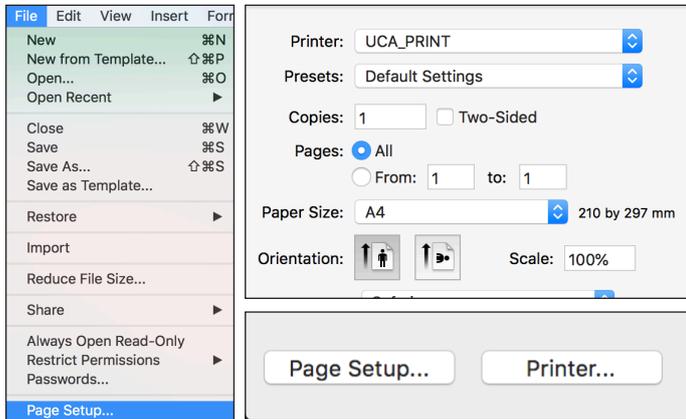


# PRINTING FROM A MAC

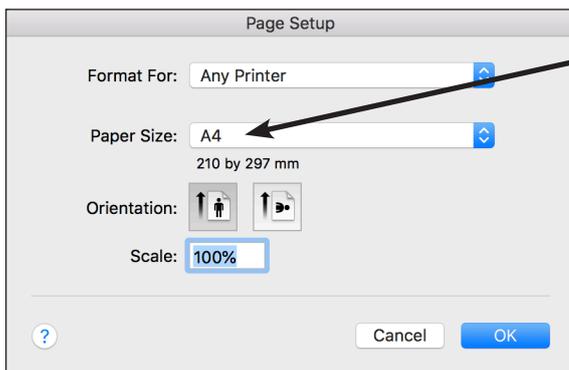
UCA printing is defaulted as A4, single sided with Automatic colour detection. If this is what you require, simple choose **File > Print** and press **Print**. For any other settings, follow the instructions below.



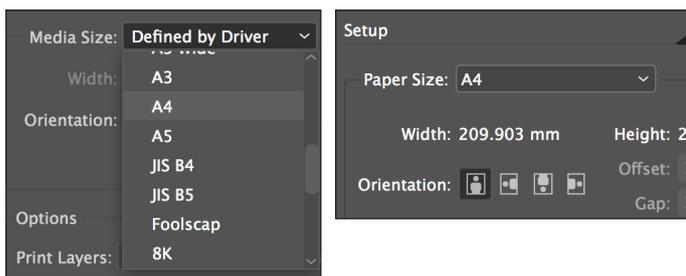
## 1. Paper Size

To change your paper size to A3, you need to check the *Page Setup*.

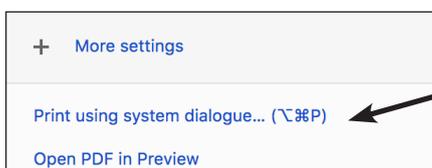
*Page Setup* can be found, either in the *File menu*, a button located in the Print window or it is located directly on the print window, depending on which application you are using.



2. Change the paper size to A3. Usually you do not need to choose the orientation of the print, as the printer will set this accordingly.

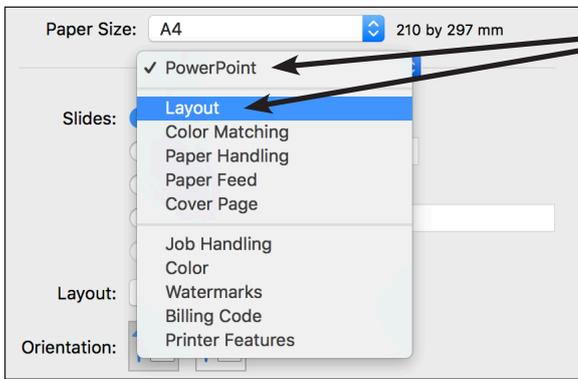


3. Some software such as Illustrator and InDesign require you to select the paper size within their drivers too. This is located in the *Print* window and should match the *Page Setup*.



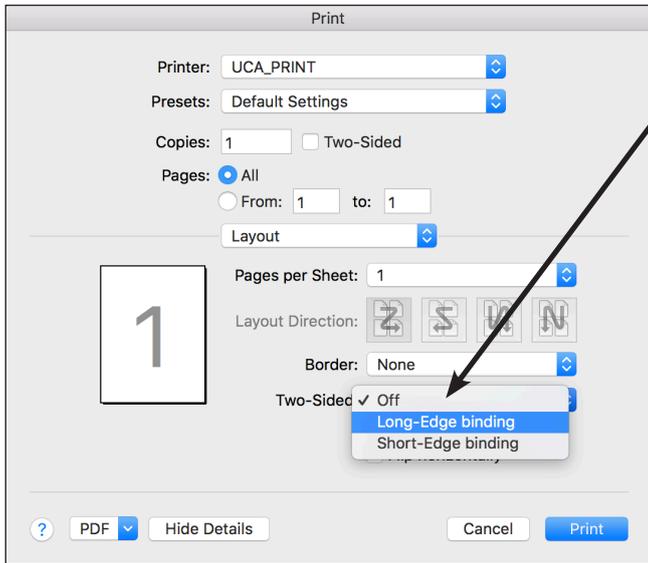
## 4. Copies and Pages

In most applications, the 'number of copies' and 'pages to print' options are located in the Print Window. The exception is Google Chrome, where it is located in the **Print using system dialogue** link.



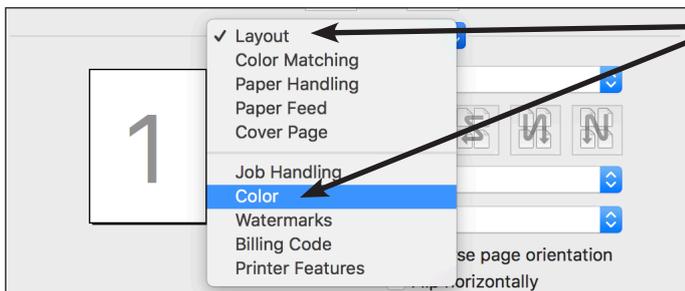
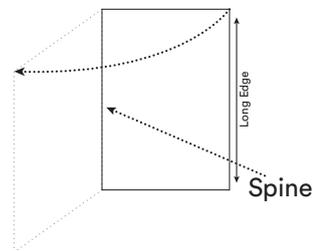
5. **Double Sided**

Within the File window, most applications show the *Layout* options, if you can not see these, click on the dropdown menu (which is usually called the name of the software or 'Copies and Pages') and choose **Layout**.



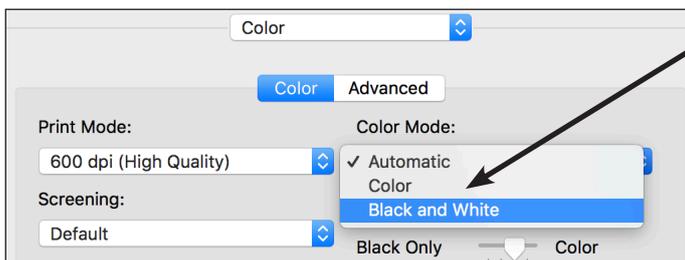
6. Choose either **Long Edge binding** or **Short Edge binding**.

The double sided option refers to where the spine would be on your document if it were a book, for example: an A4 portrait page with a left binding, would have the spine on the 'long edge' of the document.



7. **Black and White**

To change the print to Black and White, click on the **Layout** dropdown menu and choose **Colour**.



8. Change the *Colour Mode* to **Black and White**.

9. You can now press **Print**.