING PRODUCTS

- PhotoShop*
- PageMaker*
- Illustrator*
- InDesign*

QuarkXPress

For specific information on file preparation, please call us to discuss parameters.

*Photos: Victor VanCarpels
Design: DPC Staff*



**DIGITAL
PUBLICATIONS
CENTER
AT MARIST COLLEGE**

**MUCH MORE THAN JUST
A COPY CENTER**



WE OFFER A WIDE RANGE OF OFFICE SERVICES:

HIGH-SPEED DIGITAL COPYING.....

- Scan-once/print-many technology @115 copies per minute
- Wide variety of paper colors and types.
- We can build books either full sized or digest size.
- Let us integrate your tables, charts, graphics and photos from hard copy or digital file.

MERGE TEXT WITH DATA FILES FOR PERSONALIZED MAILING JOBS.....

Give us your Excel® or Access® data base file and we'll mail merge the documents for you. All at 115cpm!

GRAPHIC MANIPULATION .

Bring us your photos or other graphic pieces and we'll scan and convert them into digital files for you and place them in your text documents for a little visual flair.

COLOR IMAGES OUTPUT FROM DISK OR HARDCOPY .

Brilliant copies from our Xerox DocuColor copier. Or we can output from your Adobe® PhotoShop® or Illustrator® files.

EXPLORE NEW TERRITORIES.....

Bring your text and basic direction to us and let us show you new ideas of how to present your materials. We will work-up a graphically enhanced comp for your review that will add visual interest to your document. If you have graphic material or photos which work with your department's identity, we can scan and use them in your documents or accessories. Dress up your envelopes with at-

tractive artwork or photos to grab the attention of the recipient.

CONVENIENCE.....

If you create a document on a computer, chances are pretty good that you can e-mail your file to us. Once here, we will prepare your document for copying or for press and e-mail you a proof in a PDF file. You should be able to view your composed file with all elements in position using Acrobat Reader® just as it will be sent for duplication.

PREPRINTED ITEMS.....

We maintain an inventory of preprinted items ready for personalization:

- 6-up Shipping Label Sheets
- 8-up Name Tag Sheets
- Shell Sheets
- Note Cards • Note Pad Sheets
- Pocket Folders*

*can not be personalized

