everything you need
to know about
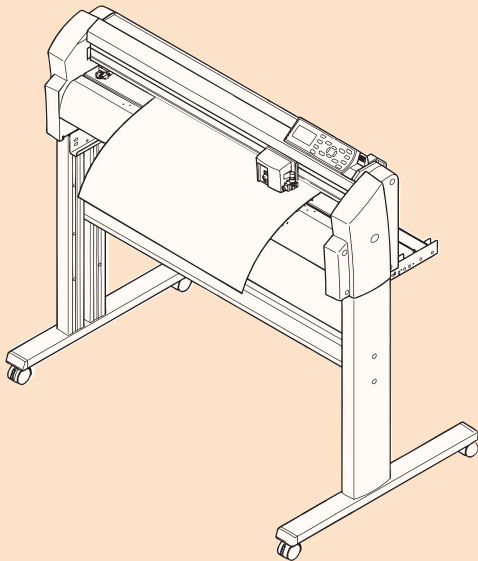
Vinyl
Cutting

What's vinyl cutting?

Vinyl cutting uses a plotter to cut designs & text into adhesive material. You can make window decals, wall text for a gallery, reflective stickers, or stencils for painting.

48
hours

Vinyl Cutting takes 48 hours.

Weeding and Taping are also necessary for installation.

Please plan accordingly and allow enough time before install to weed and tape.

GOOD TO KNOW

We do not offer weeding or taping services, but we can show you how to do it and lend you the supplies to weed and tape the vinyl yourself.

*Supplies for weeding & taping are available for use at the Service Bureau and are to be used on the 11th floor only.

To purchase supplies to take off site or to purchase your own vinyl to cut with us we recommend Sign Outlet Store.

To be safe please consult a technician before purchasing materials for cutting.

A sample book of available colors is available upon request.

Weeding is removing the excess vinyl that will not be applied to the final surface.

Taping means applying a low tack application tape to the front of the vinyl. This is done after weeding, and it removes the vinyl from the backing and allows you to then apply it to the wall.

before

TEST

after weeding

GUIDELINES + SUGGESTIONS

We recommend using Adobe Illustrator to build your file.

<u>All elements of the image must be vector objects in order for the machine to see a cut line.</u>

We reccomend text is not smaller than 24pt—36pt

Serif fonts are harder to weed than sans-serif.

We will not adjust files that are submitted incorrectly.

Cut Vinyl orders are submitted via our Digital Storefront at the link below.

https://www.sbureau.artic.edu

Adobe Illustrator is available on the Self-Service compuers around campus.

Ai

It is also available through the schools Creative Cloud application program.

If you are unsure how to download software and need assistance please visit one of the Help Desks on campus.

http://www.saic.edu/crit/

Illustrator tutorials:

https://www.lynda.com
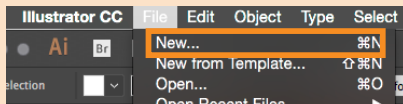
https://helpx.adobe.com/

FILE SETUP - ILLUSTRATOR

STEP 1

File > New > Document.

The size of your document will depend on the final size of your vinyl. Since our vinyl rolls are 30″ wide we recommend not making your document wider that 28″.

Set the width of the document to the final size of your design—**with a max of 28 inches.**

This is your cutable width.

Set the height to X number of inches. You are charged for the full artboard size so you will want to eliminate as much white space as possible.

If your design is larger than 28 inches you will need to split your design into multiple artboards, "slicing" graphics into parts if necessary.
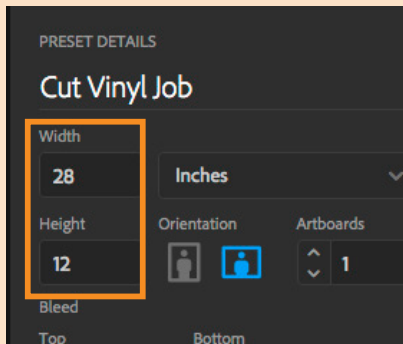
## FILE SETUP - ILLUSTRATOR

STEP 2

Design or place your image/text on your Artboard.

All elements of the design must be vector objects in order for the machine to see a cut line.

All cuts are one color only.

If you wish to combine multiple colors in a vinyl application each color must be set up on separate layers or separate files.

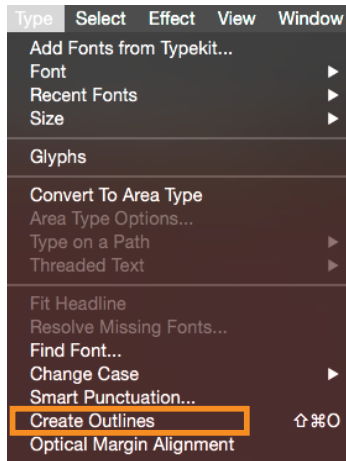Each color will then be cut and finally applied one color/layer at a time.
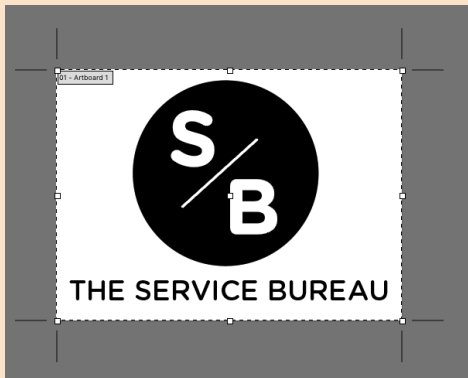
CONVERT TYPE to OUTLINES

Select all editable type in the document.

From the type drop down menu select
the "Create Outlines" function.

Type	Select	Effect	View	Window

Add Fonts from Typekit...
Font
Recent Fonts
Size

Glyphs

Convert To Area Type
Area Type Options...
Type on a Path
Threaded Text

Fit Headline
Resolve Missing Fonts...
Find Font...
Change Case
Smart Punctuation...
Create Outlines   ⇧⌘O
Optical Margin Alignment

All type will be converted to vector
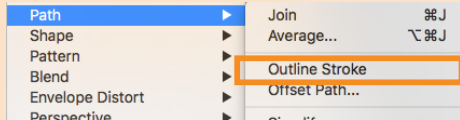objects with a wire frame.
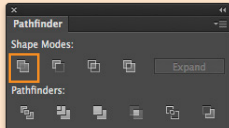
THE SERVICE BUREAU

OUTLINE STROKES

In order to cut a stroke it must be converted to a solid shape.

Select the stroke(s) to be outlined and click on the "Outline Stroke" function in the **Object > Path** drop down menu.
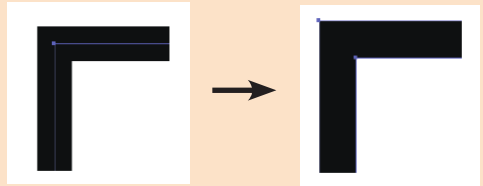
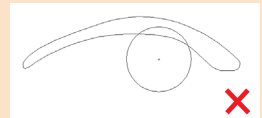Overlapping shapes must be merged to avoid incompete cutting.

Open the "Pathfinder" window and then select your overlapping objects.

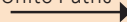In the pathfinder window click the "Unite" function button.

Design

Outline View

Unite Paths

STROKES

What you see
(10 pt stroke)

What the
cutter sees

With strokes
outlined

What it should
look like

If your strokes look like this, open
your Pathfinder Window, select your
outlined strokes and click "Unite"
under Shape Modes to unite the
shapes.

If you're using Clipping Masks,
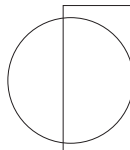go to Object > Clipping Mask >
Release.

Then, with the mask shape and
object selected, click exclude in
the Pathfinder Window.

CLIPPING MASKS

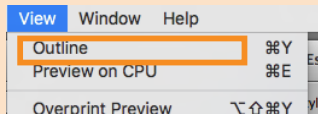Shape Modes:

Expand
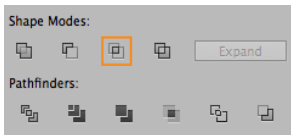
Pathfinders:

What you see

What the
cutter sees

What it should
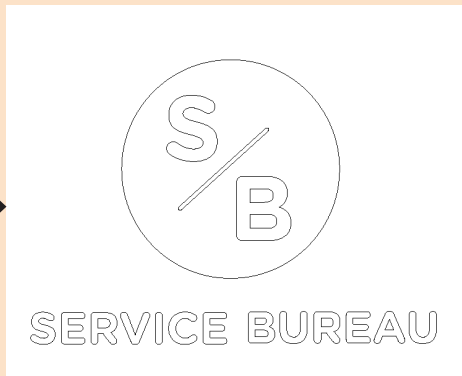look like

VIEW DOCUMENT AS OUTLINES

STEP 4

Select "Outline" from the view drop down menu.

Confirm there are no overlapping shapes and that all type and strokes have been outlined.
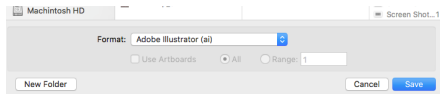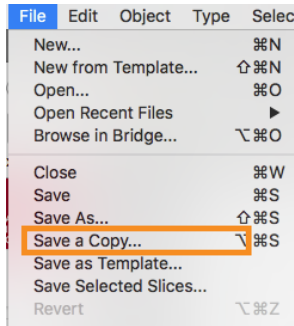

Design

Outline View

STEP 5

Save file in "AI" format.
Select "Save As" from the file drop down menu.

Name your file and select "Illustrator AI" format in the save as dialogue box.

Click "OK" to save.

All Cut Vinyl orders are submitted via our Digital Storefront.

To get started follow these simple steps.

  1. Service Bureau Online Submission (URL)
  http://sbureau.artic.edu

  2. Default Username
  Your username is the same as your SAIC username.

  3. Default Password
  Your password is the same as your SAIC password.

Our Digital Storefront offers a quick and easy print ordering experience similar to other online retail stores that you may be familiar with.

In the next section we will briefly go over the submission process.

Once you have authenticated via SAIC's login page the Service Bureau's Digital Storefront will load.

Choose **Cut Vinyl** from the Product section and continue by clicking the "Begin Submission Process" button.

The next step will involve Adding Files, choosing **Media** and designating the **Final Width and Height** of your file.

> If you have more that one file that is the same size and are using the same vinyl type you may upload all files into this window.
>
> To submit multiple sizes and colors you will upload each file separately, adding that file individually to the cart.
>
> You will then return to the Storefront to add the next file. They will all be processed together when you check out.

MORE INFO

CUT VINYL
Cut designs + text into adhesive material for exhibition wall text, decals and more.

Cut Vinyl

Documents   Add Files
vinyl_tests.ai

* Last Name, First Name   ⓘ
Bureau, Service

* Quantity   * Pages
1   1

Print Options

Choose Size and Media Type   ⓘ

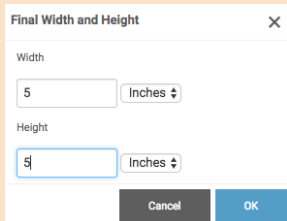◯ Final Width and Height

▢ Media(Vinyl - Light Grey)

A Orientation   ▷
Landscape

Print Options:

Final Width and Height will be the exact size of your artboard. This number determines the square footage and the cost of your job.
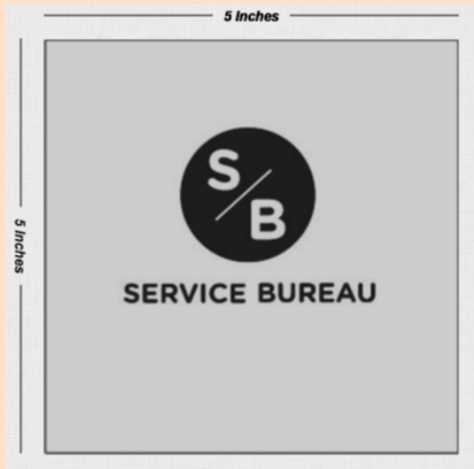

Choose the **Media** you wish to use.

Once you have indicated the final size and media you will see the Preview of your file. (This is not an exact representation of how your file will look.)

A Pricing Summary is available at the bottom left hand side of the Preview window.

Unit Price $5.00   Total Price $5.00

Once you are ready you can click the **Add to Cart** button you will be directed through the Checkout process.

Payment is expected when you pick up your prints at the Service Bureau. We only accept payment with ArtiCard.
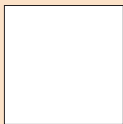
AVAILABLE COLORS

We carry Avery 900 Ultimate Cast Vinyl. Below are the colors we keep in stock*. We also have a variety of special order vinyl to choose from.

NORMAL VINYL $4/sqft

Glossy Black	Glossy White	Dark Gray
Cardinal Red	Dark Yellow	Reflex Blue

Pantone

To purchase your own vinyl to cut with us we recommend Sign Outlet Store. To be safe please consult a technician before purchasing materials for cutting.

A sample book of available colors is available upon request.

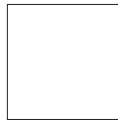# SPECIALTY VINYL $5/sqft
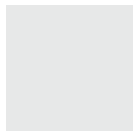
Matte White
& Matte Black

Fluorescent
Magenta

Reflective
Red & White

Paintmask

Etchmark
(frosted)

Light Gray

Bayshore Blue
Pantone #292

Orange
Pantone #021

Clover Green
Pantone #354

Lavender

Colors are just representations of available vinyl, which will look different in person. Please visit the Service Bureau to see samples of the vinyl before ordering.
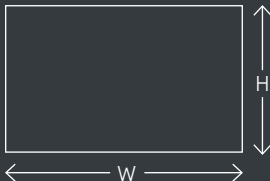
Prices

	Per SqFt
Normal Vinyl	4.00
Specialty Vinyl	5.00
Customer Vinyl	3.00
Taping	Free

CALCULATE SQUARE FOOTAGE

$$\frac{\text{width"} \times \text{height"}}{144}$$

H

W

37 S Wabash
room 1111

p: 312 629 9155

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   @saic.edu

w: sites.saic.edu/
servicebureau