

Fudge Printing

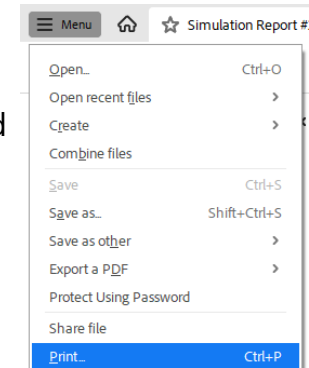
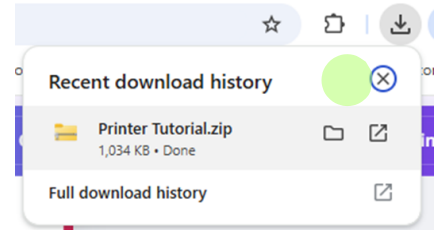
Fudge does not have paper stocked in it. Request paper be put in Fudge.

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

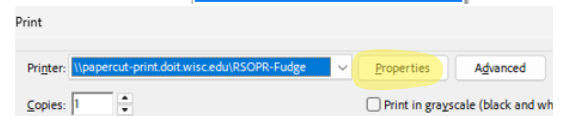
****ALL Specialty Papers are available to be printed at No additional cost.****

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

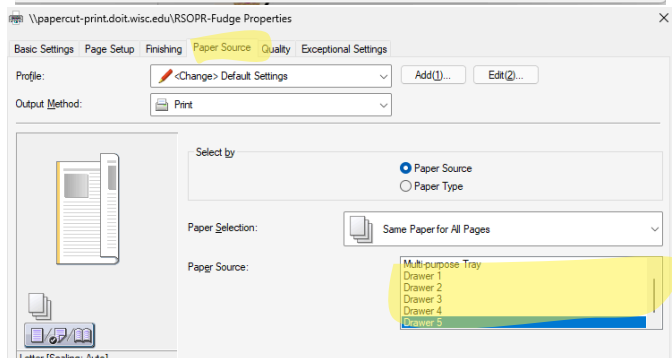
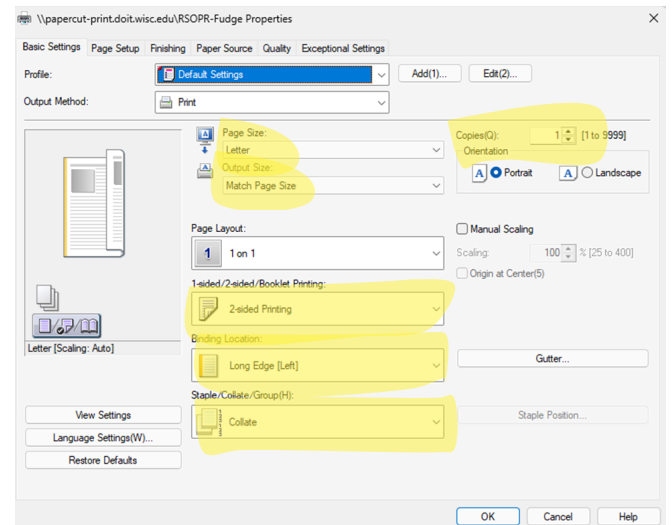
1. Login to the desktop at the Print Prep Station with your **NetID** and **Password**
2. Open the file you want to print
3. Download your file as a **PDF**
4. Access recent download history, and click the **file icon** next to the document you want to print.
5. Once in downloads, double-click the desired 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.

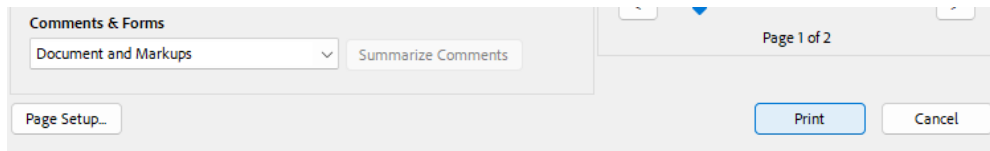


9. To indicate your desired paper size, you need to change two settings:
 - a. To change settings, select “Properties”.
 - b. In the “Basic Settings” tab, Verify “Page Size” is correct and set to “Match Page Size”.
 - c. Select “Page Layout” & “1/2-sided”
 - d. If 2-sided: Choose long edge if you want 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.

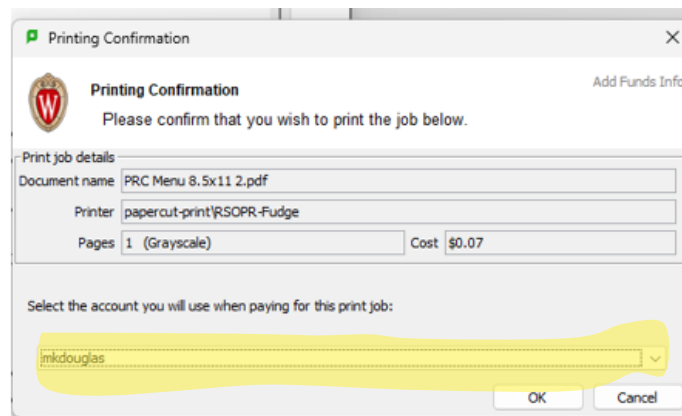


FUDGE Printing

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.

