

## Print Instructions for *Faculty & Staff Areas of Specialization*

To print on standard letter sized paper (**8 ½ x 11 inches**), with **one page per sheet**:

1. Open the College of Engineering website: [www.eng.lsu.edu](http://www.eng.lsu.edu).
2. Click on the "Faculty and Staff" link located on the purple banner across the top.
3. Select "Current Faculty and Staff Areas of Specialization."
4. When the PDF file opens, select the printer icon in the upper left corner.
5. Select the printer to which you wish to print.
6. For "Print Range," type in the page numbers of the section you wish to print. NOTE: The default, "All," will cause all 82 pages to print!
7. On "Page Scaling" drop bar select "Fit to Printable Area."
8. The default printer settings should print one page per sheet of paper, so you may select "OK."

To print with **two pages** of the directory printed on **one** side of one **legal-sized sheet (8 ½ x 14 inches)** of paper:



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4. When the PDF file opens, click the printer icon in the upper left corner.
5. Select the printer to which you wish to print.
6. For "Print Range," type in the page numbers of the section you wish to print. NOTE: The default, "All," will cause all 82 pages to print!
7. Locate the "Page Scaling" drop bar and select Multiple pages per sheet.
8. A "Pages per sheet" drop bar will appear; type 2.
9. Under the "Page order" drop bar, select Horizontal
10. Now click the "Properties" button at the top of the box.
11. Under the "Printing Shortcuts" tab:
  - a. For "Paper source," use the drop bar to select the tray containing legal paper for your printer
  - b. For "Page size," use the drop bar to select legal.
  - c. Leave "Paper Type" alone.
  - d. For "Orientation," use the drop bar to select portrait.
12. Click "OK." Then click "OK" again. Your document should print!