HOW TO MAKE POSTERS ON CCIT PLOTTERS

Undergraduate students at Clemson are allotted $25.50 worth of printing per semester. If they send plots in, they will be charged $1 per square foot. So 36" x 36" will deduct $9 from their semester total. If they send in regular black printing to 8.5" x 11" paper, 5 cents will be deducted from their total.

Install Drivers on your computer

Go to download.clemson.edu, click on Printer and Plotter Drivers, Student Printers and Plotters. Click on your type (Win or Mac) and run the installer.

Create your poster in PowerPoint

Open Microsoft PowerPoint 2010 (Windows). Go to Design, Page Setup, Custom and select the size of paper you want (or 1 inch smaller in each direction for margins).

For Microsoft PowerPoint 2011 (Macs), go to File, Page Setup and select the size of paper you want.

Insert the text and graphics of your poster. Caution: do not use graphics of low quality in large sizes or you will get grainy output.

Send your file to the plotter

Click on File, Print, select either CCIT Plot 36 (for 36" wide plot) or CCIT Plot 42 (for 42" wide plot). Click on Printer Properties, Paper/Quality tab, Custom, put in desired width. For CCIT Plot 36 put in length 36, for CCIT Plot 42 put in length 36.

After you click OK, the PawPrints Print Job Details screens will appear. Give your job a descriptive name, put in your Clemson user ID and your Clemson password. You will receive a final popup to inform you how much your job will cost. Once OK is selected, you will receive an email shortly after to confirm CCIT Printing and Plotting has received your job and is pending release.   Within 24 working hours your job will be printed and you will receive an email stating that it is ready for pickup. The final confirmation screen will display they dimensions of your plot in inches. Please make sure the dimensions are correct!
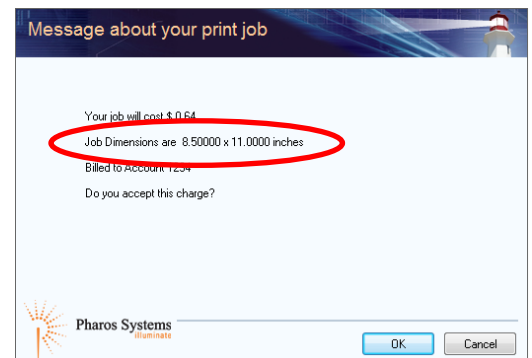
You will need to go to the CCIT Support Center on the second floor of the library to pick up your plot.

Other software options:

If you want to use Microsoft Publisher or some other software, it is currently recommended that you save the file as .PDF. Then open it in Acrobat Reader. Click File, Print and select a plotter. As with PowerPoint, you can create a custom paper size and print to that.