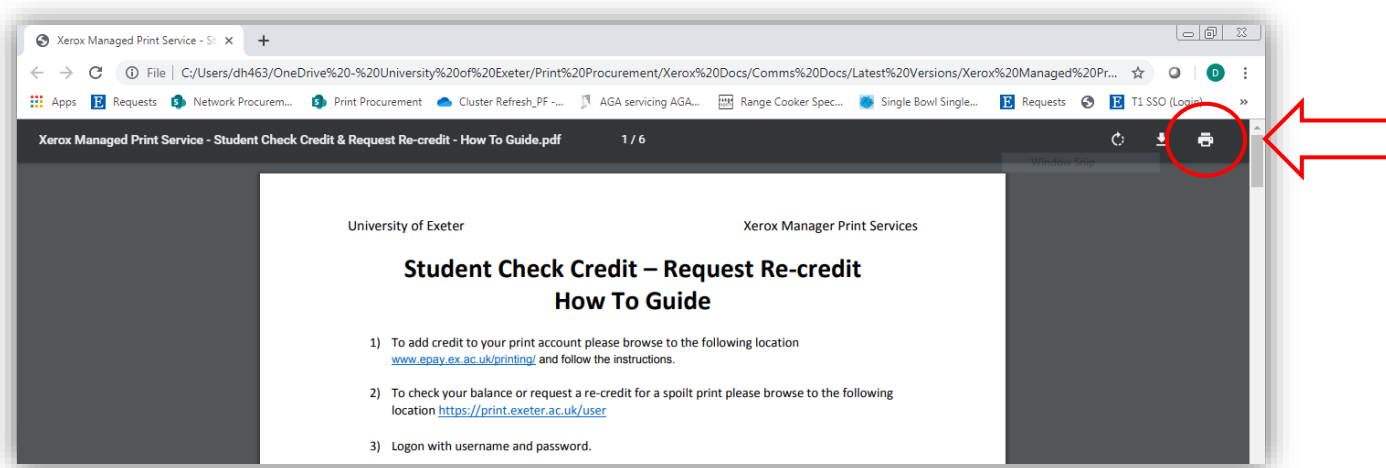


PDF Printing How To Guide

- 1) The new print queues STAFF_FOLLOWME, STUDENT_FOLLOWME and MOBILE_FOLLOWME are defaulted to print as:
 - a. Black and White
 - b. A4
 - c. Double-sided
- 2) If you wish to change these settings the best place is to set them in the Printer Properties.
- 3) To achieve this it is preferable to open your pdf either in Chrome or Adobe Acrobat Reader DC. These options can be found by right clicking your pdf and selecting the “Open With >” option and then either “Google Chrome” or “Adobe Acrobat Reader DC”.

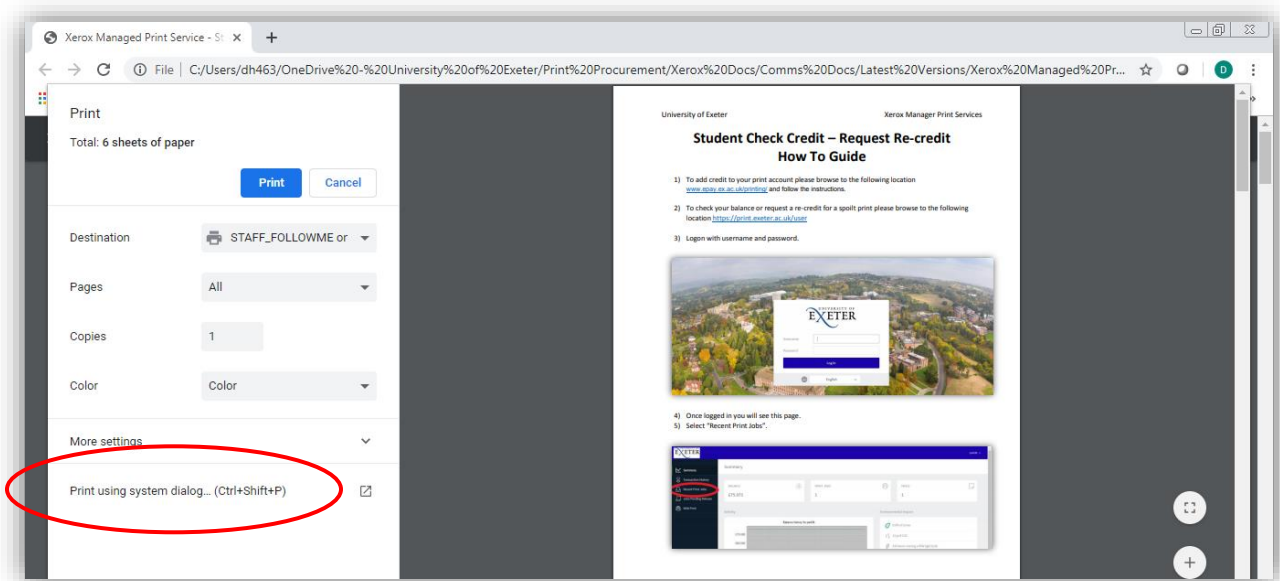
If you selected Google Chrome:

- 1) Click the printer icon at top right.

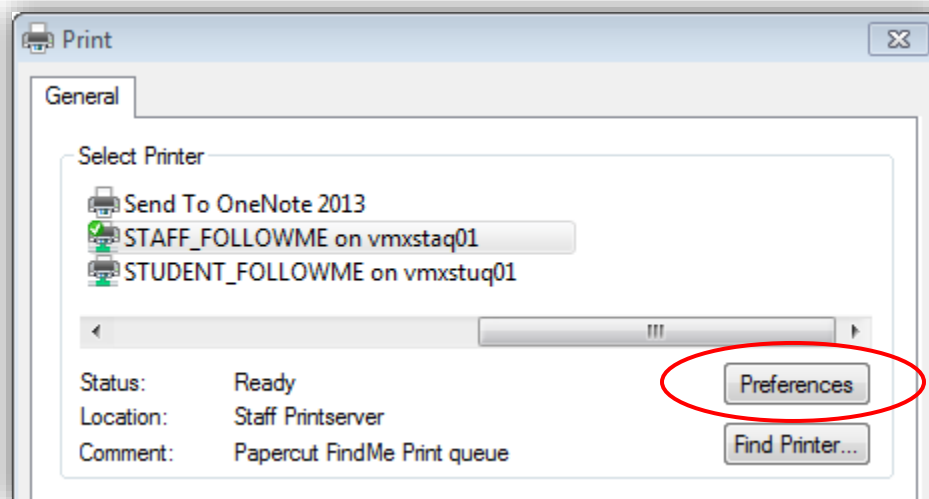


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2) Click the “Print using system dialogue” option.

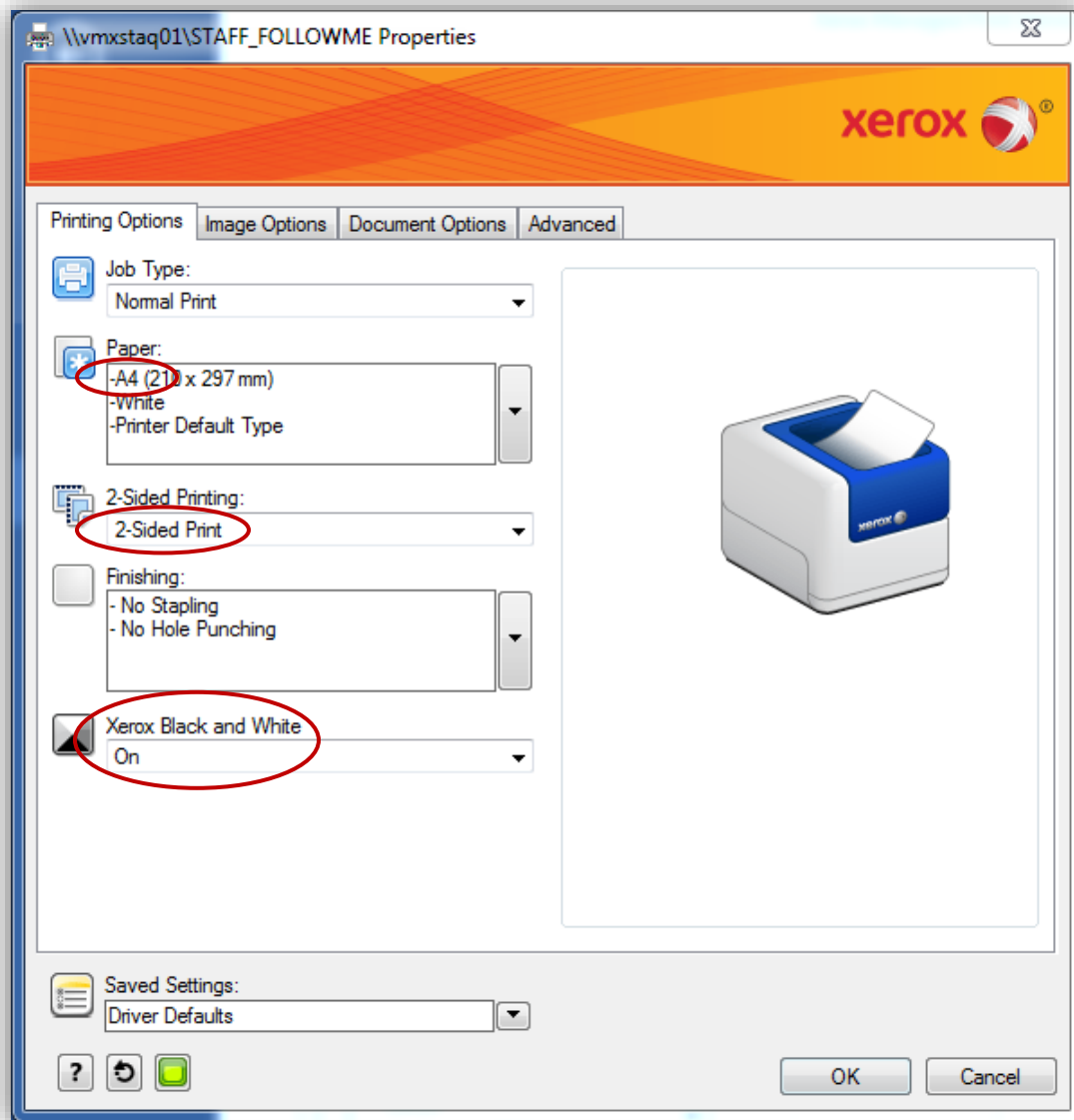


3) Click on the “Preferences” button.



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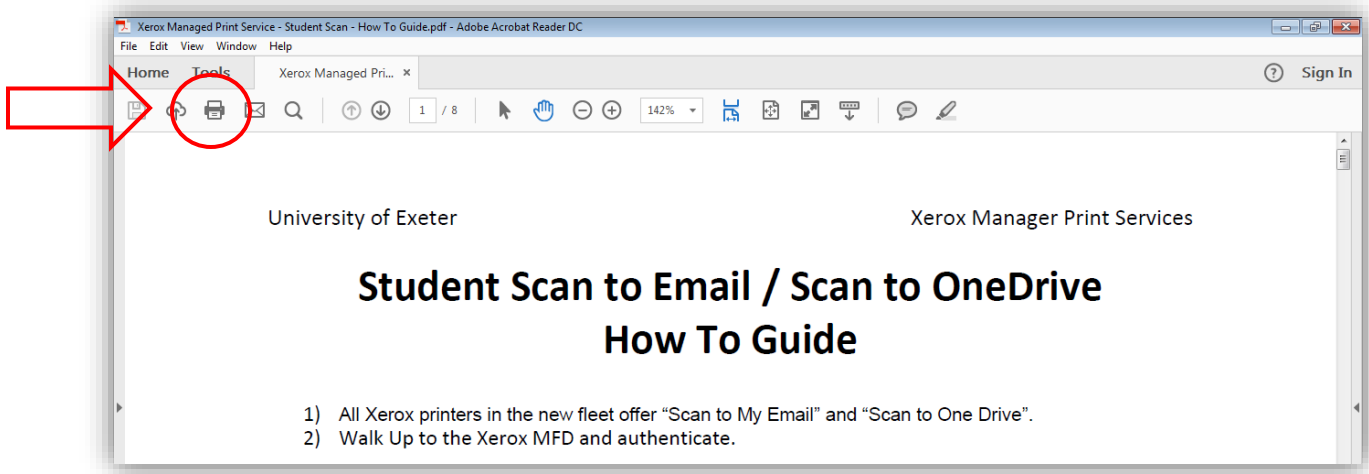
- 4) In the Properties window select the options you wish to apply to your print job.



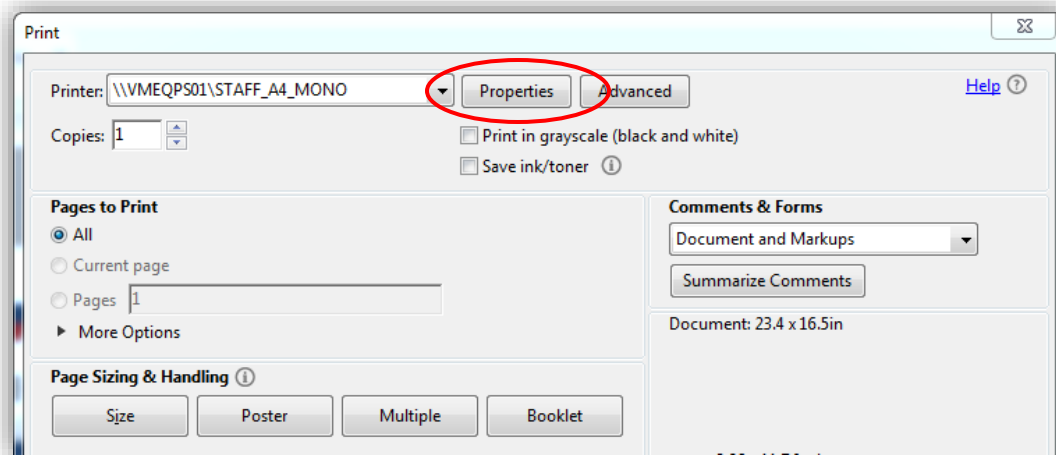
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If you selected Adobe Acrobat Reader DC:

4) Click the printer icon at top left.



2) Click the "Properties" button



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3) In the Properties window select the options you wish to apply to your print job.

