

# 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](mailto: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](mailto:osuartvrc@okstate.edu)  
<https://art.okstate.edu/facilities-resources/visual-resource-center>

