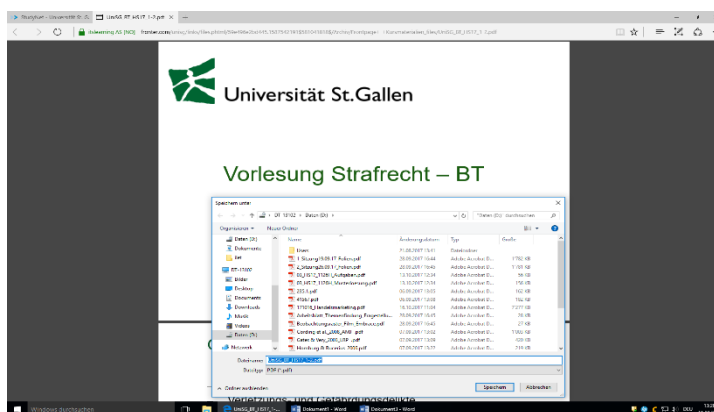
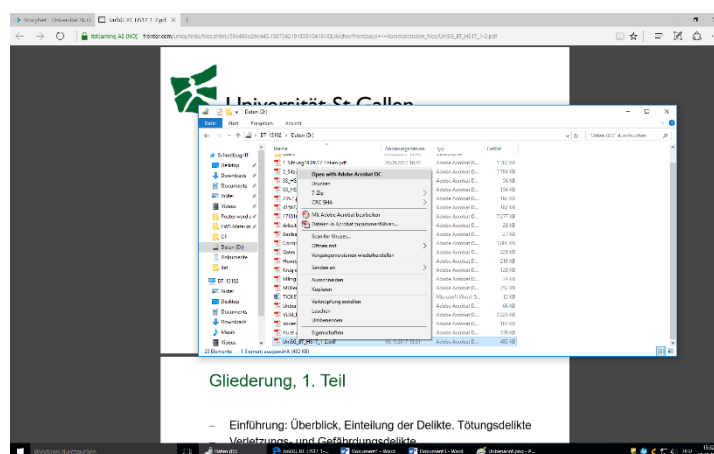


How to print multiple pages on one sheet of paper

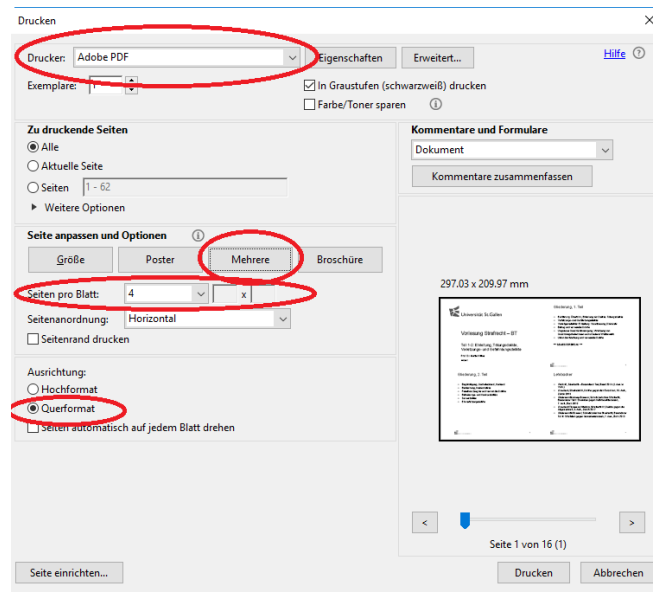
1. Download your pdf file and save it to a locatable folder (ex. Daten (D:)).



2. Open your pdf file with Adobe Acrobat DC:



- Hit the key combination **CTRL + P** or click the printer symbol in the top left corner. In case a window pops up regarding functions, hit “activate all functions”. Now you can configure your print. On the following image you will see a configuration for printing 4 pages on 1 sheet of paper. Make sure the printer “Adobe PDF” is selected. As soon as you finished configuring your print, hit “Print”. The program will ask you for a location to save your new file. Again, choose a location that you can find later on (ex. Daten (D:)).



- Open up the page <http://print2me.unisg.ch/> or, if you are sitting at a computer in the library, open up the icon «HSG Print2Me» on the desktop. Log in with your HSG credentials. Now you can choose your configured file and hit “print”. The last thing you have to do is walk up to the printer, hold your card to the scanner, select “print2me” and hit start.

WebPrint Wählen Sie eine Datei zum Ausdrucken

D:\folien_bereitzumdrucken.pdf Durchsuchen...

Farbe Simplex Heften ein
 Schwarzweiß Duplex Heften aus

Kopien Drucken

If you are sitting at a computer in the library, you also have the following option:

- Click on «File» and «Print» in the respective programme to choose the desired settings (e.g. 4 pages on one, booklet, etc.).
- Enter your username in the opening pop-up window and confirm by clicking «Okay».

