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- 1. Open a browser and navigate to https://www.thingiverse.com
- 2. Browse the collection or use the search bar at the top of the page to find a 3D model you would like to download.
- 3. Click on the picture of the model, then scroll to the files section. You can download individual files or you can choose download files, which will download all the files and put them in a .zip folder.
 - a. If you download all files and they are put in a .zip folder, you need to drag the folder to the desktop and unzip the individual files.
- 4. Go to https://balibrary.org/component/chronoforms5/?chronoform=3DPrint, fill out the required information, then upload the individual files. These must be one of the following file formats: .stl, .3mf, .obj, or .scad.
 - a. If you have more than 3 files to submit, you can submit the form and fill out another entry.
- 5. When the information in the form is filled out correctly, click submit.
- 6. Digital Services will receive an e-mail and put your 3D print in the queue as it was received.
- 7. Please allow for at least 7 days for the Digital Services team to complete your print.