

## OVERVIEW: Plotting

Article Number: 237 | Last Updated: Fri, Apr 10, 2015 at 3:11 PM

Students can use their Paw Prints quotas or TigerStripe funds to print plots (posters). These are available in dimensions up to 36" or 42" on one side by up to 100 feet long. Plots must be submitted to the "CCIT Plot 36" or "CCIT Plot 42" queues. The plot queues correspond to two paper widths of 36" and 42". The most common plot sizes include: 36" x 24", 36" x 48", and 42" x 36". **Note:** For any plot exceeding 10 feet in length, please contact Printing and Plotting at (864) 656-4766 so that they can ensure enough paper is loaded onto the plotter for your poster to fully print. Several programs are available on campus that students, faculty and staff can print from. The most commonly used are PowerPoint and Adobe Reader. You can use other applications but if you find you need assistance, please visit the Printing & Plotting Helpdesk on the 2nd floor of the Cooper Library. When your plot is received you'll get an email notification. You'll get a second email when your plot is ready for pick-up. If there was a problem with your plot (e.g. the dimensions were submitted incorrectly), Printing & Plotting staff will contact you via email. Depending upon the volume of other plots in the queue, it can take **up to 24 hours** for your plot to be processed, so please allow time. You can pick up your plot(s) at the Printing & Plotting Helpdesk on the 2nd floor of the Cooper Library. After checking in and being called up to the front desk an attendant will find your plot(s) for you. Normal business hours are: Monday - Friday, 8:00 AM - 6:00 PM and Sundays 1:00PM - 10:00PM, except for during University holidays. **Note:** On Fridays when there will be a home football game the following Saturday, the hours are 8:00AM - 4:30PM. Once you have received an email notification stating that your plot is "Ready for Pickup," you have 30 calendar days to retrieve it before it is discarded.

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Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=237>