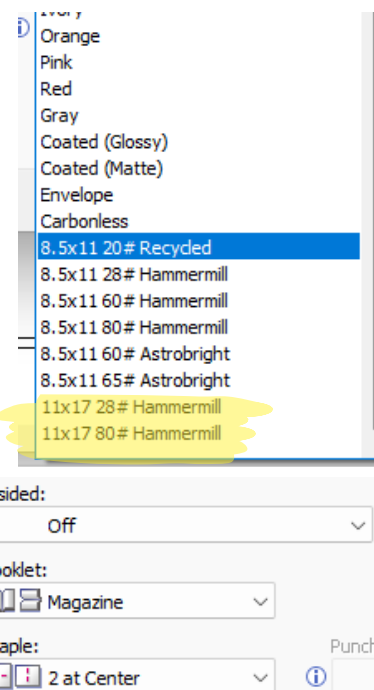
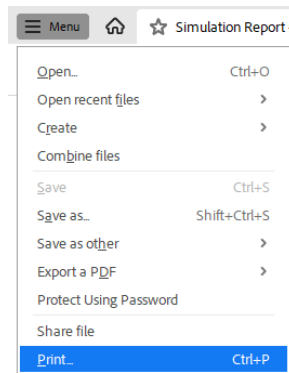
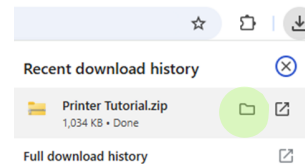


# Booklet Printing

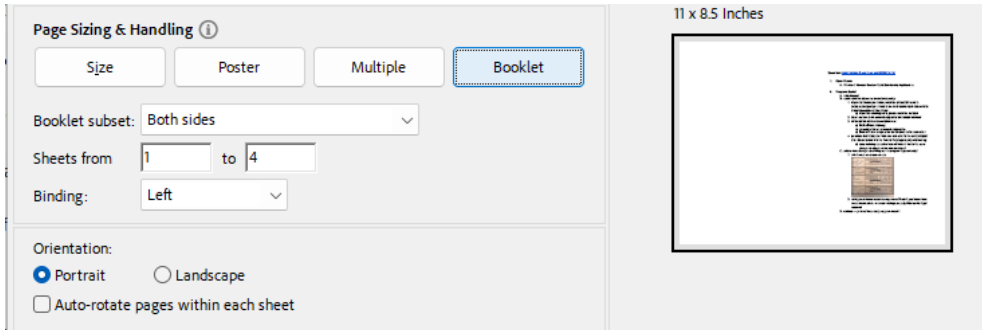
Coming in during office hours is highly recommended for booklet printing, and required for a 5.5" x 8.5" finished booklet size.

1. Your booklet design should be one page per sheet, designed for the finished size, and have a page count that is a multiple of four (to have a back cover).
2. Login to the desktop at the Print Prep Station with your NetID and Password
3. Open the file you want to print, and download it as a PDF
4. Access recent download history, and click the folder icon next to the document you want to print.
4. Once in downloads, double-click the desired document to open with "Adobe Acrobat"
5. Once in Adobe, you will need to login with your NetID and Password
6. Click "Menu" in top left corner and then "Print"
7. Select the printer name you want to print your file from. See "Printer Guide" on wall for reference. For booklets, Oreo is used for black and white, and Sundae is used for colored booklets.
8. To change desired print settings, select "**Properties**".
  - a. Change the **document size** to match the size of the paper you want (not finished size).
  - **IMPORTANT:** if these sizes do not match, the printer will charge you and the error light will flash. Please ask staff to assist you if this happens during staffed hours
  - b. Change **the paper type** to 11x17 for an 8.5x11 finished booklet or 12x18 for a 9x12 finished booklet. Looking to print smaller? Come in during office hours and we can load the right paper in. For a booklet from a letter-sized sheet of paper, your design be 5.5" x 8.5".
  - c. Make sure 2-sided is set to off, Booklet to 'Magazine', and Staple to '2 at Center'.
  - d. Click OK when done with Properties dialog box (this will not print yet).



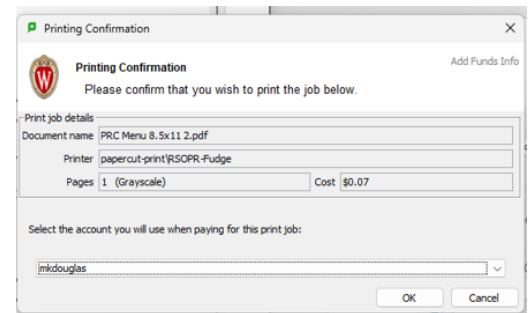
# Booklet Printing

9. Make sure page sizing is set to Booklet, and that everything looks correct.



10. Once everything is correct, **select “Print”**

- After a little bit, a popup will appear to confirm your printing job.
  - If you are a part of a department or student organization, check the dropdown at the bottom. Select if you want to pay from your Wiscard account or the department/organization account.



11. Select OK after you choose the correct account to ensure the print job gets sent to the pay station.

**\*\*Press “Request Assistance” button on the wood table by the Print Prep Stations to ask for assistance if you are unsure of any setting \*\***

12. Sign out of the computer (if you have no more files to print) 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. Your booklet will come out of the printer on the bottommost tray.

