Large-Format Printer

Designed by You & Printed by FHLC Staff

The Family History & Learning Center (FHLC) includes a Roland TrueVIS SG-540 Color Printer Cutter. Patrons can request full-color banners, posters, stickers, and window clings, at a cost of $4.00 per linear foot. Some limitations apply.

Large Format Print Request Process

1. Create and save your design as a JPG, PDF, or EPS file.
2. Submit your request 1 to 2 weeks in advance at https://mcdl.info/LargeFormatPrint.
3. After receiving your request, FHLC staff may email you to…
   - Provide you with a quote (if you requested one).
   - Clarify details of your request.
   - Suggest a change in dimensions for more cost-effective printing.
4. When printed, FHLC staff will email you regarding Payment and Pick Up.
   - You will be emailed an invoice through PayPal. You may pay the invoice with a credit/debit card, PayPal account, or Venmo. (If you need to pay by check or cash, staff can arrange to have you pay onsite at Pick Up.)
   - Pick Up is available Monday-Thursday, 10am - 8pm, and Friday-Saturday, 10am - 5pm at the FHLC desk, located on the 2nd Floor of Medina Library. Pick up is NOT available Sunday.
5. If you need to trim or grommet your print, arrive at least one hour prior to close. Available tools include scissors, rulers, rotary cutters, and grommet punch. Grommets are available for free with print requests.

Limitations

- No print-on-demand/walk-in services available. FHLC staff members print requests on a first submitted, first printed basis.
- One dimension is limited to a maximum of 50". If creating stickers, dimensions cannot exceed 50" x 50".
- Not equipped for mass quantity production of posters / banners.
- No built-in trimmer. All trimming must be completed by patrons manually.
- PNG files cannot be accepted.

Materials *(all materials $4.00 per linear foot)*

- Banner Vinyl (for outdoor use)
- Satin Poster Paper (for framing)
- Vinyl with Permanent Adhesive in clear, glossy white, or matte white (for stickers)
- Window Cling in clear and white (for static stickers)

Medina County District Library • mcdl.info

Design Resources

To create your own artwork for printing, the Family History & Learning Center includes Adobe Photoshop, Adobe Illustrator, and other image editing/creation software. To learn about this software, visit LinkedIn Learning at https://www.linkedin.com/learning-login/go/oh0141 (free with your MCDL Library Card).

Alternatively, there are also many easy-to-use graphic design websites, with templates and tips for creating professional-looking banners, posters, social media graphics, and more. These sites may be available for free or as paid subscriptions. They include:

Adobe Express - https://adobe.com/express

Canva - https://canva.com *

Pixlr - https://pixlr.com

Snappa - https://snappa.com

Stencil - https://getstencil.com

Visme - https://visme.co

VistaCreate - https://create.vista.com

For more options, Google "Alternatives to Canva."

* Canva is especially popular.
- Canva is available in a free version and a paid version.
- You can edit Canva's templates or create custom-sized designs.
- For any artwork created in Canva, please download your file as a "PDF Print" file.
- **For a brief video tutorial on making a custom banner in Canva and saving your file to submit for printing in the Family History & Learning Center, visit https://youtu.be/5GCy9IM1n6E.**

To learn more about Canva, visit these links:
- Canva Help Center - https://www.canva.com/help
- Canva for Beginners - https://www.canva.com/designschool/courses/canva-101

Questions?

Call the Family History & Learning Center staff at 330-722-2681 for more information.

Medina County District Library • mcdl.info