

# PRINTING TO THE MEDIA CENTER

1. On a flash drive labelled with your BGSU username, save your image as a JPG, TIFF, or PDF, using the following guidelines:

File dimensions are the same as the print size you are ordering

Add borders to your file if you want white space around your image.

300ppi resolution is recommended for best print quality, but do not resample image upward.

One free test strip, 2 inch high x print width, is recommended to ensure print quality.

Maximum print width 40".

Name your files using required format.

Save inside a folder called PRINT. Only include files to be printed in this folder!

2. Bring your flash drive with print file(s) to the Media Center during business hours, and pay for your print.

Staff will take your flash drive and complete an order form.

You will need your BG1 card using BG1 bucks to pay for your print up front.

3. Pick up your prints, which will be ready within two business days of drop off.

Check your prints carefully before taking them with you, as all sales are final.

Prints that are not picked up by the end of the semester will be destroyed.

