



## FAQ's for printing in the Evans Map Room

We have the ability to print large format posters with our plotter. However, there are things we can do, things we cannot do and things you should know before coming to print. Please know that this is not a printing service. We have a large format plotter on which we allow others to print documents.

1. We do not make appointments for printing. We print on a first come, first serve basis.
2. We are unable to provide software consultation help with your poster. We only print the posters. Please consult your department's computer support person for software help, the RWIT Center or the Computer Help Desk located on the 1<sup>st</sup> floor of Berry Library.
3. The PC's in the Evans Map Room are for printing only. We do not have space to allow people to create their posters. The computers in the room are limited to mapping software only.
4. We only have PC's in the Evans Map Room. If you created your poster using a Mac, open the file on a PC to make sure all the elements of your poster are visible.
5. We have the following software available from which to print: MS Word, MS Excel, MS PowerPoint, Photoshop CS, Adobe Acrobat Reader and ArcGIS.
6. When creating your poster, make it the size you want it to print. If you make your poster smaller and then enlarge it, the software will not necessarily use all of the paper on which to print. You may have large, empty, white borders on your poster.
7. Our paper widths for the plotter are 36 and 42 inches wide. That means one dimension of your poster **cannot be larger than 36 or 42 inches**. To take full advantage of the space, we recommend you make one of your dimensions the full 36 or 42 inches.
8. We have **a single type** of paper: **Heavyweight Coated**. We charge for the linear or length measurement only. Effective May 7, 2007:

The cost for the 36 inch wide paper is **\$6.00 for each 6 inches to the next 6 inches**.  
The cost for the 42-inch wide paper is **\$7.00 for each 6 inches to the next 6 inches**.

9. You have several options for payment.

You can charge a department account. Bring the account number with you when you print.

You can pay with cash, check or a credit card. However, the Evans Map Room does not handle these types of payments. We will tell you the cost of your poster. You will then go down to the Circulation Desk on the 1<sup>st</sup> floor of Berry Library. You will purchase an equivalent number of **Evans Map Room Printing cards** and bring them back to the Map Room.

10. Printing is available during these hours in the regular terms (Fall, Winter & Spring):  
**Mondays through Wednesdays, 8 am-8:30 pm;**  
**Thursdays and Fridays, 8 am to 4:30 pm.**  
**There is no printing on the weekends.**

Our Summer Term hours can vary, so please call (603) 646-2579 before coming to the Map Room.

During Intercessions, printing is available Mondays through Fridays, 8am to 4:30pm.

11. To transport the file, you can email the file to yourself, use a USB drive, or have the file on a CD.
12. Remember to bring something in which to carry your poster. We do not have tubes we can give away.  
We do **sell 36 inch tubes for \$3.00 each.**  
**42 inch tubes sell for \$4.00 each.**
13. We cannot make deliveries. You must come to the Evans Map Room and pick up your posters.
14. If you have questions, which this FAQ does not answer, please call us at (603) 646-2579 or email us at [map.room@dartmouth.edu](mailto:map.room@dartmouth.edu). Do not send emails to individual employees working in the map room. You run the risk of not getting an answer.

**14.** A special note to Faculty and other instructors who want their students to print posters for classes. Call us first before you send your students to print.

**Many students don't have the basic information we need to print their posters. Call us first so we can discuss certain parameters for printing with you. If your department is paying for the printing, we can discuss the size and type of paper to be used and time frame for printing.**