

Graphics accepts files submitted electronically for posters, laser prints, dye sublimation prints and slides. The Copy Center accepts files for Docutech jobs this way also; please ask them for instructions.

DROPPING OFF JOB FILES

FIRST make your poster file and a simple “readme” document that includes the name(s) of your file(s), your name, phone number, account number, and the service you are requesting.

The following information will help us get your job done correctly the first time:

posters; do you want a proof before your final poster?
do you want matte or glossy paper?

laser prints; do you want letter or tabloid sized paper?

dye sublimation prints; are your images color or grayscale?

slides; do you want more than one copy of your slides?

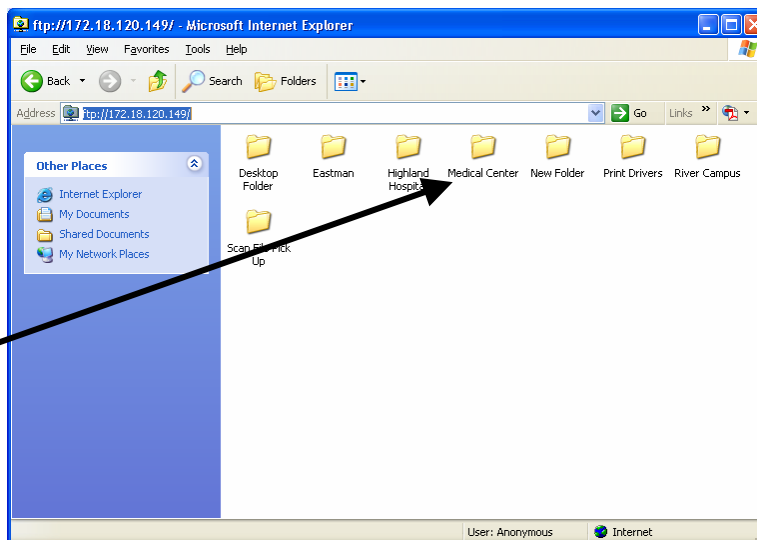
NEXT:

Launch **Internet Explorer**.

Access our website by entering this address:

ftp://172.18.120.149

Double click on **Medical Center** to open our directory.



Open the folder of the service you want. Drag your files into it. They should be loose, not inside a folder.

For example, drag a poster file and your readme file into the poster printers folder.

