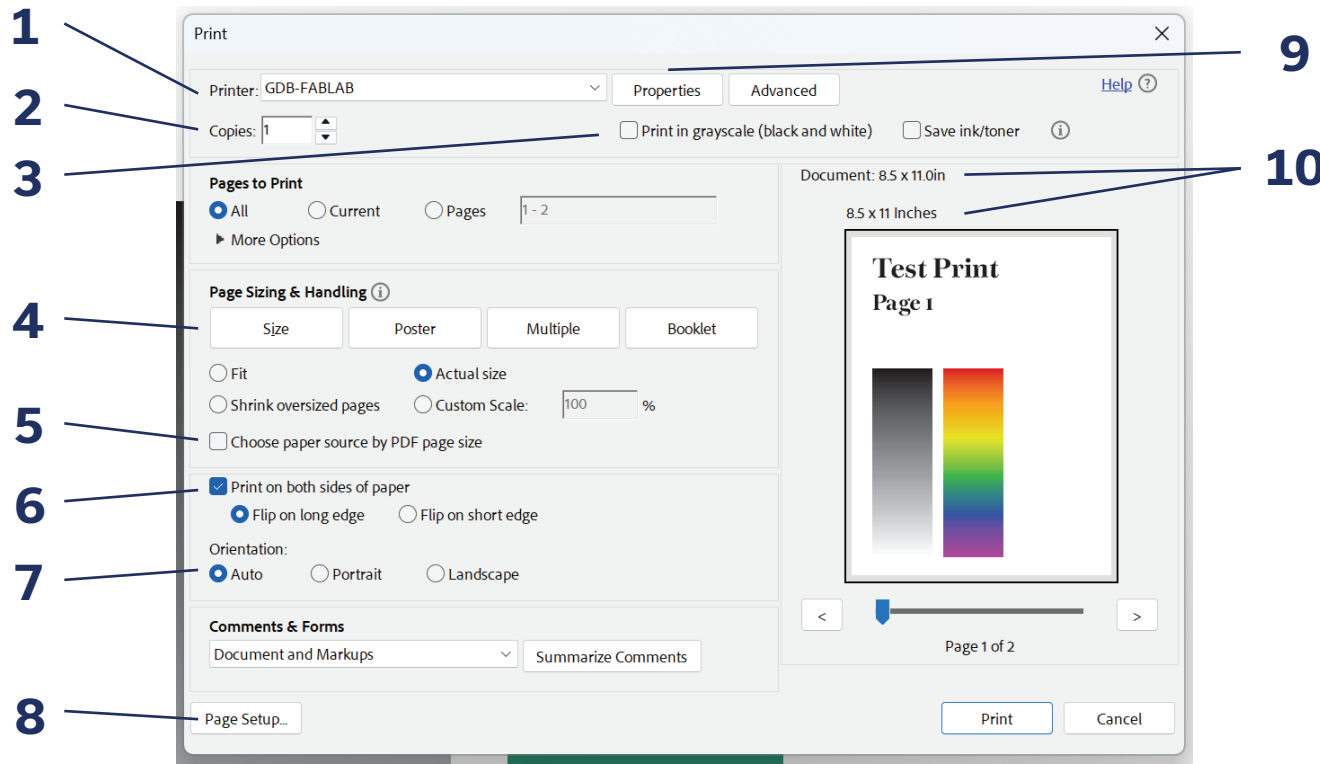


Key Print Menu Options



1: Printer

2: Number of Copies

3: Print in Grayscale

4: Size

- Use Actual size when you want your document exactly as designed.
- Use Fit when you want your document to fit to a specific paper size.
- * Note: use Fit when you have not accounted for margins (unprintable area).

5: Always keep "Choose paper source by PDF page size" OFF.

6: Print on both sides of paper

7: Orientation

8: Page Setup - Select your Paper Size and Paper Tray

9: Properties - detailed menu - use for Paper Size, Paper Tray, and Custom Size

10: Document vs Page Size

- Document size is in reference to the designed image/PDF.
- Page size (lower dimensions) is the size paper the document will be printed on.

Printers

GDB - FabLab

- Use for standard printing on 8.5"x11" or 11"x17" paper.
- Also features a top fed scanner and bed scanner.
- Expect a 0.25" margin on all edges. (Unprintable area)

GDB - Plot 1

- Use for large format printing.
- Maximum width of 36" and 10' length.
- Also features a large format scanner.
- Expect a 0.25" margin on all edges. (Unprintable area)

"Full Bleed" printing is not available on any printer, please print on a larger page than needed and cut down.

Costs

Standard Printing:

8.5"x11"

- Black/White - \$0.10 per page
- Color - \$0.25 per page

11"x17"

- Black/White - \$0.20 per page
- Color - \$0.50 per page

Plotting:

Regular paper - \$1.25 per sq/ft

Matte Paper - \$2.25 per sq/ft

Glossy Paper - \$2.25 per sq/ft

Find the full Refund Policy on the FabLab Canvas or CoD Wiki.

Orientation

Portrait
Short edge
over long

8.5"x11"
- Letter
- "Printer paper"

Landscape
Long edge
over short

11"x17"
- Ledger
- Tabloid

Find More Information Here

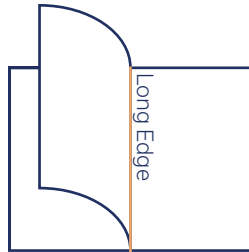


*FabLab
Canvas
Page*

College of Design Paper Printing Guide

Print on front and back

Flip on
long edge:



Flip on short edge:



*College
of Design
Wiki*



codwiki.uky.edu



*Specialty
Paper
Queue*

codprint.uky.edu/job-ticketing



*Make sure to install
Papercut from the
CoD Wiki or FabLab
Canvas Page.*



*Please use Adobe
Acrobat to print
whenever possible.*