Center for Geographic Analysis
Plotting Guidelines

The CGA offers large format map and poster plotting services on our HP DesignJet Z6100 plotter, for any Harvard ID holder.

Plot Size: Up to 42" wide by any length, color.

Format: PDF, uploaded online or with flash drive.

Cost: Cost per linear foot, rounded to the nearest foot:
$5.00 / foot for regular stock paper.
$10.00 / foot for glossy paper.

Form of Payment: Checks made out to "Harvard University",
or a 33 digit Harvard account code.

Availability: Service available only to valid Harvard ID holders.

Scheduling: Typically 2- 4 business days, subject to availability
of CGA staff. Give advance notice for large orders.

How to Use: Email contact@help.cga.harvard.edu to use the service.

- Check the plot on screen to make sure the PDF converter included all fonts.

- Do a thorough screen review to ensure plot is the final version, and what you want to print and pay for.

- All plots will be paid for, unless there is a plotter error, out of ink, etc.

- Only appropriate, Harvard related material for academic use may be plotted.