Printing a PowerPoint or pdf file

From PowerPoint:
At the print function:
- **Always** choose to print "handouts" instead of "slides"
- Choosing to print **multiple copies** will result in a long print queue and will slow down or stop the printer.
- **Photocopy** your pages if additional copies are needed.

MS Windows/Office 2010 View:

Windows Version

Mac Version
Tech Tips for Printing on UofS printers

From pdf, using Adobe Reader:

At the print function:

✔ Always click the advanced button and check the “print as image” box
✔ You can choose to print multiple pages per sheet by clicking on the “page scaling” button and highlighting the option, if desired
✔ Choosing to print multiple copies of the same pdf will result in a long print queue and will slow down or stop the printer; photocopy your pages if additional copies are needed.

**Windows Version**

**Mac Version**

From pdf, using FOXIT Reader:

At the print function:

✔ You can choose to print multiple pages per sheet by clicking on the “page arrange” button and choose the multiple pages per sheet if desired.
✔ Adjust the “pages per sheet”, and deselect the “Auto Rotate” checkbox to arrange the pages per sheet as shown.
✔ Choosing to print multiple copies of the same pdf will result in a long print queue and will slow down or stop the printer; photocopy your pages if additional copies are needed.