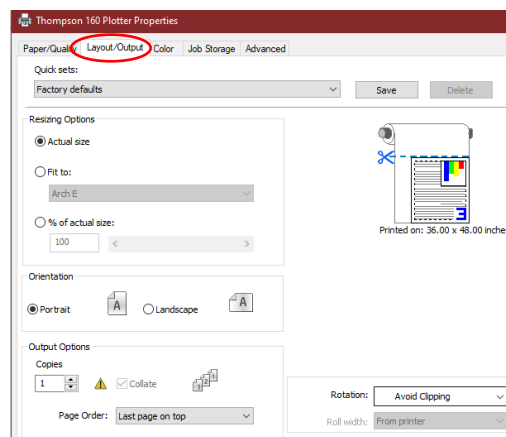
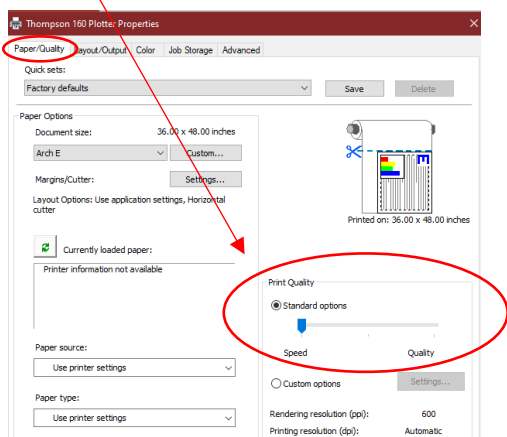
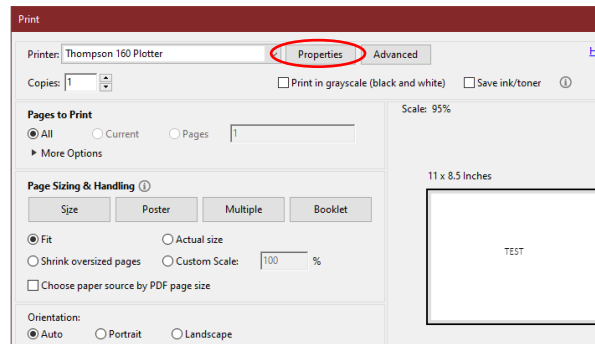


Poster Printing Instructions (print from PDF)

1. Log into a library desktop computer (do not use a personal computer).
 2. Open the file you would like to print and print to PDF.
 3. Open the PDF from the downloads in the files computer app on the bottom left of the computer screen (see file icon).
 4. Click file and print.
 5. Open the “change the printer” dropdown menu, click “see more” and choose Thompson 160 Plotter.
 6. Click fit.
 7. Click the properties tab at the top of the page.
 8. Use the dropdown menu to choose the size of your poster by clicking the “see more” option.
 - a. Arch B – 12 x 18 - \$3.80
 - b. Arch C – 18 x 24 - \$5.00
 - c. Arch D – 24 x 36 - \$8.00
 - d. Arch E – 36 x 48 - \$14.00
- DO NOT SELECT OVERSIZE ARCH and ensure option says “Arch _” not just B, C, D, or E.
9. Click the layout/output tab and have settings at “portrait” and “rotation: avoid clipping.”
 10. Click okay, then click print. Type your last name.#.
 11. Posters can be printed at the plotter printers in Thompson 160 and Thompson 122. Swipe your BuckID or type in your Last Name.# to release the poster.

For questions, please contact us at UniServiceCenter@osu.edu.

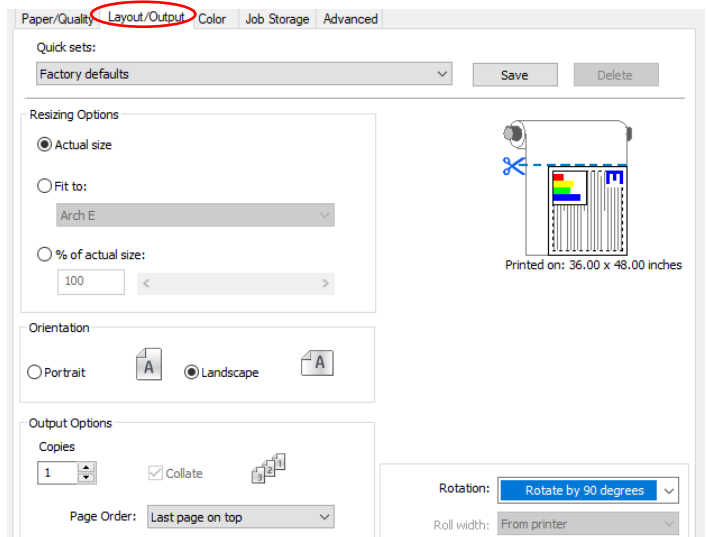
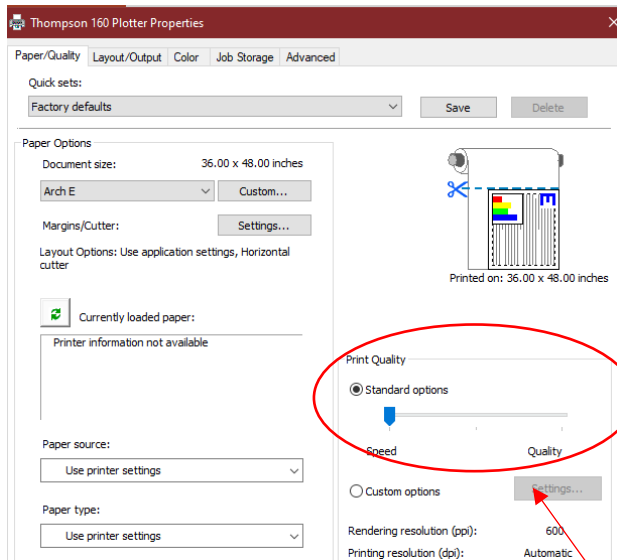
For large blocks of RED or large high-quality images, adjust the print.



Poster Printing Instructions (Print from PowerPoint Desktop App)

1. Log into a library desktop computer (do not use a personal computer).
 2. Open the file you would like print
 3. Open the “change the printer” dropdown menu, click “see more” and choose Thompson 160 Plotter.
 4. Click the printer properties link just below the printer dropdown menu.
 5. Use the dropdown menu to choose the size of your poster, by clicking the “see more” option.
 - a. Arch B – 12 x 18 - \$3.80
 - b. Arch C – 18 x 24 - \$5.00
 - c. Arch D – 24 x 36 - \$8.00
 - d. Arch E – 36 x 48 - \$14.00
- DO NOT SELECT OVERSIZE ARCH and ensure option says “Arch _” not just B, C, D, or E.
6. Click the layout/output tab and have settings at “landscape” and “rotation: 90 degrees.” Please note that **your poster will be cut off if you skip this step.**
 7. Click okay, then click print. Type your last name.#.
 8. Posters can be printed at the Plotter printers in Thompson 160 and Thompson 122. Swipe your BuckID or type in your last name.# to release the poster.

For questions, please contact us at UniServiceCenter@osu.edu.



For large blocks of RED or large high-quality images, adjust the print.