

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

Table of Contents

- [Quick Review](#)
- [General Tips](#)
- [Check Document Properties](#)
- [Printing in Black & White](#)
- [Printing PDF Files Using "Print as Image" Option](#)
- [Printing from Excel](#)
- [Wharton Printing for Specialty Jobs](#)
- [Questions or Issues?](#)

Quick Review

Your printing options at Wharton include the following:

Public Printing Options		
PaperCut	Personal Device	Public Computers

- Go to the [PaperCut Portal](#).
- Log in using your PennKey username and Wharton Google password.
- Upload your document.

- Print your document from the application, selecting a printer in the same manner you would normally add a printer, using one of these options:
 - Windows: [\\PrintAtWharton\wharton-print](#)
 - macOS:

Use the print queues available from the computers

- [\\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.

[^Top](#)

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, visit [Campus Copy](#) at 3907 Walnut Street or [UCS](#) in Houston Hall!

Check Document Properties

[^Top](#)

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.

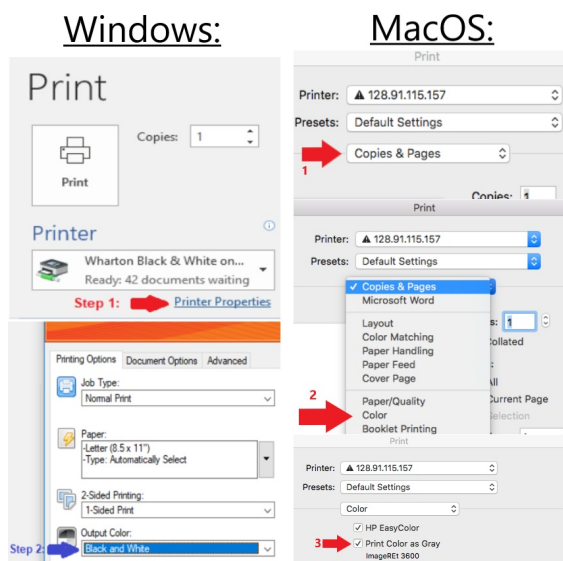
Use Print Preview

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.)

[^Top](#)

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**:



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



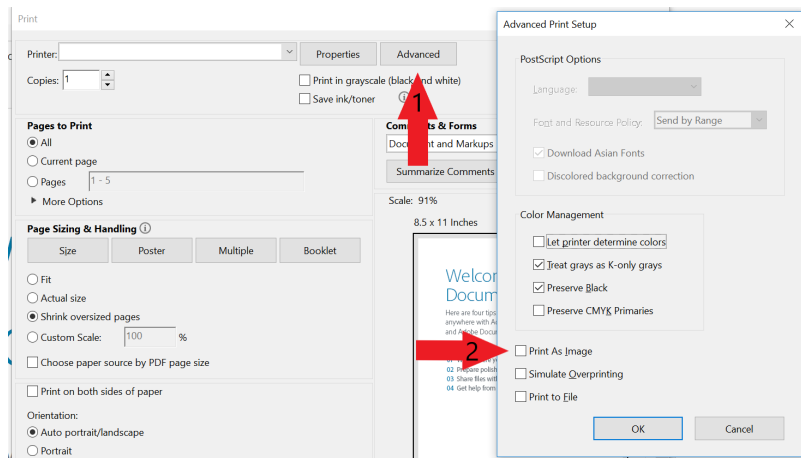
NOTE: If you do not specify black and white as noted above, any pages containing color elements *will be printed and charged as color pages*.

[^Top](#)

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:

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

[^Top](#)

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

[^Top](#)

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?

[^Top](#)

See our Public Printing Troubleshooting article [here](#).

Contact: [Wharton Computing Student Support](#)
