

HOW TO

CREATE PRINTER PRESETS

From the Print Dialog Box (File > Print):

1. Click the **Page Setup** button on the lower left corner.
2. Select paper size **8.5x11** (Letter) or **11x17** (Tabloid), and press **OK**.
3. Click the **Setup** or **Printer** button on the lower left corner.
4. Click **Paper Feed** from the drop down menu.

When this new menu is open, you can create **4** different presets:

- Laser Tray 2 - 8.5 x 11
- Copy Tray 3 - 8.5 x 11 (Auto-select)
- Laser Tray 4 - 11 x 17
- Copy Tray 5 - 11 x 17

After selecting the tray, click **Print** (it will not actually print yet; it is just saving the preset).

Printer presets are now saved in your Adobe account.

AVOID PAPER JAMS

ALWAYS select “fit to page” or “scale to fit.”

If your 8.5 x 11 print has a bleed, print on 11 x 17 (Tabloid).

Files with more than 75% ink coverage or a solid background

must be printed on laser paper from:

- Laser Tray 2 : 8.5 x 11 (Letter)
- Laser Tray 4 : 11 x 17 (Tabloid)

OR bring your project to the VRC and ask for help.

DO NOT PRINT FILES OVER 1GB

HOW TO PRINT MY HUGE FILE?

- Save as a .pdf file, and open the file in Adobe Acrobat.
- Go to File and Print.
- In the Print Dialog box, select **Advanced** next to the printer name.
- Check **Print As Image**, and make sure it is set at **300dpi**.

Do not use your own paper in the printers. Make an appointment for the VRC lab printer from our website or the QR code at the bottom.

Printers are for course work only.

TROUBLESHOOT PRINTER

Never open the printer or attempt to fix it.

If the printer is:

- Out of ink
- Out of paper
- Or an alert light is on because of paper jam

Alert someone in the VRC by emailing osuartvrc@okstate or come see us in person.

If the printer displays “Print Type Mismatch,” cancel and reprint your document with the correct printer presets.

(See above to create presets.)

If a printer is jammed after 5pm, place the “Out of Order” signs on the printer to notify others to use working printers in another lab (301, 401, or 402.)

If you require assistance, please schedule a time to come in the VRC by using the Bookings calendar on our website.

Contact us: 405-744-6017 | osuartvrc@okstate.edu
<https://art.okstate.edu/facilities-resources/visual-resource-center>

