



Dartmouth College Library HANOVER, NEW HAMPSHIRE 03755
Evans Map Room, 2nd Level, Berry Library

EVANS MAP ROOM PRINTING FAQs

We can print large format posters. However, we cannot do everything. Please read these FAQs before you come to the Map Room.

For other printing options in the Upper Valley area, please see our FAQs online.

1. Printing is on a first come, first serve basis. NO APPOINTMENTS.
2. All work must be **PC compatible. Files created on a MAC should be checked on a PC before you come.** We only have PC's in the Evans Map Room.
3. **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 Research Writing Information Technology (RWiT) Center or the Computer Help Desk located on the 1st floor of Berry Library.**
4. 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.
5. We have the following software available from which to print: MS Word, MS Excel, MS PowerPoint, Photoshop CS 4, Adobe Acrobat Reader and ArcGIS.
6. **KNOW** what size you want to print your poster.
7. We have **a single type of paper: Heavyweight Coated.** We charge for the linear or length measurement only. Effective September 1, 2009:
 - o The cost for the 36 inch wide paper is **\$6.00 for each 6 inches to the next 6 inches.** If your poster is 48 inches long/wide, the cost is \$ 48.00.
 - o The cost for the 42-inch wide paper is **\$7.00 for each 6 inches to the next 6 inches.** If your poster is 48 inches long/wide, the cost is \$ 56.00.

8. You have several options for payment. You can charge a department account. Bring that 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 1st floor of Berry Library. The Circulation Desk will take your payment and give you a receipt in return. Please bring that receipt back to the map room as proof of payment.

9. Printing is available during these hours:

Regular Term Hours (Winter 2010 – Until further notice):

Mondays and Tuesdays 8 am - 8:30 pm

Wednesdays through Fridays 8 am - 4:30 pm

There is no printing on the weekends

Summer Term Hours:

Mondays through Wednesdays 8 am - 6:30 pm

Thursdays and Fridays 8 am - 4:30 pm

There is no printing on the weekends

Intercession Hours:

Mondays through Fridays 8 am - 4:30 pm

There is no printing on the weekends

10. To transport your file(s), you can email the file(s) to yourself, use a USB drive or have the file on a CD.

11. Remember to bring something in which to carry your poster. We do not have tubes which we can give away. We do **sell**:

- o 36-inch tube for \$ 3.00
- o 42-inch tube for \$ 4.00

12. We do not make deliveries. You must pick up your poster(s).

13. 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. 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.

Many students do not have the basic information we need to print their posters. Call us first so that we can discuss certain parameters for printing with you. If your department is paying for the printing, we can discuss the size, cost and time frame for printing.