

# FERGUSON|251

## PRINTING GUIDE





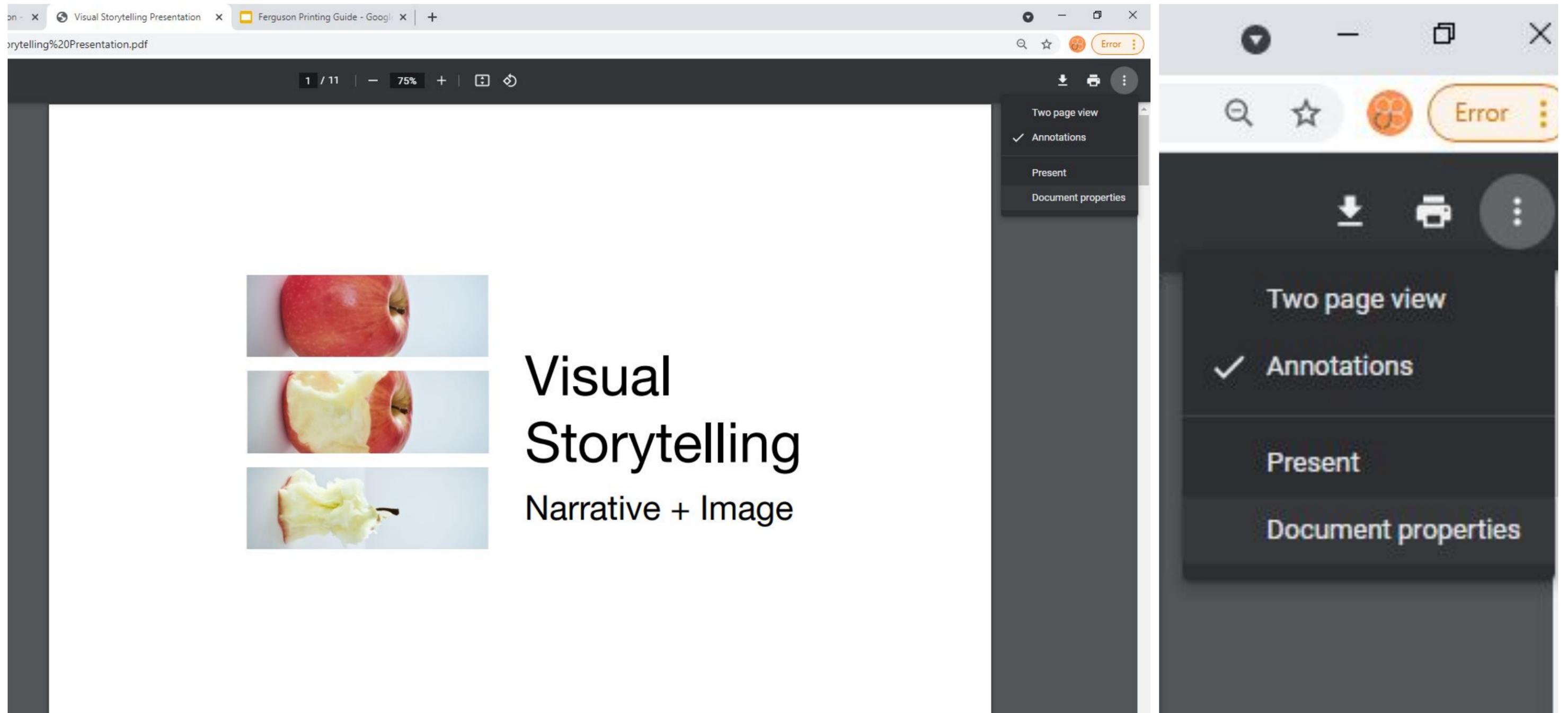
Welcome to Ferguson 251. This guide will walk through the steps and considerations to keep in mind when printing in the lab and how to successfully print an 11x17 document.



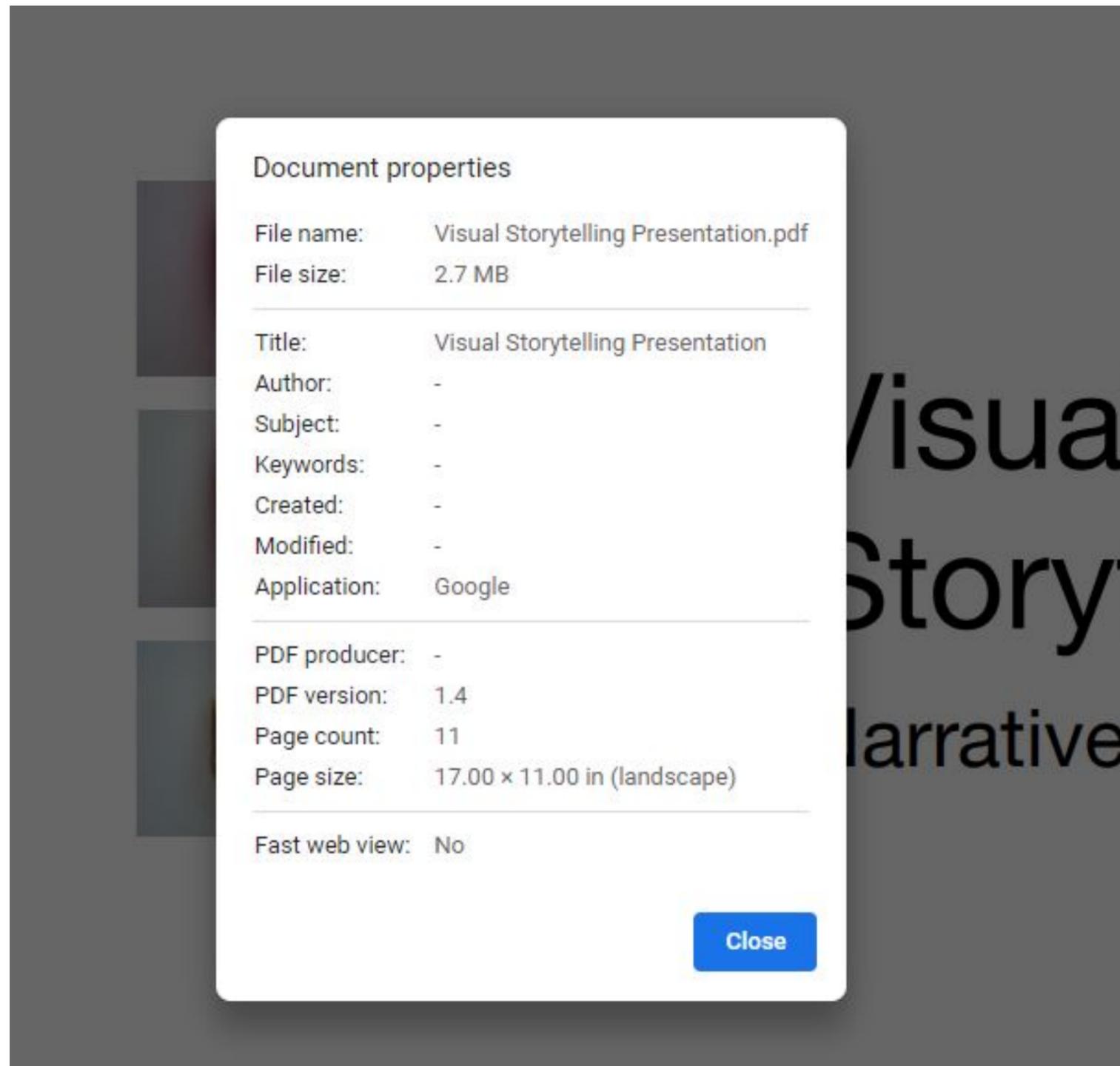
Any computer should be directly connected to the printing network within Ferguson Lab. If you encounter any irregularities when following this guide, **search for an alternative open workstation to print from.**



The three workstations on the end closest to the printer can be reliably printed from.



The first step is making sure your document is indeed 11x17 before trying to print. If you've downloaded your PDF from Canvas, Drive, or another program within a browser you can check the sizing via the menu in the top right of the PDF preview window under Document Properties.



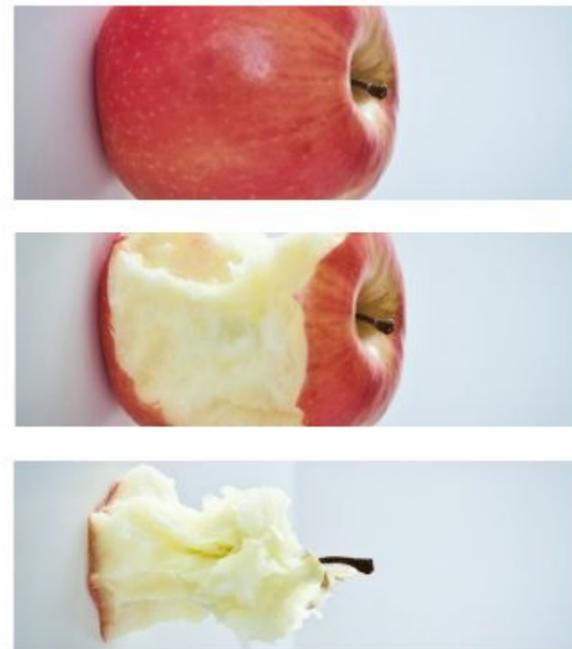
The document properties should pop up in a second menu. The Page size can be found near the bottom as shown here. It is not recommended to print PDF documents from Google Chrome. Always download the PDF to the computer or open it from a flash drive in Adobe Acrobat or Acrobat Reader.



You can specify which program by right-clicking the PDF in the File Explorer and selecting Adobe Acrobat or Acrobat Reader.

- Open... Ctrl+O
- Create PDF Online...
- Save Ctrl+S
- Save As... Shift+Ctrl+S
- Save as Other
- Send File
- Revert
- Close Ctrl+W
- Properties... Ctrl+D
- Print... Ctrl+P
- 1 C:\...\Visual Storytelling Presentation.pdf
- View All Recent Files...
- Exit Ctrl+Q

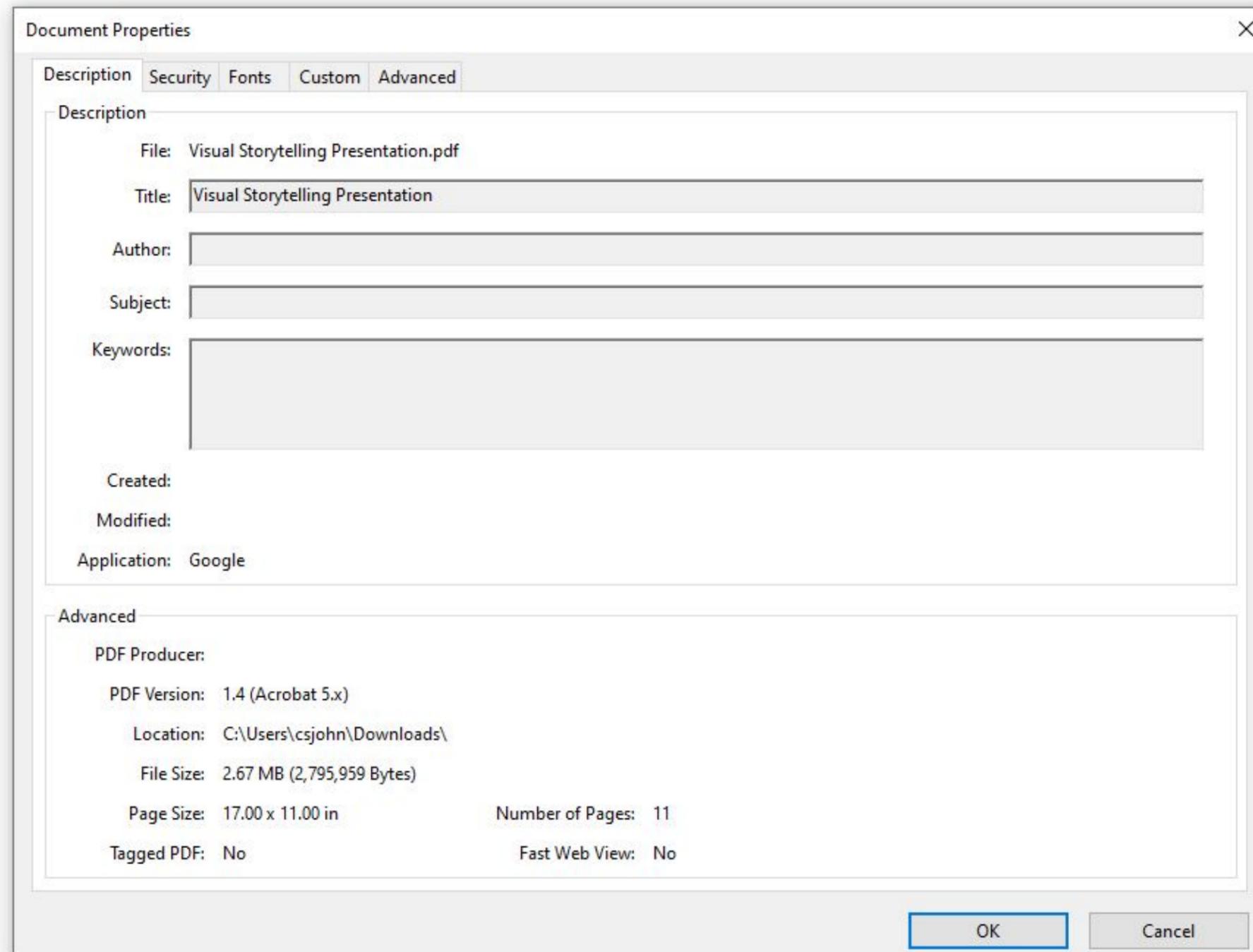
Navigation toolbar with icons for mouse, hand, zoom in (+), zoom out (-), zoom level (66.7%), rotate, crop, and other tools.



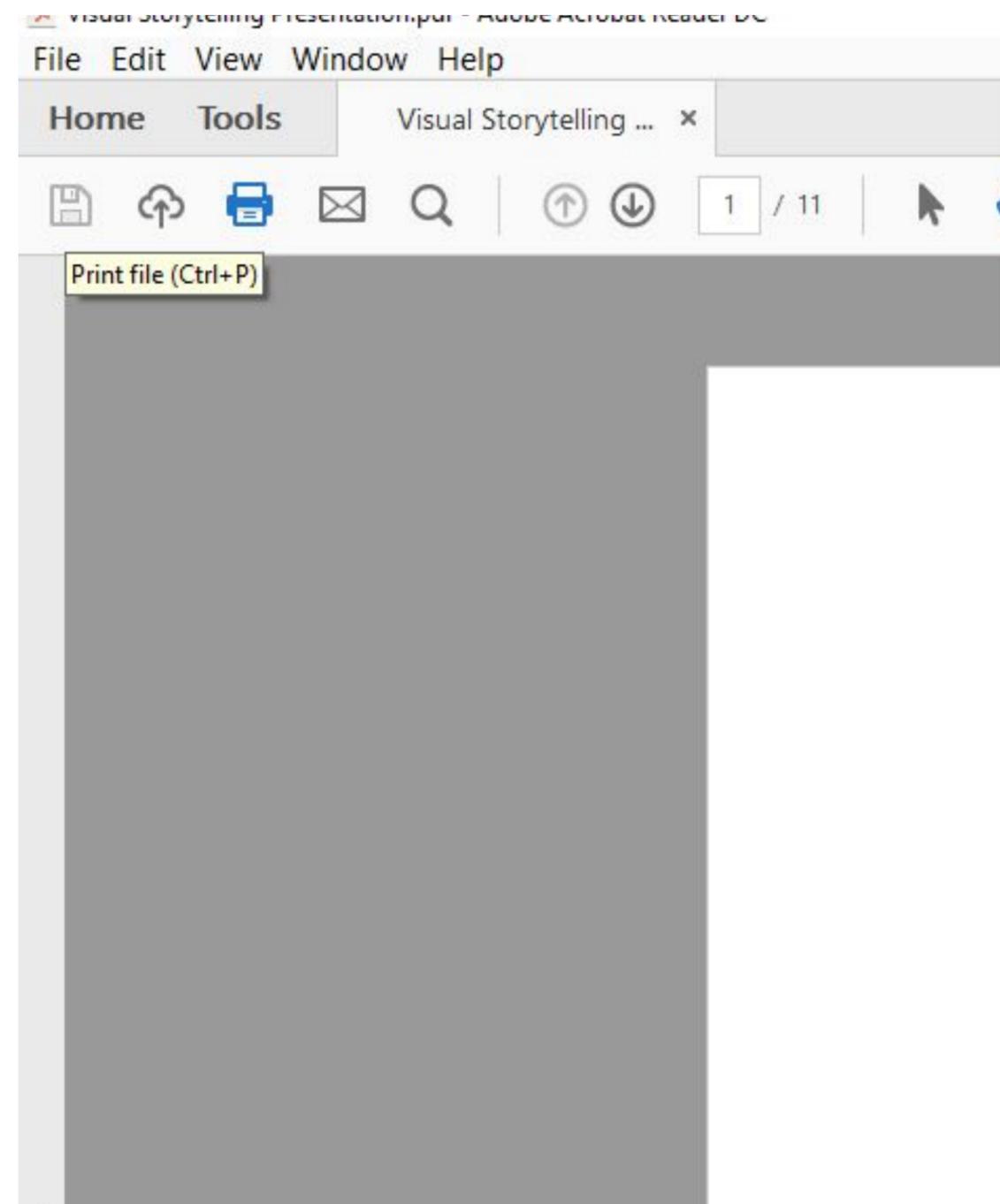
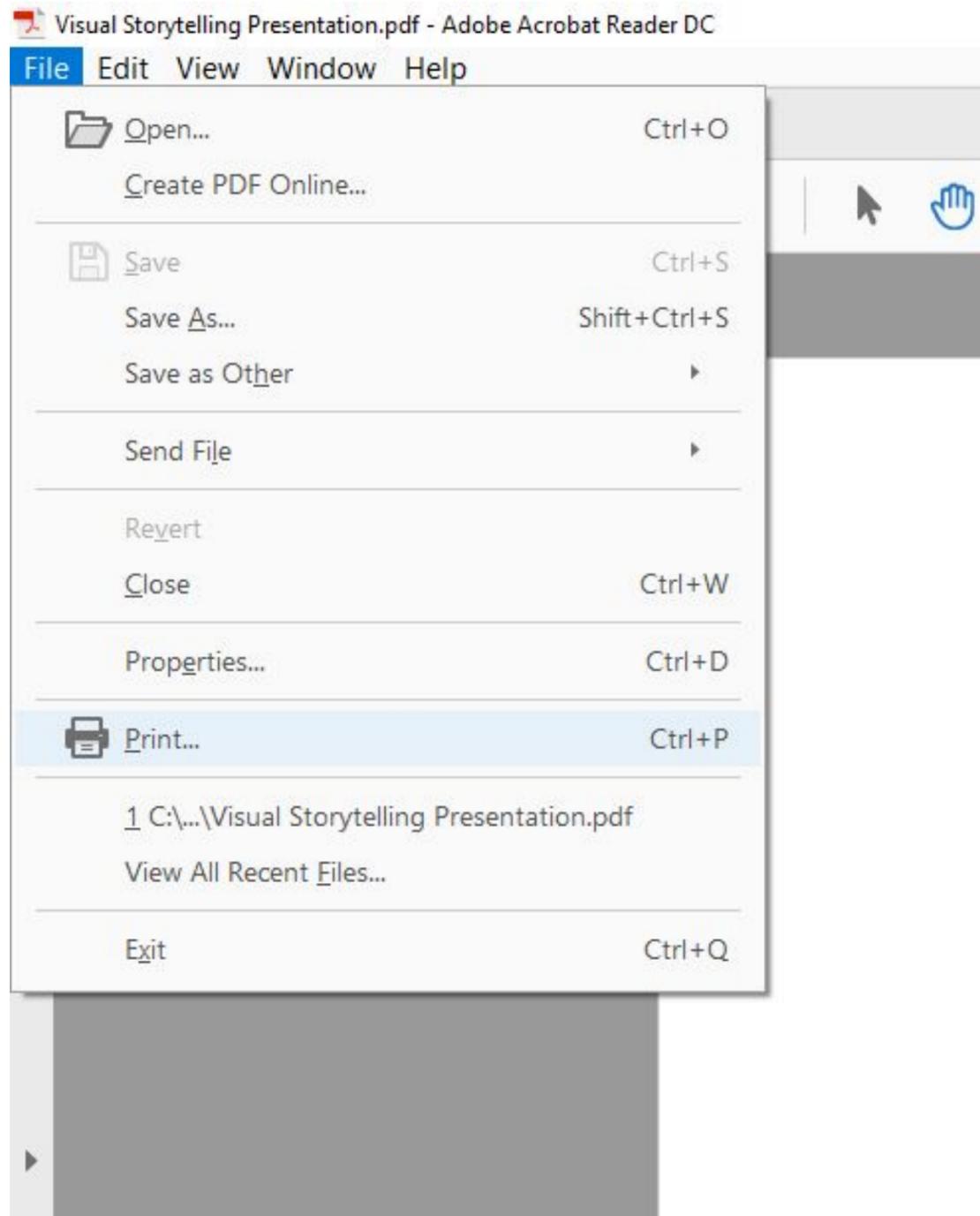
# Visual Storytelling

Narrative + Image

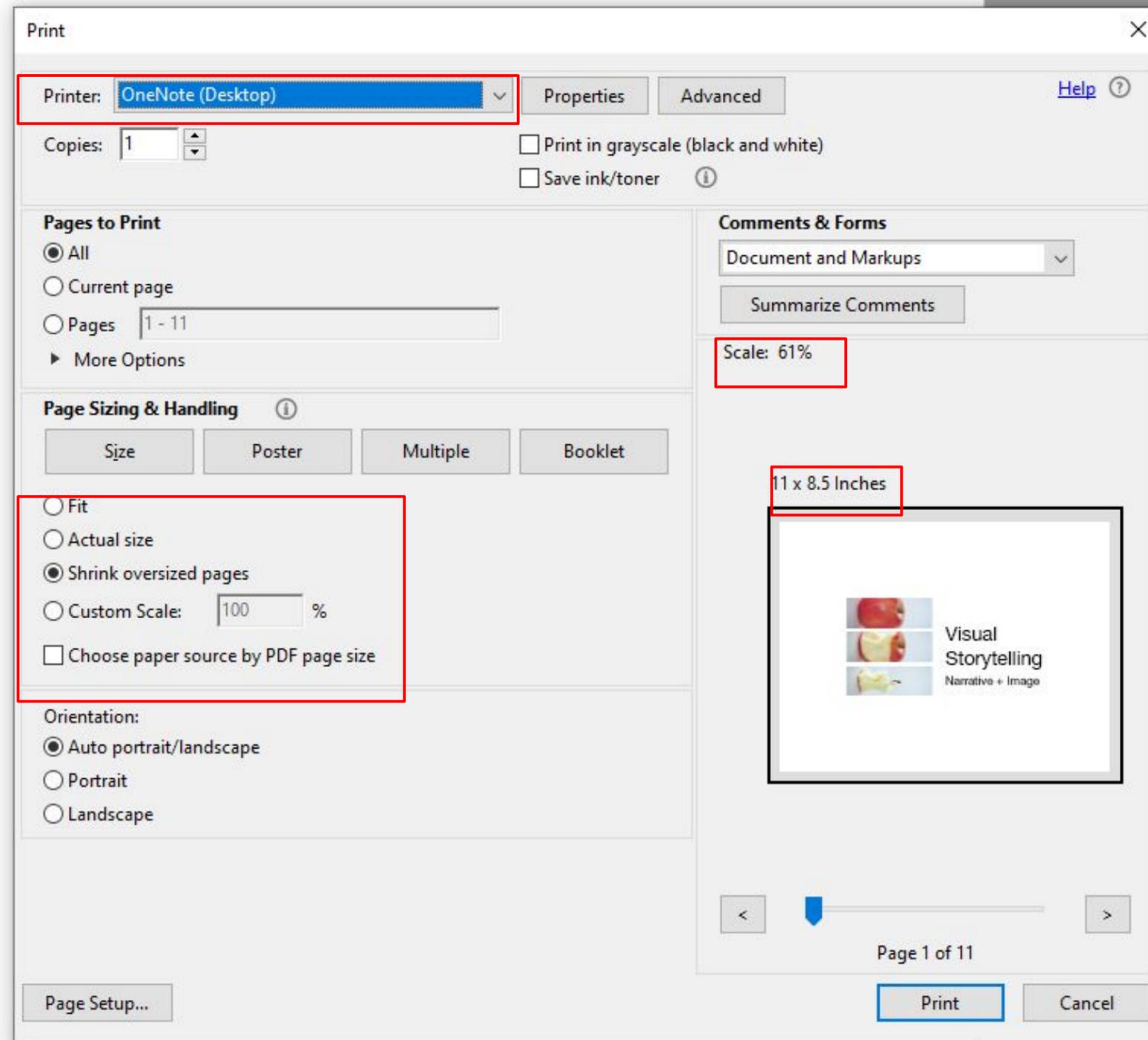
To check your Page size within Adobe, go to File -> Properties (Ctrl+D)



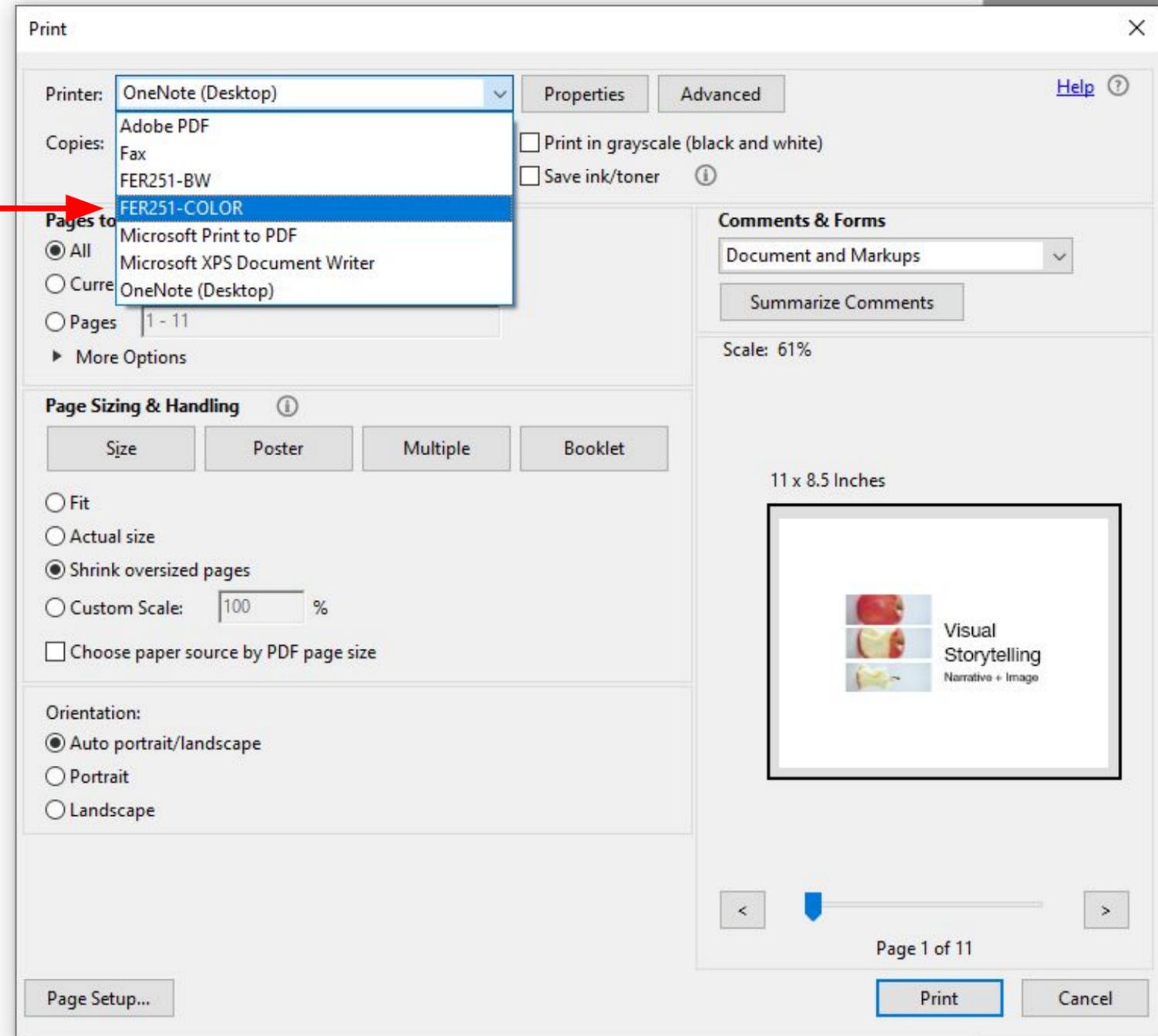
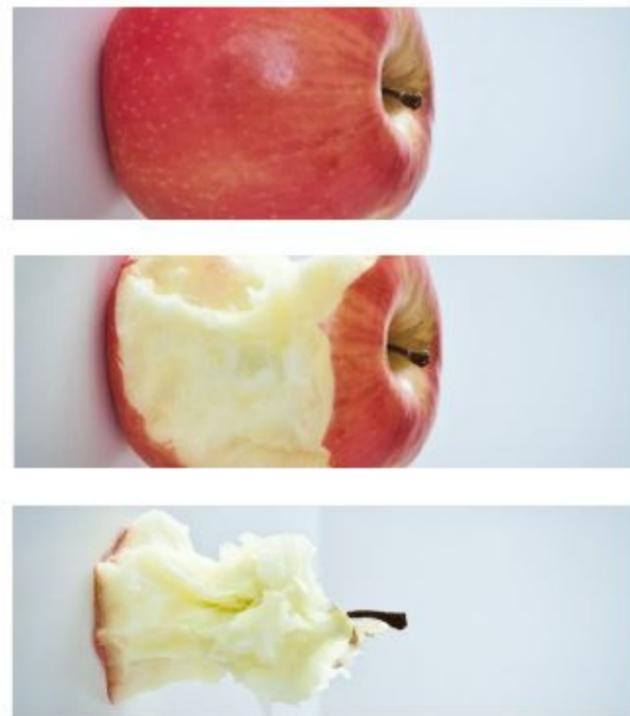
Within the properties menu, the page size can be found near the bottom of the menu like with Chrome.



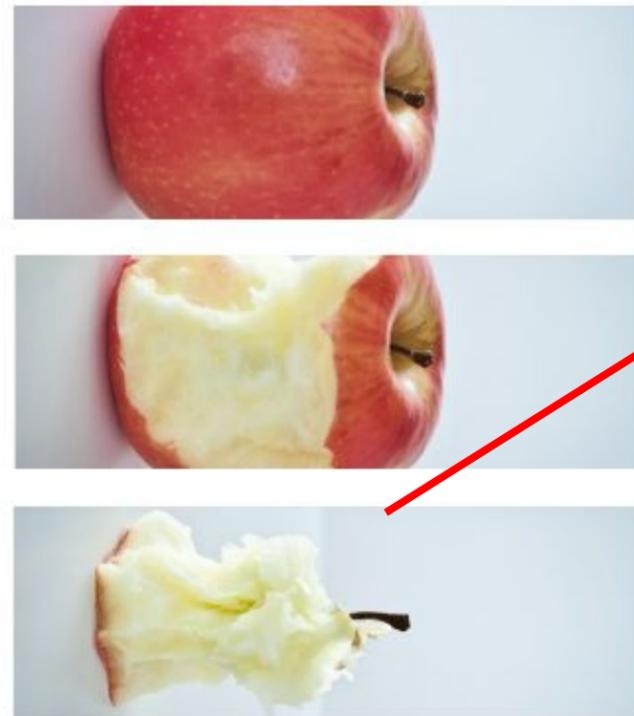
Now that we have verified that our document is indeed the correct size, it's time to print. The Print menu can be reached with the shortcut Ctrl-P, via File -> Print, or by clicking the Print icon in the top left of the interface.



The elements you want to pay attention to for *basic* printing have been highlighted above. The Scale and document size can be found on the right side. We can see by default that our 11x17 PDF has been scaled down to fit 8.5x11.



The first element we want to check is what Printer is currently active. For printing in Ferguson Lab, there are two options: FER251-COLOR and FER251-BW (for Black+White). Their respective purposes should be evident; if you need to print color, select FER251-COLOR. FER251-BW will only print in grayscale.



Print

Printer: FER251-COLOR Properties Advanced Help ?

Copies: 1 Print in grayscale (black and white)  
Save ink/toner

**Pages to Print**

All  
 Current page  
 Pages 1 - 11  
More Options

**Page Sizing & Handling** ⓘ

Size Poster Multiple Booklet

Fit  
 Actual size  
 Shrink oversized pages  
 Custom Scale: 100 %  
 Choose paper source by PDF page size

Print on both sides of paper

Orientation:  
 Auto portrait/landscape  
 Portrait  
 Landscape

Page Setup...

**Comments & Forms**

Document and Markups  
Summarize Comments

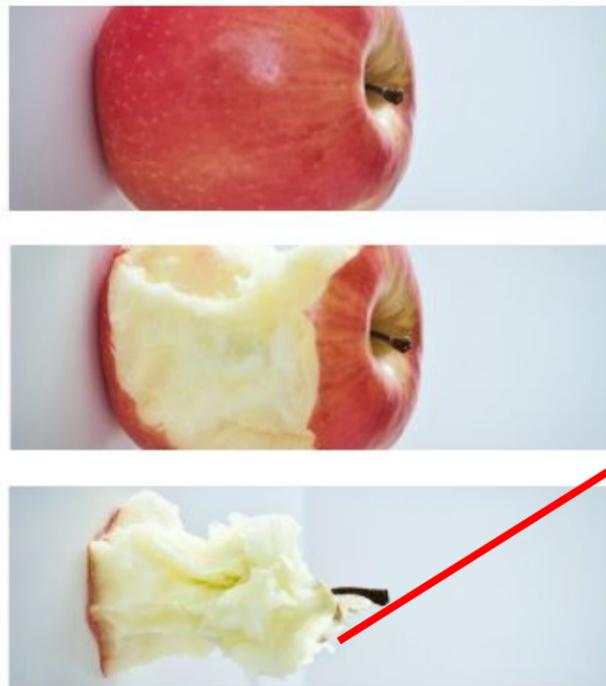
Document: 17.0 x 11.0in

11 x 8.5 Inches

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Print Cancel

Now that we have selected our printer, we need to verify our settings. Under Page Sizing & Handling, the default setting is typically 'Shrink oversized pages' which is what has reduced our document to squeeze onto an 8.5x11 Letter paper size. Make sure to select 'Actual Size' to ensure the document is unaltered.



Print

Printer: FER251-COLOR Properties Advanced Help ?

Copies: 1  Print in grayscale (black and white)  Save ink/toner ⓘ

**Pages to Print**

All  
 Current page  
 Pages: 1 - 11  
▶ More Options

**Page Sizing & Handling** ⓘ

Size Poster Multiple Booklet

Fit  
 Actual size  
 Shrink oversized pages  
 Custom Scale: 100 %  
 Choose paper source by PDF page size  
 Print on both sides of paper

Orientation:  
 Auto portrait/landscape  
 Portrait  
 Landscape

**Comments & Forms**

Document and Markups  
Summarize Comments

Document: 17.0 x 11.0in

17 x 11 Inches

< | Page 1 of 11 | >

Page Setup... Print Cancel

With the document size updated, we need to tell the printer to select the larger paper size in the secondary tray. Check the box that says 'Choose paper source by PDF page size' to indicate we are printing on 11x17 paper.

Print Job Details

Please enter your UNCG username

The username you enter here MUST be a UNCG username

Pharos Systems  
illuminate

Print Cancel

Print Job Details

Please enter your UNCG username

The username you enter here MUST be a UNCG username

Pharos Systems  
illuminate

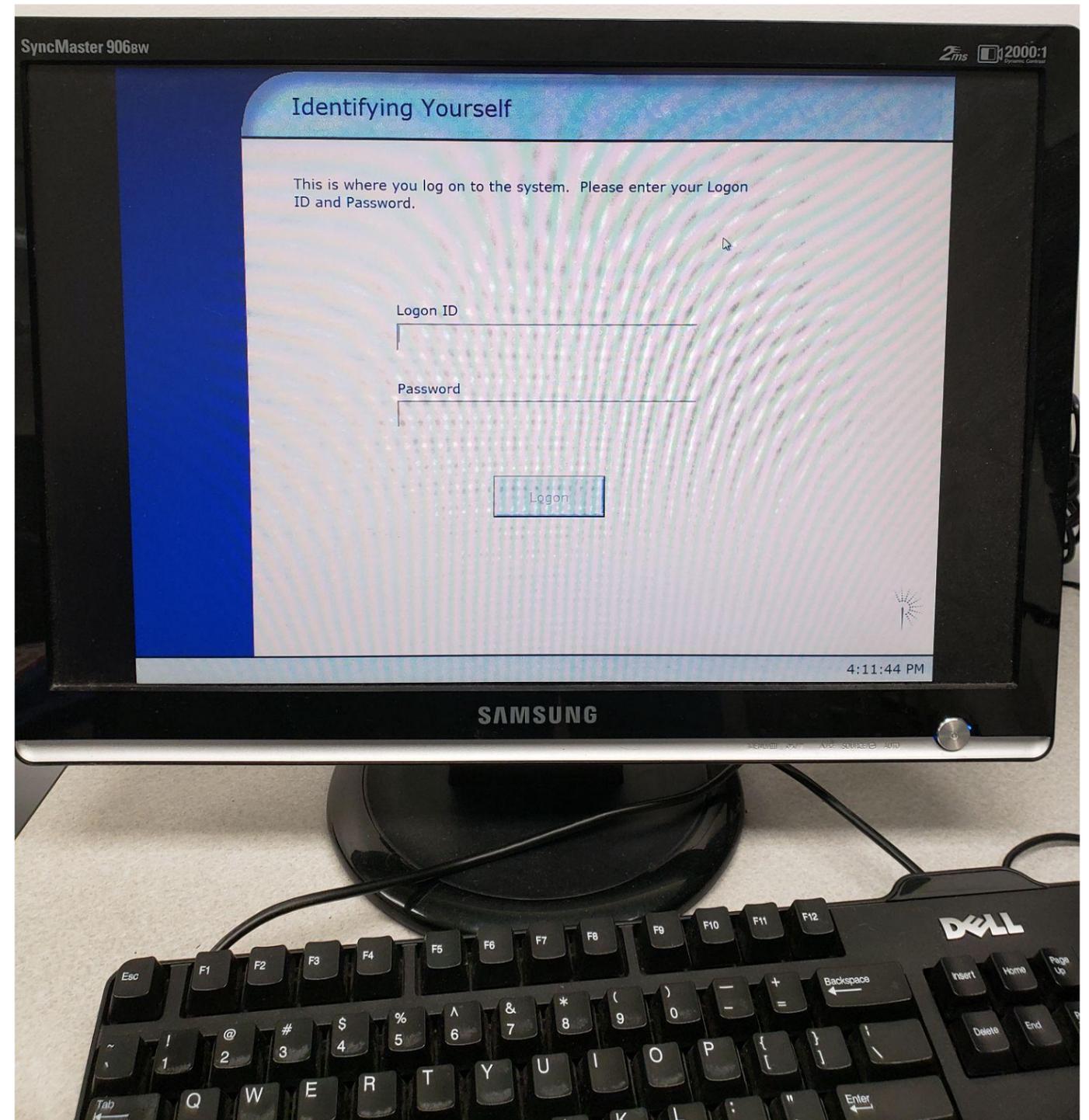
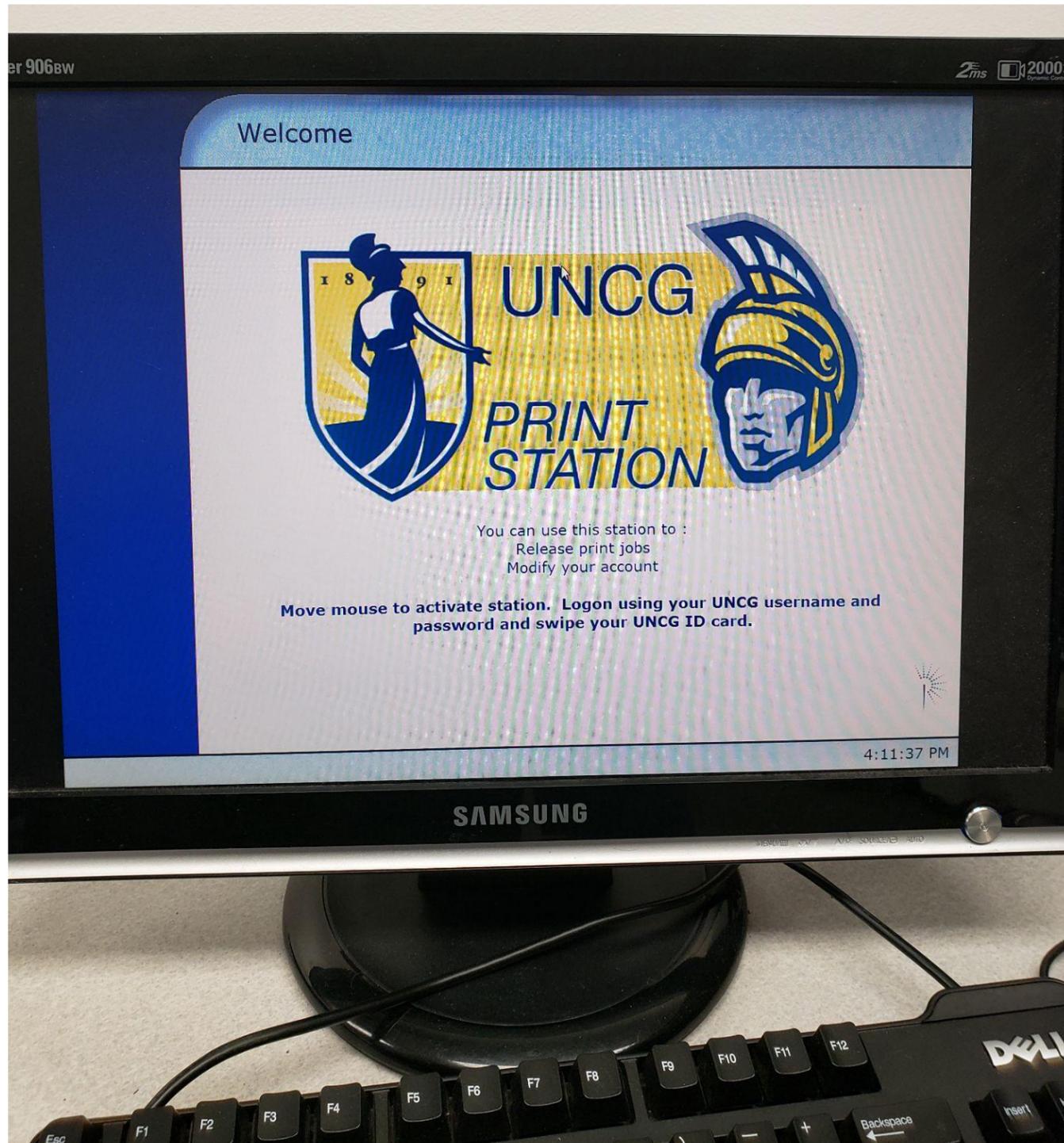
Print Cancel

Now that everything is setup, we can press Enter or click Print in the menu. A new dialog will pop-up prompting you to enter your UNCG username. This is the abbreviated name that comes before '@uncg.edu' in your email address. Enter the name and click Print or press Enter.

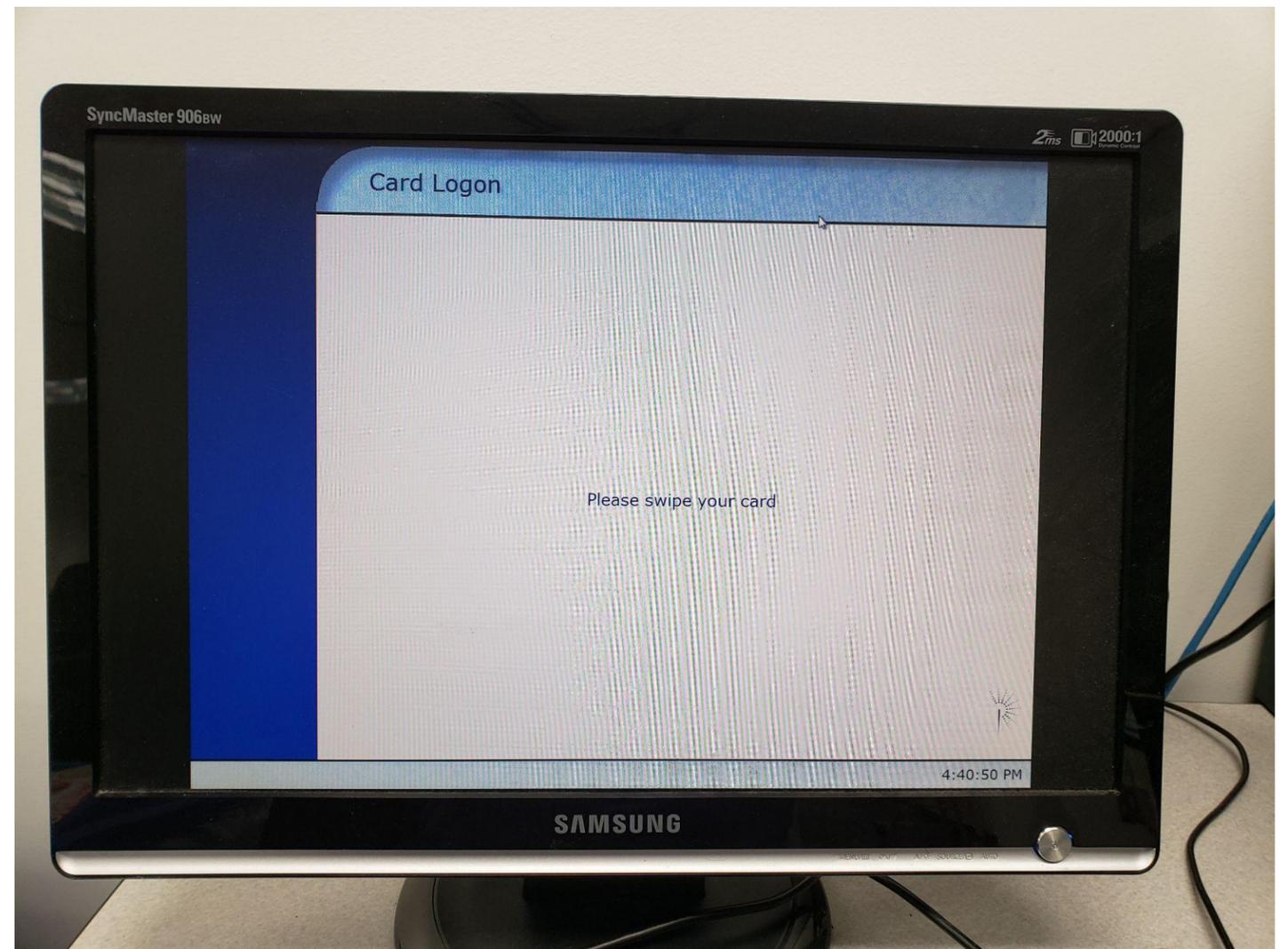
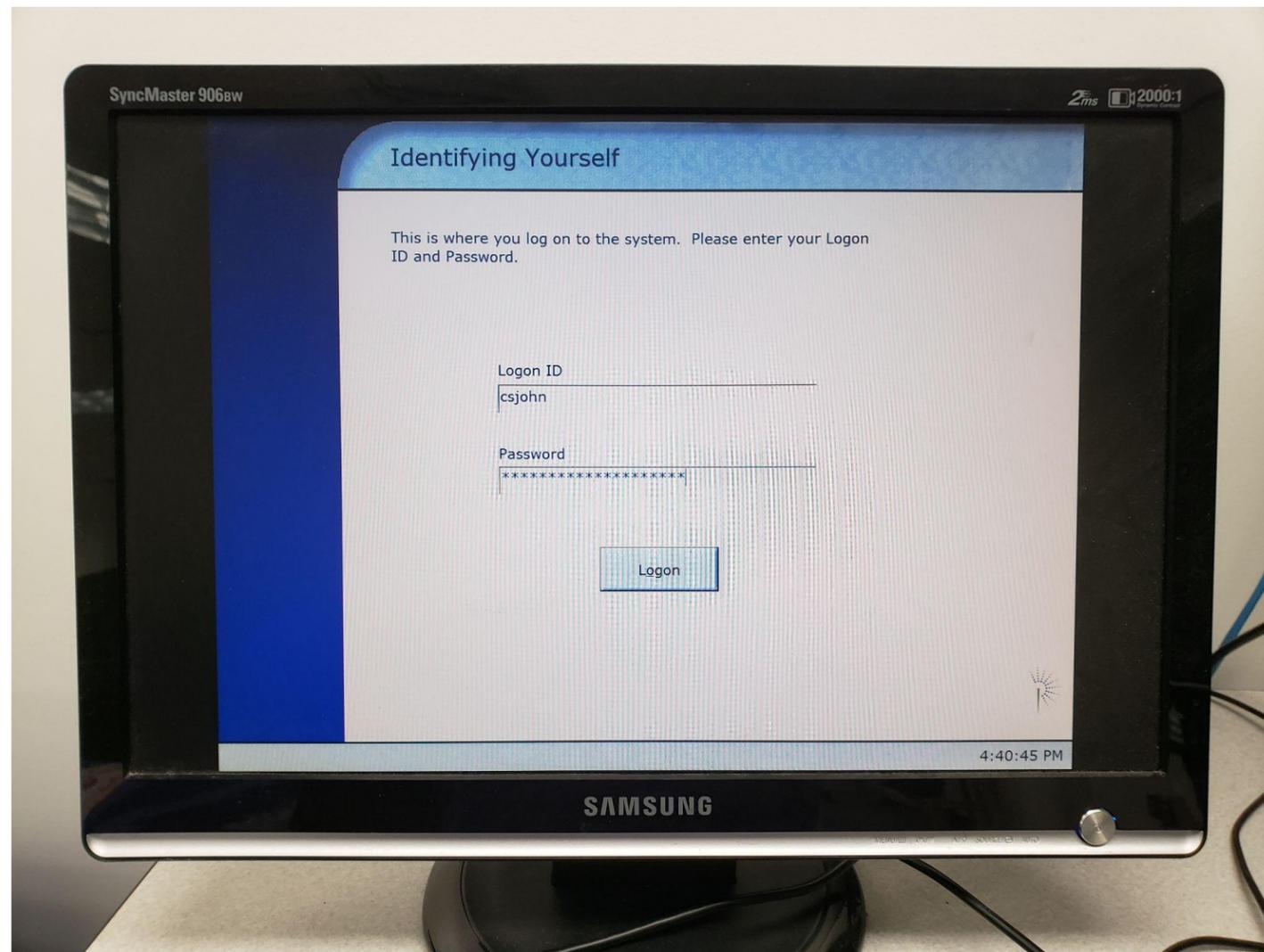


The Print Station is exclusively used for accessing the Pharos Print server that we have just sent our file to.

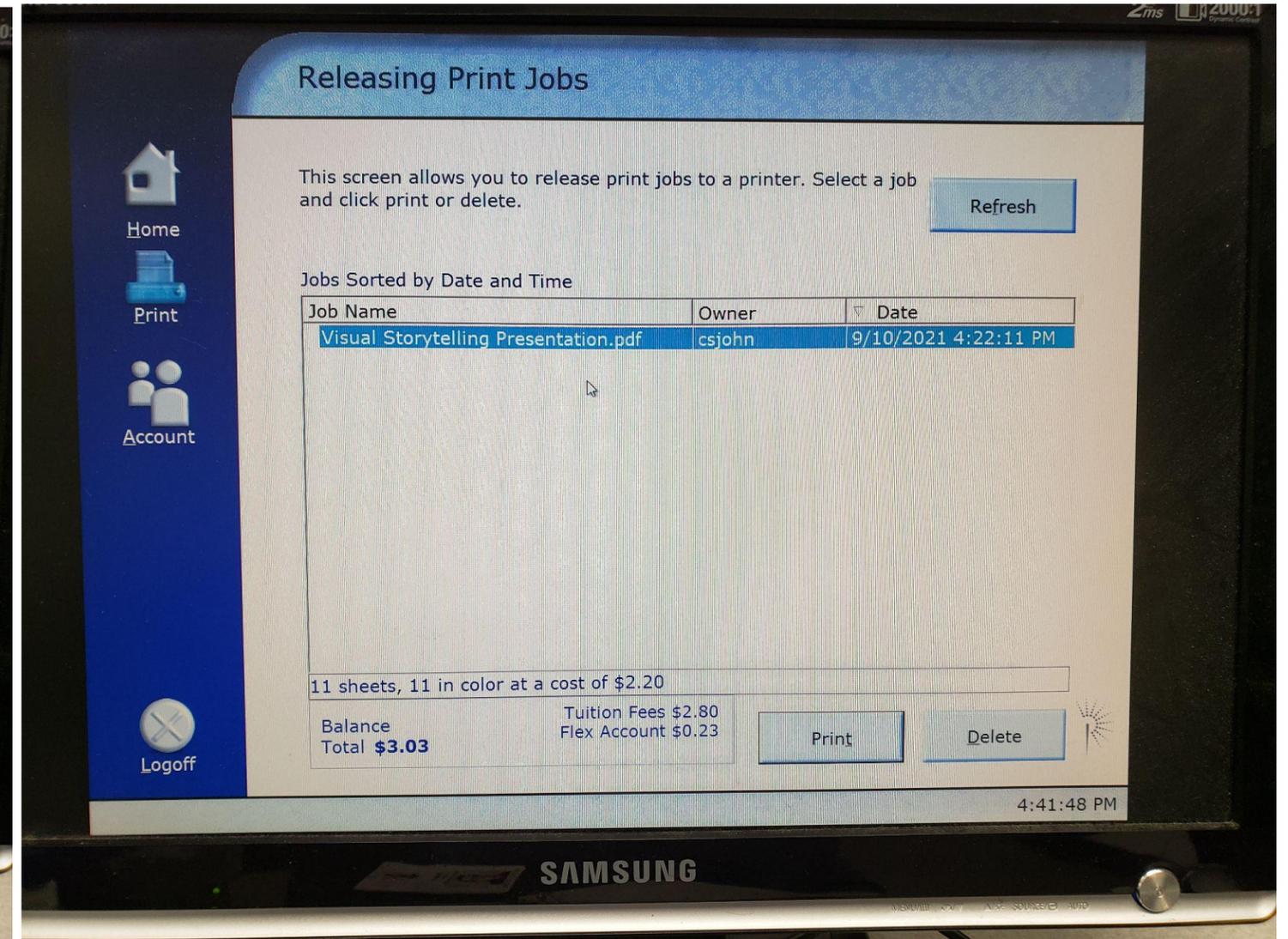
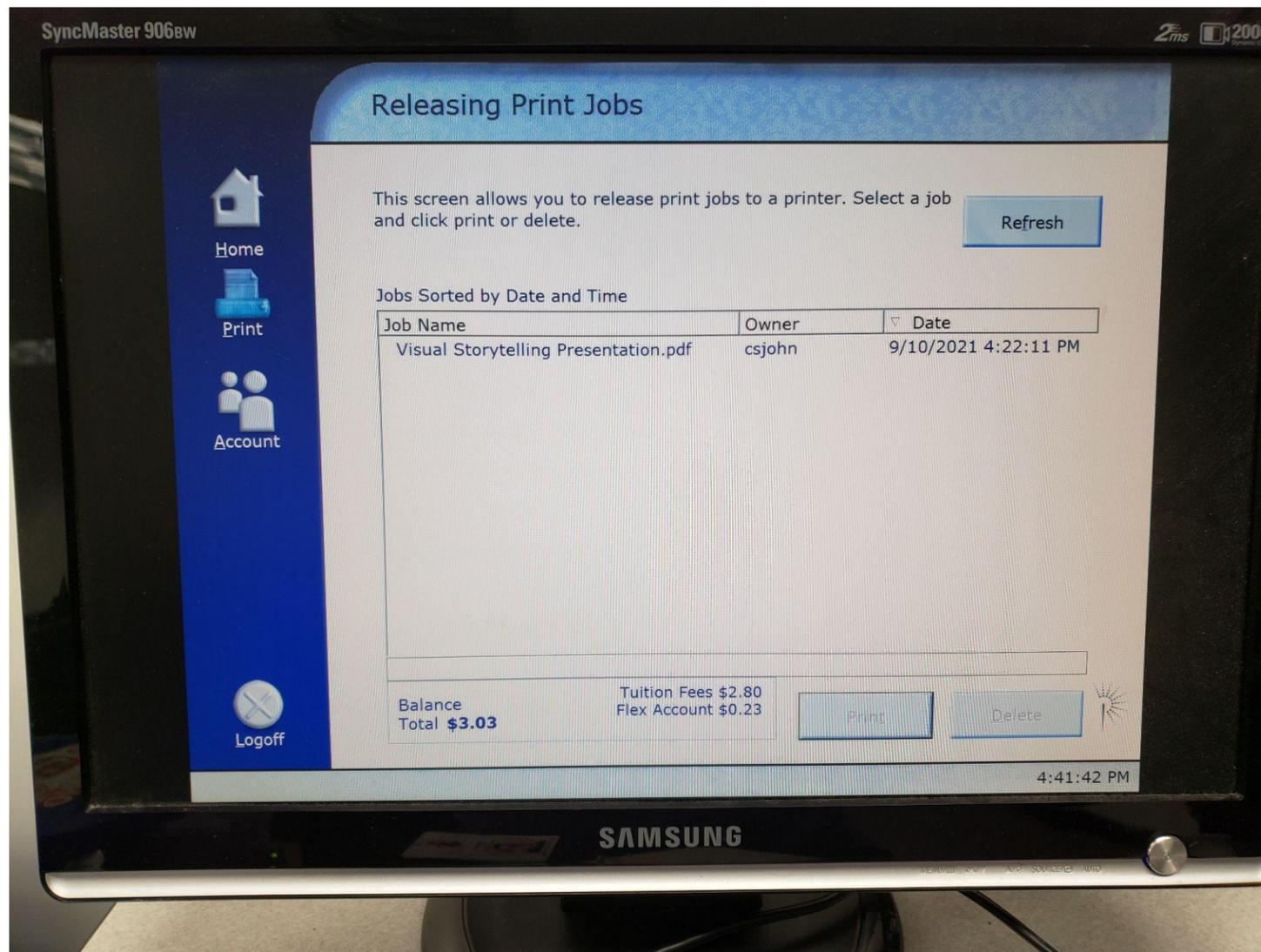
Do not adjust any of the settings on the computer or the printer. If there is an error that there is no paper, extra paper can be found on a nearby table. Open the corresponding tray, gently place the paper into the tray and slide it back in. Tray 2 is for 8.5x11, Tray 3 is for 11x17. If there is a prompt on the tiny screen, simply press the OK button on the printer.



Follow the instructions on the Print Station monitor: move the mouse to activate, enter your login info, and swipe your card.



Keep in mind that there is a 5-10 second timer on the login process. If you don't swipe your card within a few seconds of entering your login, the system will timeout and return to the instruction screen.



If you have successfully completed the steps, you should see your PDF file in the print queue. Select the file to check the cost and print details. Click Print or press Enter to print the document.

If your file does not display in the queue, check your settings at the computer and double check that you entered the correct UNCG username when prompted. Additional funds can be added to your SpartanCard via the SpartanCard Online portal found on the UNCG website.