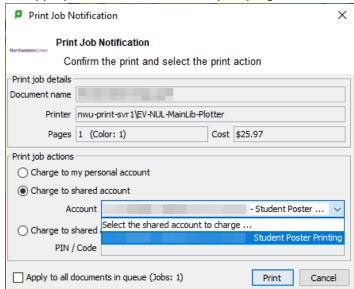**How To - Subsidized Poster Printing at Northwestern University Library Plotters**

Posting printing subsidized by department or organization must occur on the <u>Windows PCs</u> located either in John P. McGowan Information Commons located in <u>Main University Library</u> (<u>1970 Campus Drive</u>) or the Astrahan Information Center located in the <u>Seeley G. Mudd Library</u> in Mudd Hall (<u>2233 Tech Drive</u>), both located on the Evanston campus.

Printing Directions:

1. Review Library directions how to use plotters at <u>https://libguides.northwestern.edu/plotter</u>. Recommended file formats are PowerPoint (.pptx) and Adobe .PDF.
2. Log into one of the <u>Windows PCs</u> with your NetID and password. The plotter printing driver for Windows has additional software to help ensure your plotter job prints as intended.
3. Open the file. For .PDF files, the recommendation is to open the file in Adobe Acrobat and not the default PDF reader. This does require creating a free Adobe account.
4. Print the file to the printer in the library building you are in:
   a. Main Library: **EV-NUL-MainLib-Plotter**
      Sometimes displayed as **EV-NUL-MainLib-Plotter on \\nwu-print-svr1.ads.northwestern.edu** <u>OR</u> **\\nwu-print-svr1.ads.northwestern.edu\EV-NUL-MainLib-Plotter**.
   b. Mudd Library: **EV-NUL-Mudd-Plotter**
      Sometimes displayed as **EV-NUL-Mudd-Plotter on \\nwu-print-svr2.ads.northwestern.edu** <u>OR</u> **\\nwu-print-svr2.ads.northwestern.edu\EV-NUL-Mudd-Plotter**.
5. When prompted by the PaperCut Print Job Notification window, select "**Charge to shared account**" and select the appropriate shared account for your program or class. Click Print.

6. Log into the release station attached to the plotter and print normally. There will be no indication that the print job will be charged to the shared account, but no funds will be deducted from your PaperCut or Cat Cash account.