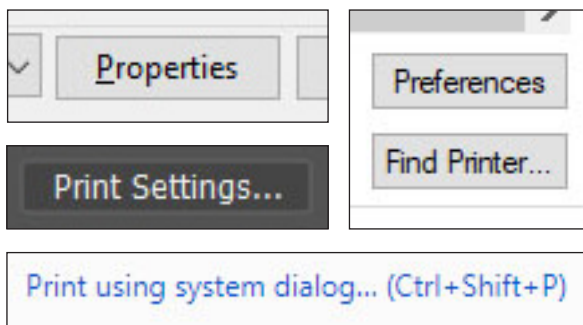


PRINTING FROM A PC

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

It is recommended that you don't print from Microsoft Edge as there are no options for the Printer Drivers.

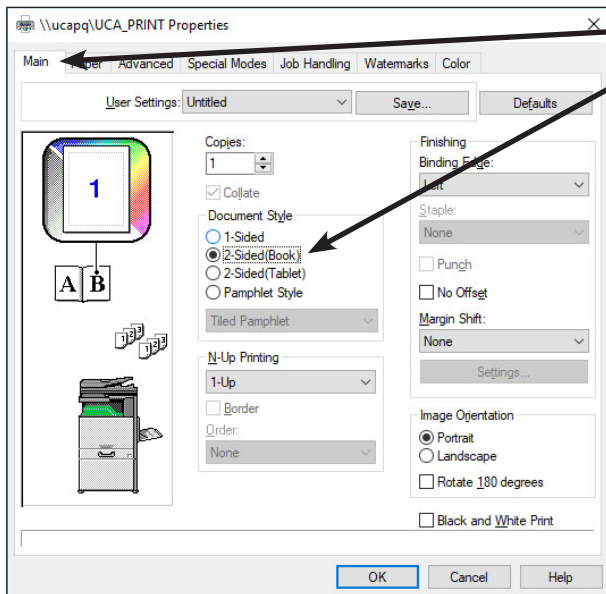
To change the *Paper Size*, *Colour* and *Double Sided* settings, you need to access the *Printer Properties*.



1. To find the printer properties look for a button named **Properties** or **Preferences**,

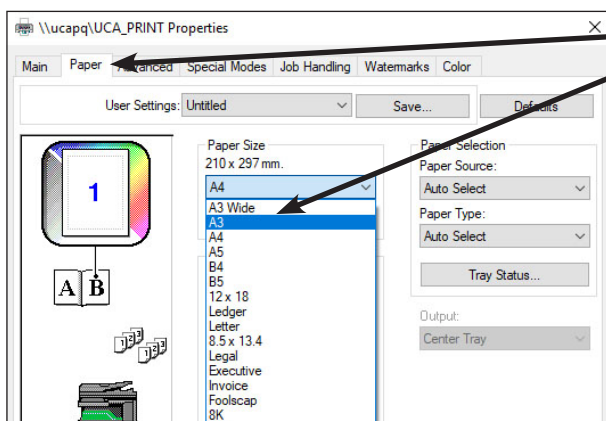
For *Chrome*, click on **Print using system dialogue...** then **Preferences**.

For *Photoshop*, click on the **Print Settings** button.



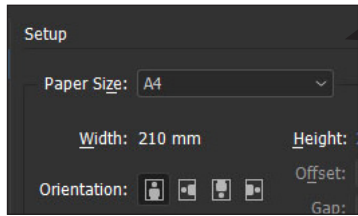
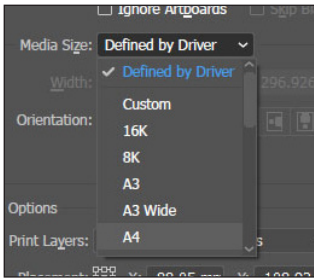
2. **Double Sided**

Under the *Main* tab, change the **Document Style** to either **2-Sided (Book)** or **2-Sided (Tablet)**. For a standard A4 portrait document choose *2-Sided (Book)*.

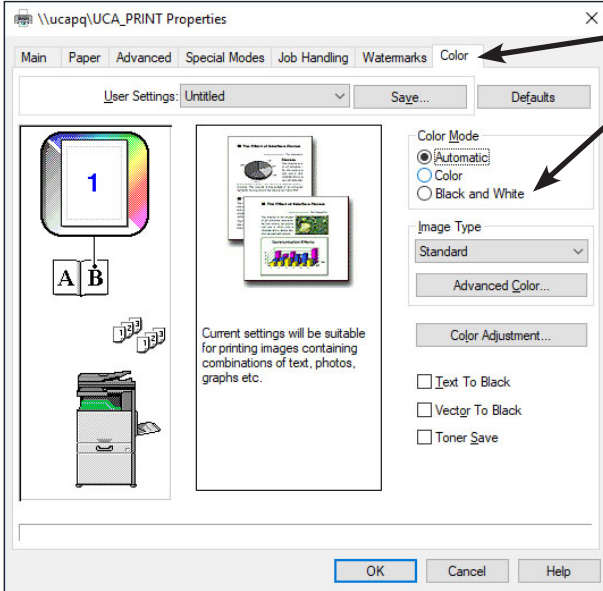


3. **Paper Size**

Under the *Paper* tab, change the paper size to **A3**.

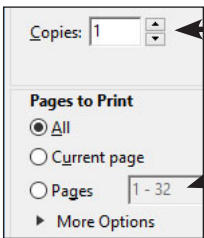


4. Some software such as Illustrator and InDesign require you to select the paper size within their drivers too. This is located in the *Print* or *Setup* window and should match the paper size within the *Paper* tab.



5. **Black and White**

To change the print to Black and White, click on the **Colour** tab and choose **Black and White**.



6. **Copies and Pages**

In most applications, the 'number of copies' and 'pages to print' options are located in the initial Print Window.

7. You can now press **Print**.