

Artwork and Scanning

When to use MDC

The staff of the MDC (Media Design Center) are highly trained graphic design professionals with a wealth of knowledge in design techniques for marketing, teaching and learning. They also have a detailed understanding of the college's brand requirements and how they may be used in a wide range of documents. PDS and MDC are separate business units, both are a part of Public Information and Marketing Team. Both units work closely with each other on print projects.

A quick meeting with you, a member of PDS and a member of MDC will ensure that all relevant information is identified and brought together in order to provide you with the most efficient and cost effective process to produce your order.

How to order a print job that involves the Media Design Center (MDC)

Please place an order through the Public Information and Marketing web desk system: <https://printshop.kellogg.edu>; Log in and select the drop down arrow next to "New Order", then select Media Design/PIM. Questions about the system call June Lewis at 269-660-2379.

Avoid delays let us know the department account number, date the finished job is required, quantity you need printed (ball park figure is okay).

The staff in the MDC are:

Kathy Jarvie, MDC Manager, ext. 2248

Cab Rininger, MDC Staff Assistant, ext. 2655

MDC is located in room 302 of the Roll building.

Scanning

PDS can scan any hardcopy print up to a 12 x 18 sheet size and make it into an electronic file for you. Our scanner allows us to scan in full color and our software allows us many options for clean-up of the original. We can save your original as a PDF, jpeg, tiff or Microsoft word file.