

# Fudge Printing

**\*Fudge does not have paper stocked in it. Request paper be put in Fudge.\***

Press “Request Assistance” button in center to request specialty paper for printing on Fudge.

**\*\*ALL Specialty Papers are available to be printed at No additional cost.\*\***

The paper types not available are sticker paper, 12x18, and 80# Linen Cover.

1. Login to the desktop at the Print Prep Station with your **NetID** and **Password**

2. Open the file you want to print

3. Download your file as a **PDF**

4. Access recent download history, and click the **file icon** next to the document you want to print.

5. Once in downloads, double-click the desired document to **open with “Adobe Acrobat”**

6. Once in Adobe, you will need to login with your NetID and Password

7. Click “**Menu**” in top left corner and then “Print”.

8. Select the printer name (Fudge) you want to print your file from.

9. To indicate your desired paper size, you need to change two settings:

a. To change settings, select “Properties”.

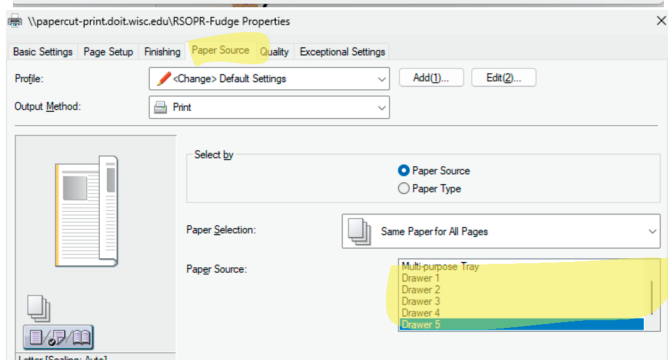
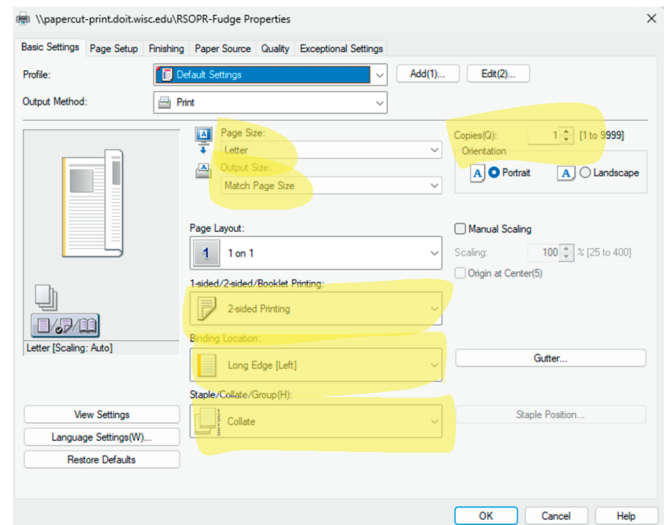
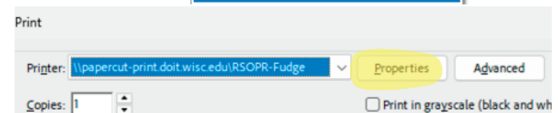
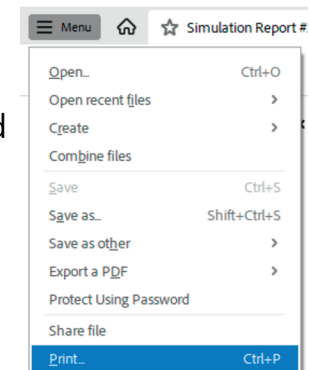
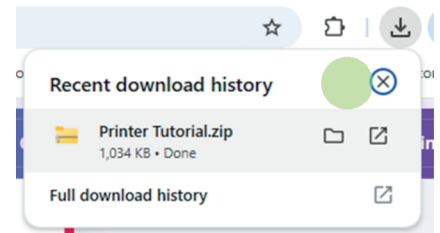
b. In the “Basic Settings” tab, Verify “Page Size” is correct and set to “Match Page Size”.

c. Select “Page Layout” & “1/2-sided”

d. If 2-sided: Choose long edge if you want to flip pages side-to-side like a book. Choose short edge if you want to flip pages top-to-bottom like a calendar.

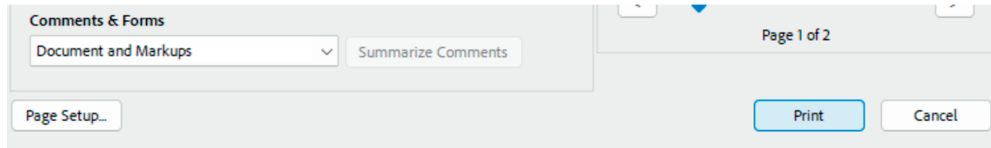
e. In “Finishing” tab, Select “Finishing” & “Hole Punch” to specify type of stapling or punching preferred.

f. In the “Paper Source” tab, Select the “Paper Source” / paper drawer associated with the type of paper to be printed.

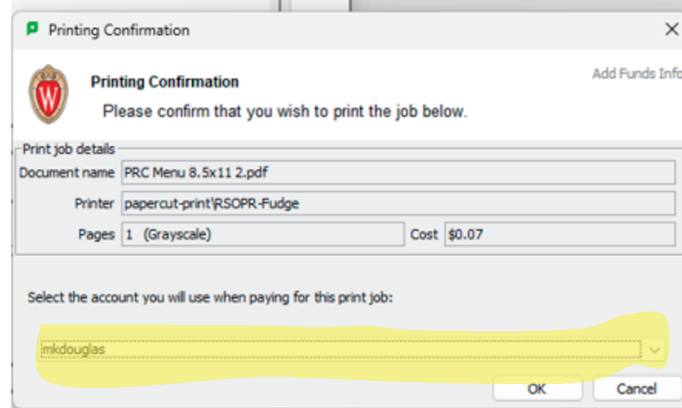


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10. Click **OK** when done with Properties dialog box (this will not print yet).
11. Once returned to the Main dialog box, note page sizing and heading in the main print page.
  - a. **Choose actual size** to print to exact document measurements OR **Choose fit to page** to resize the document to fit the entire page. You can also customize it to set specific dimensions.
12. Once everything is correct and you are ready to print, select **“Print”**.



13. A popup will appear to confirm your printing job.  
\*\*To pay with print card if you are a part of a department or student organization, click on the dropdown at the bottom and select the department/organization account.\*\*
14. Select **OK** after you choose the correct account to ensure the print job gets sent.



**Sign out of the computer and head to the Print Release Station. Log in with your NetID & Password or Departmental Print Card and PIN# to release (print) your print job.**

