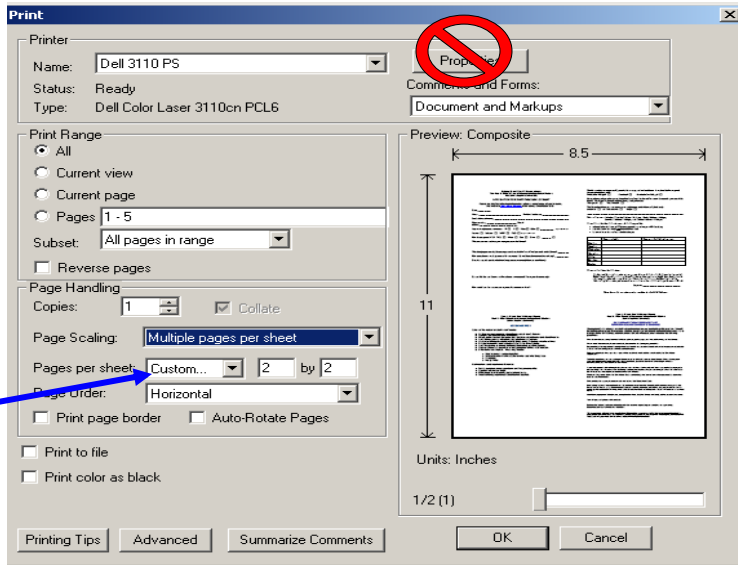


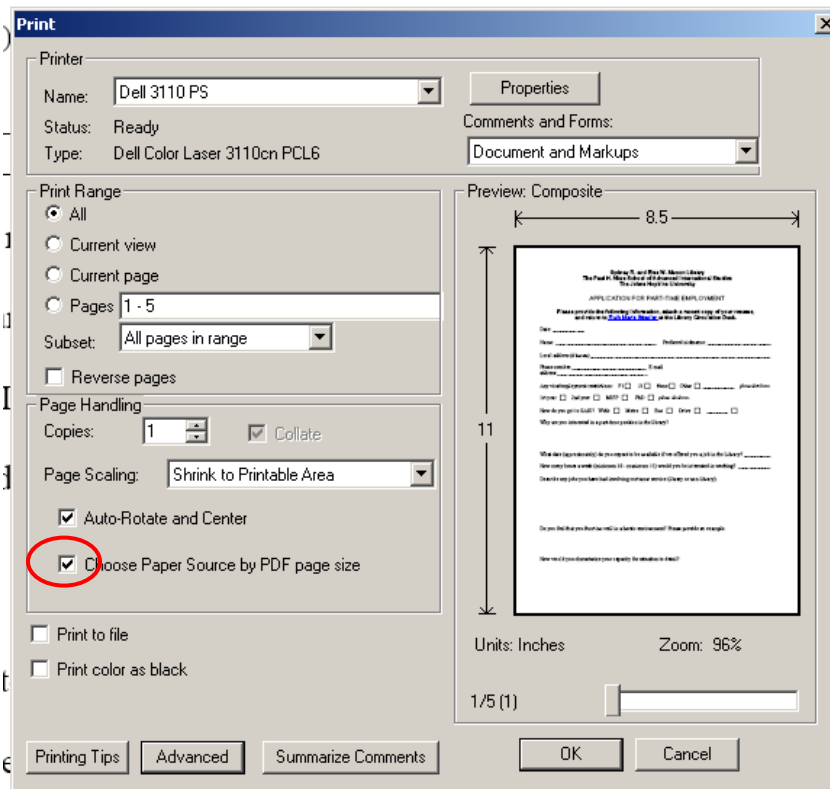
Common Printing Problems and Solutions

Problems With Printing Multiple Pages Per Sheet



QUICK FIX: To avoid blank pages or pages with black lines over text, select “Multiple Pages per Sheet” from the Page Scaling drop-down menu and type the number of pages per sheet in the spaces directly below (**arrow**). DO NOT set the pages in the properties menu.

Cut-Off Pages/Missing Text



If having trouble printing PDF pages in their entirety and lines or words of text are being cut off, check the following:

Under Page Scaling, make sure “Print to Shrinkable Area” is selected from the drop-down menu.

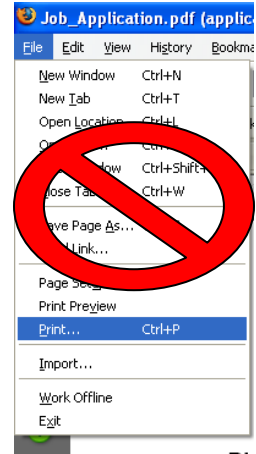
Make sure “Choose Paper Source by PDF page size” is NOT selected (**circled**).

Blank Pages

If printing a PDF, be sure to use the print icon.



DO NOT use the File and Print commands on your browser.



If you have other problems, please talk to someone at the circulation desk. We are happy to assist you.