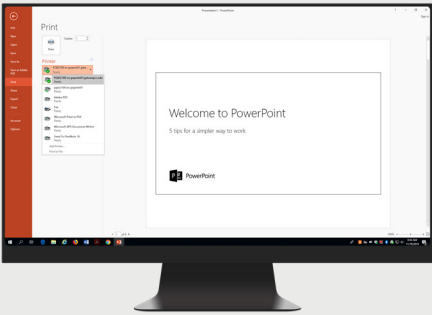
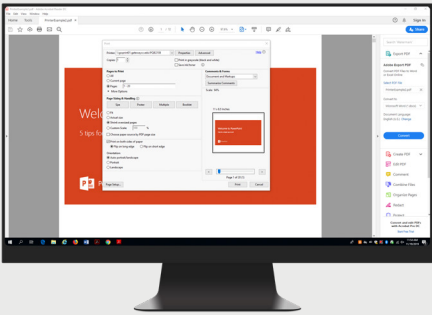


PRINTER INSTALLATION

- 01 Click on the PrinterLogic icon located in the bottom right corner. Alternatively, in your browser of choice, go to <https://gatewaycc.printercloud.com>.
- 02 In the navigation panel or main screen, navigate through the folders (campus, building, and floor) to view the available printers. Click on a printer icon on the map or the printer name in the list to install the printer. *Note: The printer icons with colored stripes represent color printers.*
- 03 A prompt will appear asking for confirmation. Click on **Yes** if the selected printer is correct. When the installation is complete, a prompt will notify you that the printer installation was successful.



MICROSOFT POWERPOINT



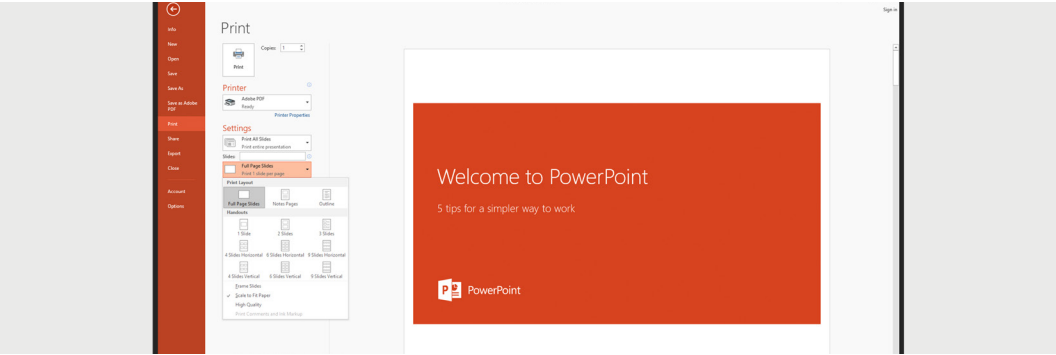
ADOBE ACROBAT READER DC

PRINTER SELECTION

- 01 Programs generally follow similar naming conventions and steps for printing. Click on **File** and then **Print**.
- 02 Select a printer by clicking on the **Printer** dropdown. The naming convention for each printer is "PQ[Building Name Abbreviation][Room Number]." To print a PDF, select the **Microsoft Print to PDF** or **Adobe PDF** option. Commonly used printers available to students are as follow:

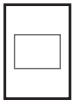
Learning Center	PQIE2108
Library	PQIE1115_1
	PQIE1115_3
	PQIE1115_4

- 03 Adjust additional settings as necessary. Then, click on **Print**.



EXCEEDING 20-PAGE LIMIT (PART 1)

Students have a 20-page limit for printing. When printing double-sided (if applicable), each side counts as a page. Use the reference below to quickly figure out how many print jobs you need to accomodate your presentation. Please add slide numbers and your last name to each page prior to printing. *See Headers and Footers for instructions.*



1 SLIDE

1 - 20
21 - 40
41 - 60
61 - 80



2 SLIDES

1 - 40
41 - 80
81 - 120
121 - 160



3 SLIDES

1 - 60
61 - 120
121 - 180
181 - 240



4 SLIDES

1 - 80
81 - 160
161 - 240



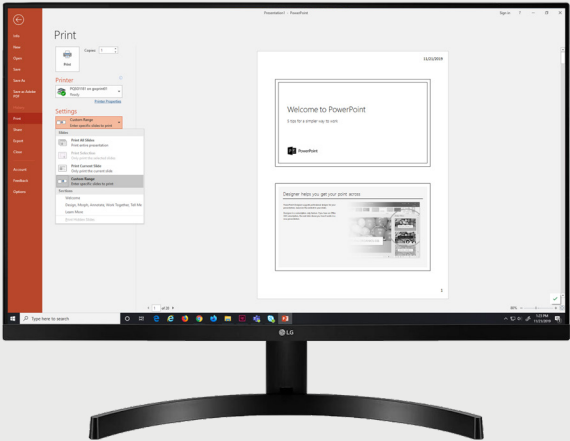
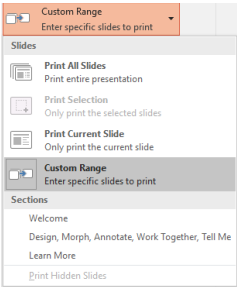
6 SLIDES

1 - 120
121 - 240
241 - 360



9 SLIDES

1 - 180
181 - 360
361 - 540



EXCEEDING 20-PAGE LIMIT (PART 2)

For PowerPoint presentations exceeding the 20-page print limit, there are two options for printing: 1) several custom range print jobs with 20-slide intervals or 2) select a layout that condenses several slides onto one page.

EXAMPLE: 54 SLIDES



1 SLIDE
1 - 20
21 - 40
41 - 54



2 SLIDES
1 - 40
41 - 54



3 SLIDES
1 - 54

EXAMPLE: 124 SLIDES



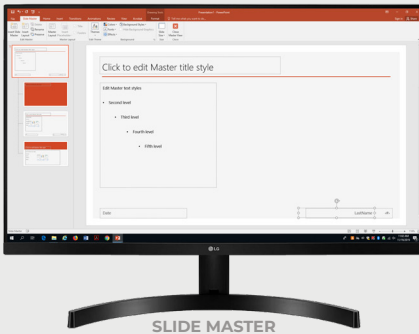
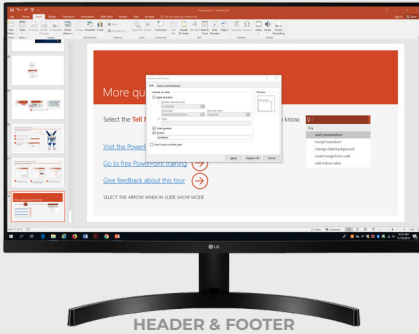
4 SLIDES
1 - 80
81 - 124



6 SLIDES
1 - 120
121 - 124



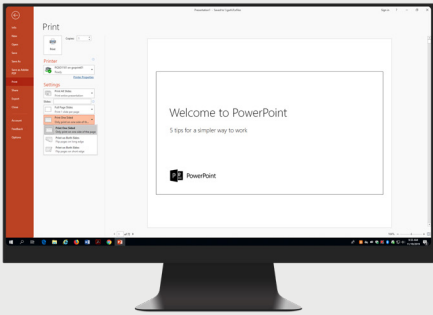
9 SLIDES
1 - 124



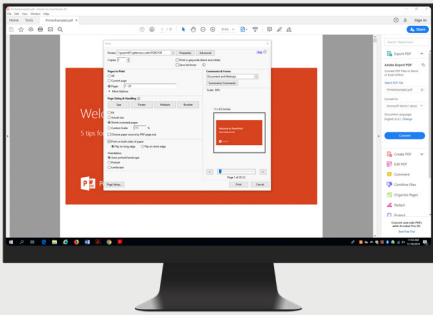
TIP FROM LEARNING CENTER

Prior to printing your PowerPoint, add your last name and page numbers to the slides.

- 01 Open your PowerPoint presentation.
- 02 Click on the menu tab labeled **Insert**. Then, click on **Header & Footer**.
- 03 Click on the **Slide Number** and **Footer** checkboxes. Type your last name in the footer textbox. Then, click on **Apply**.
- 04 To edit the positioning of the slide number and footer, click on the tab labeled **View**. Then, click on **Slide Master**. Adjust the positioning and when you're finished, click on **Close Master View**.



MICROSOFT POWERPOINT



ADOBE ACROBAT READER DC

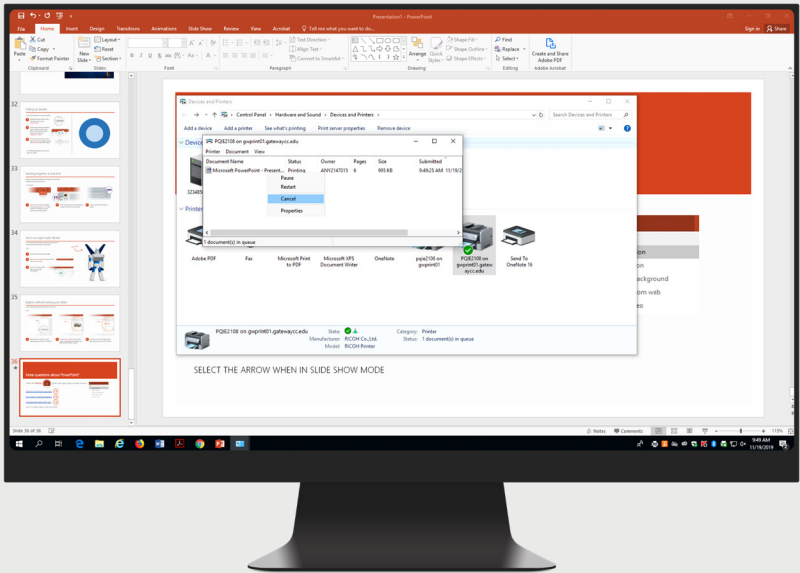
PRINT DOUBLE-SIDED

01 Programs generally follow similar naming conventions and steps for printing. Click on **File** and then **Print**.

02 **MICROSOFT POWERPOINT**
Below the Settings header, there will be a dropdown with the following options: Print One Sided, Select Print on Both Sides (Flip pages on long edge), and Print on Both Sides (Flip pages on short edge). Select the option that best fits your needs.

ADOBE ACROBAT READER DC

Below the Page Sizing & Handling header, click on the checkbox labeled **Print on both sides of paper**. The box should have a checkmark. Then, click on the option that best fits your needs: Flip on long edge or Flip on short edge.



CANCEL PRINT JOBS

- 01 Press **Windows + R** simultaneously on your keyboard.
- 02 Type **"control printers"** in the text field. Then, click on the **OK** button.
- 03 Click on the printer with the print job you wish to cancel. Then, click on **See what's printing**.
- 04 Right click on the print job you wish to cancel. Then, click on **Cancel**.