

Permission from the PI, the index number, and the need-by date are always required. BluePrint prefers orders in batches, so if several students are printing posters for the same conference, then the PI should list their names and email addresses and send an email to Melinda.Beel@mtsu.edu. Each student will send Melinda a PDF file based on the instructions below and she will place the poster order for the group. If it is a single poster request, then Melinda will need to notify BluePrint that the student has permission and provide the index number, but the student can submit their own order following these instructions.

INSTRUCTIONS FOR POSTER PRINTING

Go to A-Z and choose P for Printing Services

Underneath the Welcome go to [online portal](#)

What would you like to order? Choose posters/large prints

Step 1: Choose Custom Size

Step 2: Put your name and your professor's name under Job Name

Quantity: 1

Document Width: select 48 or 36

Document Height: select 48 or 36 (not the same as above)

Rush: select this box if you need it earlier than 1 week. There will be an add'l \$10 charge

Choose Printing Stock

Format: 1 sided

Ink color: Color

Stock Style: drop down to Wide-Format

Stock Weight: drop down to 60

Paper Color: White

Continue to Step 3

Binding: NONE

Special Instructions: Charge to appropriate index

Step 4: Attach your PDF file (NO OTHER TYPE OF FILE)

Step 5: Price should be either \$20.79 or \$30.79 (rush)

Under Additional Billing Instructions put "copy of order to melinda.beel@mtsu.edu"

Note the suggested Due Date and select Hold for Pick up under Delivery