Public Printing Tips and Tricks

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Wharton Computing strives to provide enough printers to accommodate student use, however there will be high-traffic times when you will have to wait in line, and times when there may be problems with a printer or a given job. These tricks should help you avoid frustration during the printing process.

Before You Start

You will need the following before you can complete this task:

- An active PennKey account
- An active PennCard with sufficient funds
 - This can include both Wharton printing credits & PennCash

Quick Review

Your printing options at Wharton include the following:

PaperCut	Public Computers
 Go to the PaperCut Portal. Log in using your PennKey username and	Use the print queues available from the computers
Wharton Google password. Upload your document.	• \\PrintAtWharton\Wharton-Print

To release your print jobs at the Wharton printers:

- 1. Press Login on the touch screen.
- 2. Tap your PennCard on the card reader.
- 3. Select the documents you want to print and click the **Print** (or **Print All**) button. See **Public Resources for Print/Scan/Copy** for more information on printing.

General Tips

Check Your Print Balance

Make sure to check your printing account before you print to ensure you have sufficient funds. To check your balance, log in to MyWharton (Students) and click **Print Credit Balance** under **All Links**, or swipe your PennCard at one of the printers. If you are running low on funds, consider adding PennCash to your PennCard here: http://cms.business-services.upenn.edu/penncard/.

Try Another Printer

If a document doesn't print the first time, it may be an issue with that specific printer. A different printer may solve your problems. If not, contact Wharton Student Computing -- knowing that you couldn't print to multiple printers may help us identify a problem print job.

Use Campus Copy

For any type of specialty printing such as poster board or business cards, visitCampus Copy at 3907 Walnut Street or UCS in Houston Hall!

Check Document Properties

Paper Size

Select Letter or 8 1/2 X 11 paper. Our printers are stocked with letter-sized paper, and any documents configured for a different size paper (A4, tabloid, or other non-standard size) may have problems printing.

Be Wary of "Print All"

If you select **print all**, be aware that problems with one job in a selection may impact your ability to print the rest of the jobs.

Use Print Preview

Use Print Preview (usually from the File menu in your application) to confirm the way your document will look before submitting your job. When you're ready to print, choose **Print** from the File menu and click the **OK** button. (The Print Preview choice isn't available in the Acrobat Print menu.)

Printing in Black & White

All Wharton Public Printers are now Multi-Function, Color devices. While they will default to printing in color, nevertheless, they can also all handle Black and White documents. To print in Black and White you may either select the **Grayscale** or **Black and White** option in the print properties of your document **before sending the job to the printer:**

<u>Windows:</u>	<u>MacOS:</u>
Print	Print Printer: 128.91.115.157
Copies: 1	Presets: Default Settings Copies & Pages Copies & Pages
	Print Conies: 1
Printer Wharton Black & White on Ready: 42 documents waiting	Printer: A 128.91.115.157 O Presets: Default Settings O
Step 1: Printer Properties	Microsoft Word Layout Color Matching Paper Handling Paper Feed Cover Page U
Paper: Letter (8.5 x 11")	2 Paper/Quality 2urrent Page Color election Booklet Printing
-Type: Automatically Select 2-Sided Printing: 1-Sided Print V	Printer: ▲ 128.91.115.157 © Presets: Default Settings © Color ©
Step 2: Black and White	HP EasyColor Print Color as Gray ImageREI 3600

... or select **Print in Grayscale** at the printer when releasing:

NOTE: If you do not specify black and white as noted above, any pages containing color elements <i>will be printed and charged as color pages</i> .

Printing PDF Files Using "Print as Image" Option

Printing a PDF file as an image simplifies the document being sent to the printer and can often bypass problems. This option is checked by default on our lab computers, but you can select it on your own computer:

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	language:
	oner 0 1
ages to Print	Com Is & Forms Font and Resource Policy: Send by Range
) All) Current page	Doo ht and Markups Download Asian Fonts
) Pages 1 - 5	Summarize Comments Discolored background correction
More Options	Scale: 91%
nge Sizing & Handling (i)	8.5 x 11 Inches
Sjze Poster Multiple Booklet	Let printer determine colors
) Fit	Welcor
Actual size	Docum Preserve Black
Shrink oversized pages	Here are four tips Preserve CMYK Primaries
Custom Scale: 100 %	and Adobe Docu
Choose paper source by PDF page size	Print As Image
Print on both sides of paper	03 Share files with Simulate Overprinting
rientation:	Print to Eile

From Adobe Reader, choose **Print => Advanced => Print as Image**.

Please note, this will only work if you open the file in Adobe Reader. The option is not available from Preview.

Printing from Excel

Make sure to specify the print area by using the **Set Print Area** command. If you format an entire column or row, the full spreadsheet may print even though it is blank. This will not show up in Print Preview, and you may print out hundreds of blank pages.

- 1. Find the Set Print Area command under Print Area on the File menu.
- 2. Click and drag to highlight the area you want to print.
- 3. Click on Set Print Area.

Wharton Printing for Specialty Jobs

For specialty printing, such as bound course packs, bulk printing, large format, or specialty papers, there are several options around campus. Popular choices include Campus Copy on Walnut Street and UCS in Houston Hall.

Questions or Issues?

See our Public Printing Troubleshooting article here.

Contact: Wharton Computing Student Support