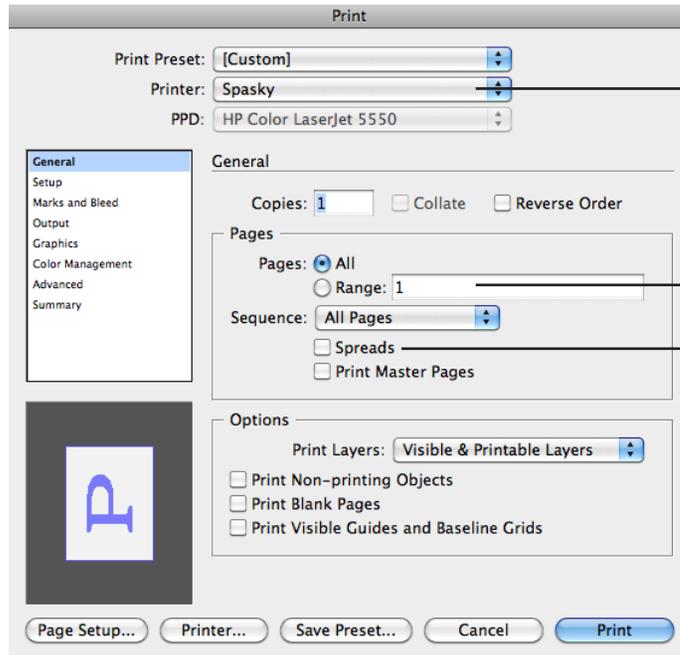
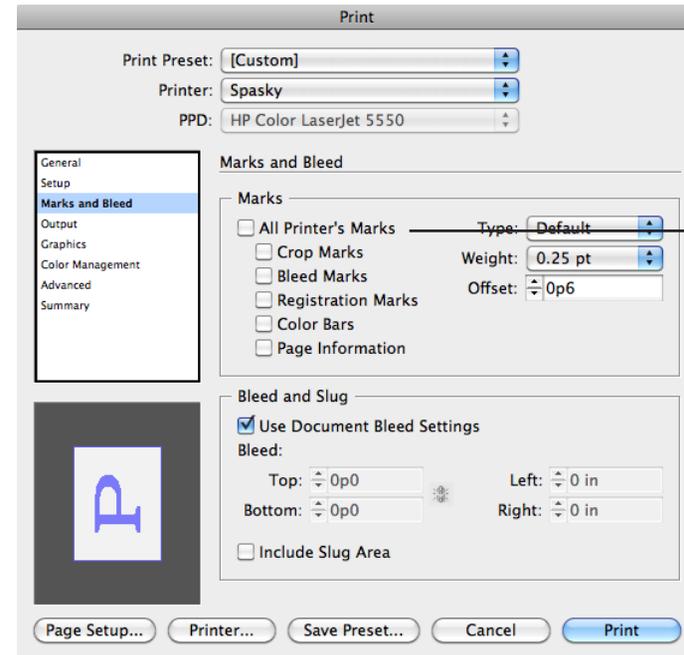


Standard printing



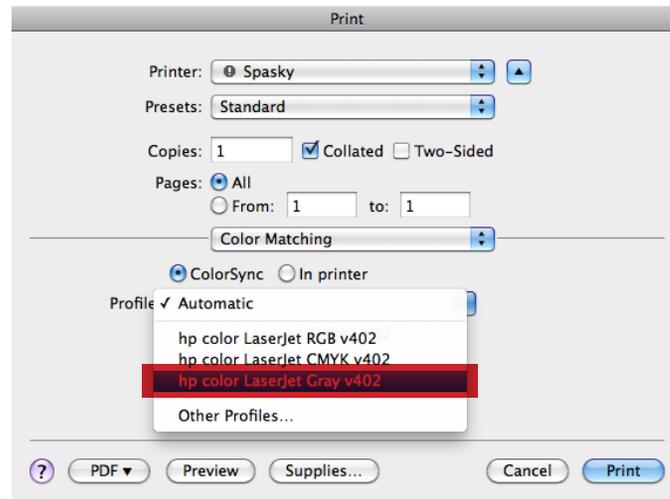
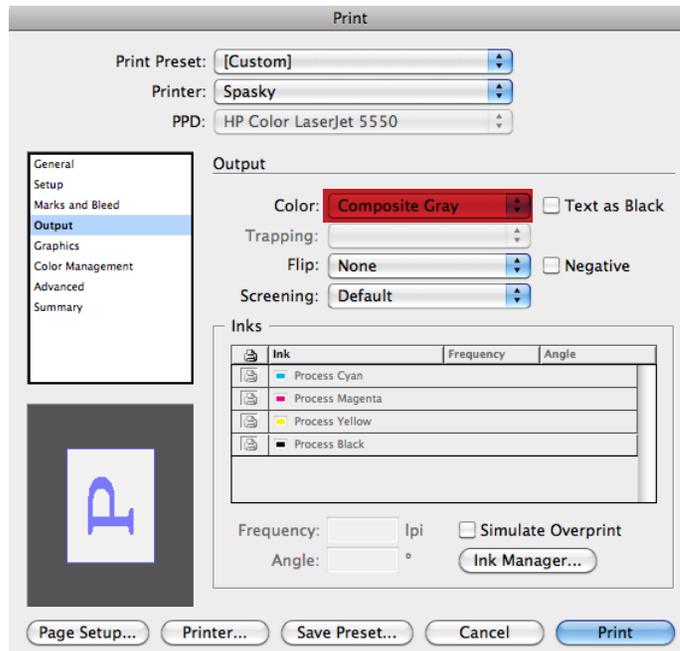
Here you choose what printer you want to print from

Select what pages you want to print
 ***makes printing faster if you print a large file in sections
 check spreads if you want to print an entire spread on a single page.



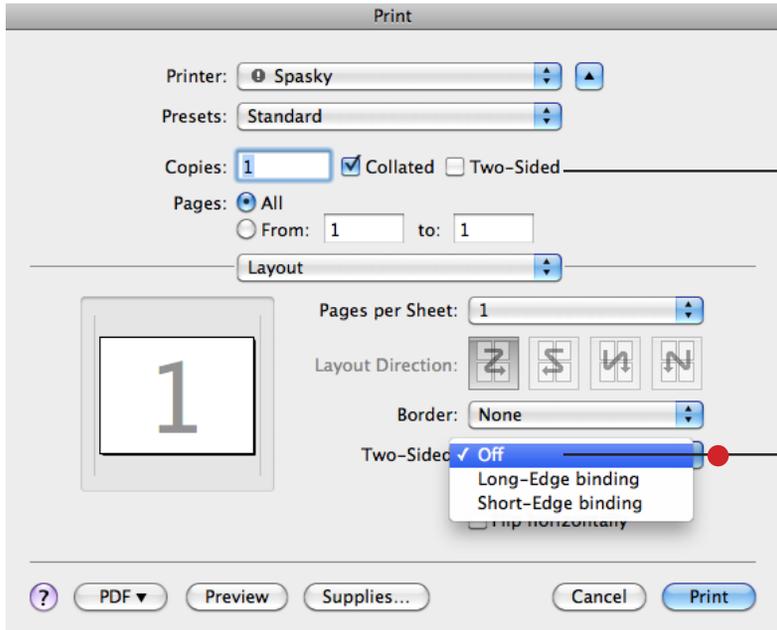
Select what kind of document marking you want
 ***useful for cutting pages

black and white printing



to print black and white and save money make sure both of these sections have been set to GRAY!
 *** Even just black text can print as color so make sure you have these selected for essays!!!

double sided printing



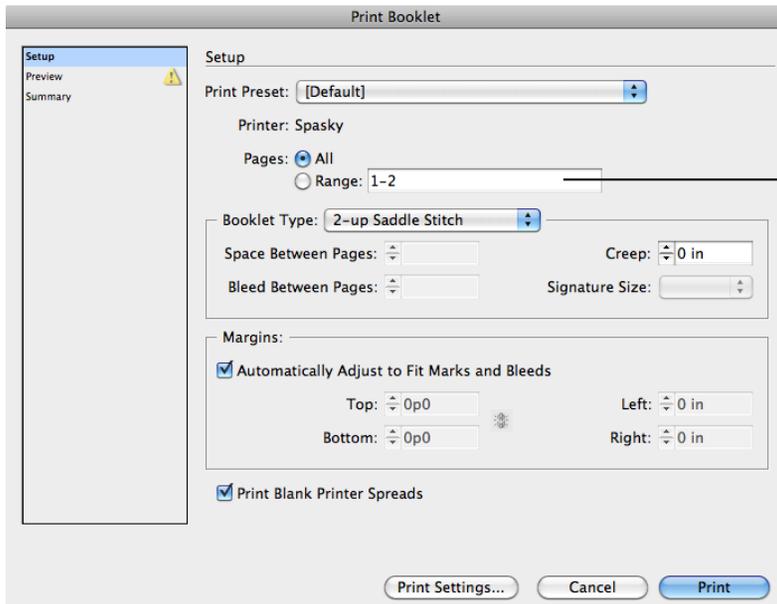
select two sided for two sided prints. this will automatically choose the orientation of you sheets ●

choose the orientation of your sheets
long edge is top binding
short edge is left binding.

booklet printing

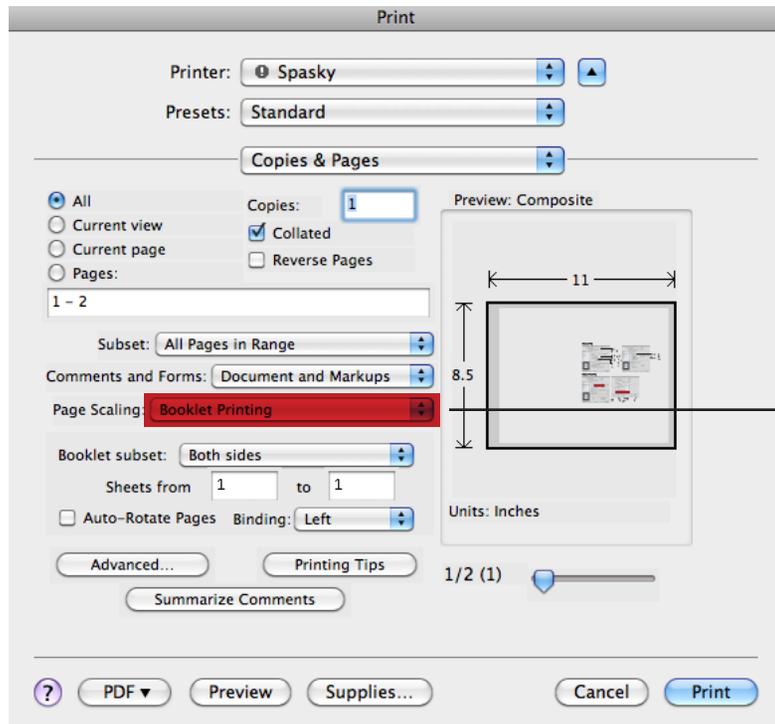
>file>>print booklet (out of indesign)

has to be in multiple of 4!!!!



you should not print all pages at once if you have a large file break it up into
[(first - second), ((last - 1)- last)]
i.e. for a 16 page booklet
(1-2,15-16) (3-4,13-14)

booklet printing out of acrobat
has to be in multiple of 4!!!!



Select booklet printing to print a booklet. and that't it. minimize files or nothing will print.

Biggest piece of advice is do not try to print large files! they will take forever and mostly likely be corrupt and you won't get a usable.

complicated files should be printed out of indesign to avoid screws ups with layers and colors. simple files are easy to print as PDF's

Make sure you print tests before sending an entire file to print, this way you know what you will get and save money.

If your file hasnt printed DO NOT send it again. Ask front desk if your file is in the queue.

Manage your time well! DO NOT try to print at the same time as everyone else!!!

Second biggest piece of advice PRINT BOOKLETS AT KINKOS!