

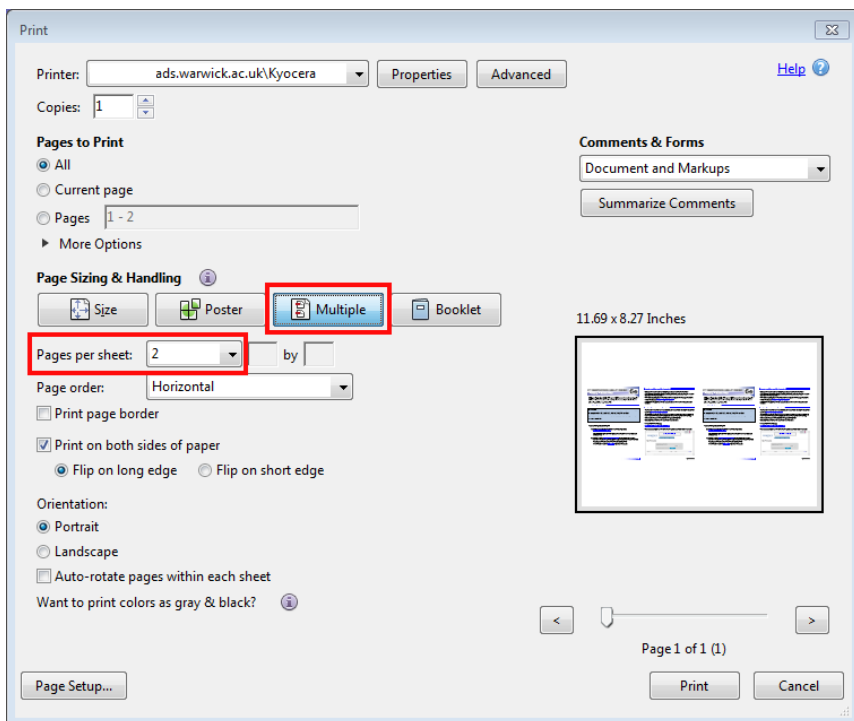
PDF Printing

We recommend you save and then open pdf files with Adobe Reader, then print from Adobe Reader, to avoid missing characters, blank areas and other typical PDF related printing errors. More notes on PDF printing – see <https://warwick.ac.uk/services/its/servicessupport/printing/studentprinting/faqs/pdfprinting>

Printing multiple pages per sheet options

This leaflet is based on the Kyocera printers and will only contain information relevant to the Kyocera printers.

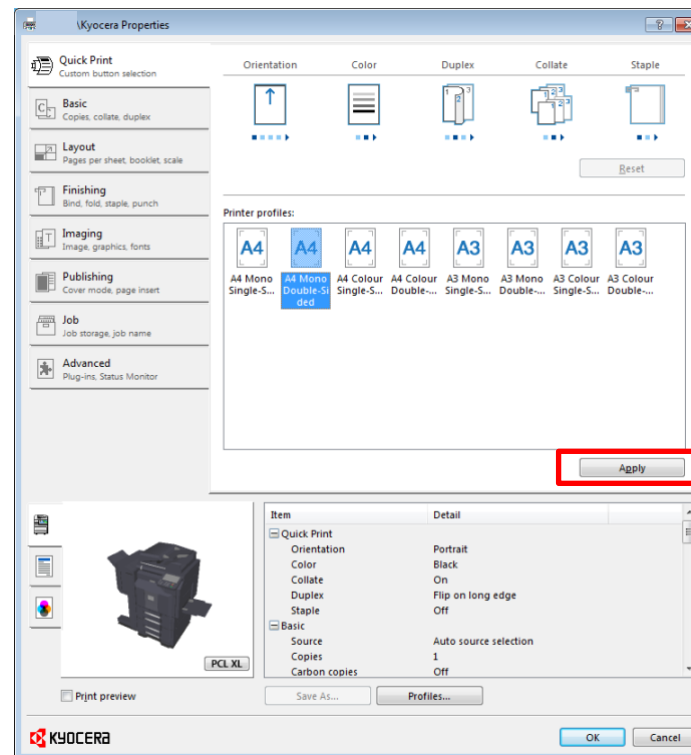
- From the PDF software, select the multiple pages per sheet options in the software print options: Select the File menu, Select the Print option. Select Multiple within the Print Sizing & Handling section and then in Pages per sheet choose how many pages you want on a single sheet.



If you require single-sided, double-sided (duplex) or colour printing, click on the printer **Properties** button.

Note the default for printing any document is Mono (black & white) Double Sided.

- Click the Properties button at the top.
- Select a printer profile e.g. A4 or A3 colour, mono, single or double sided then press Apply, then OK.



- Press Print to print the document.

Useful Tip

If you wish to print a large document, **test the printout by printing just a few pages** to make sure they come out the way you wish. Remember to **reselect the options above each time you print**, as they may revert to the default of one page per sheet, double sided black & white.



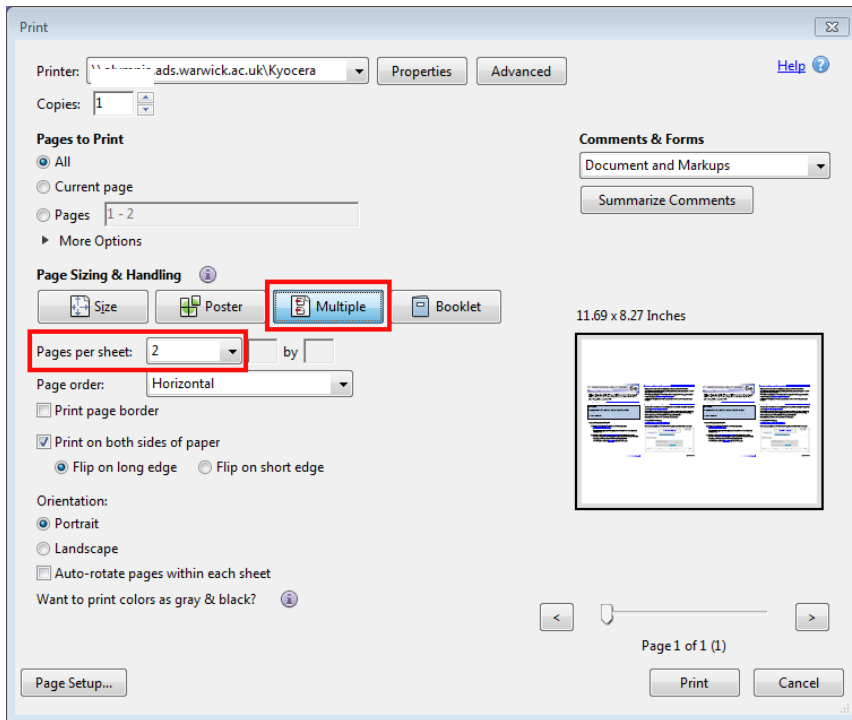
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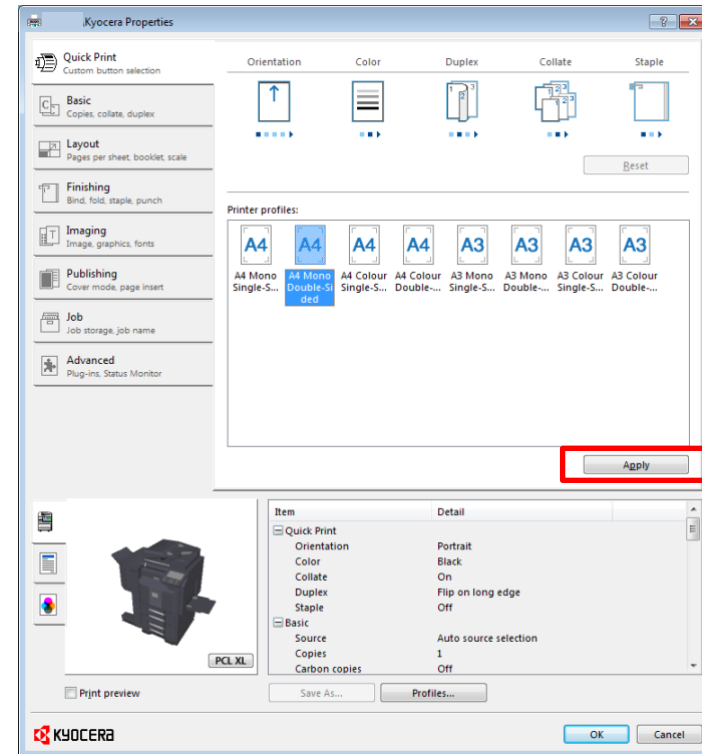
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