

Printing Parking Maps and Information

Guide for printing maps from website or through Commons Copy Center

In order to reduce costs, Parking and Transportation Services has a limited number of parking maps available for departments; PTS is strongly encouraging departments to print the map from online.

- Each department will be limited to 150 maps for the year
- Departments needing more than 150 maps will have the option of printing additional maps from the parking website, or the file on the website can be sent to the Commons Copy Center which will allow your department to print as many as requested
- To view and print maps from online an Adobe PDF reader program is required
- If you have any problems printing maps from the website, please email parking@uidaho.edu, or call 885-6424

Printing campus map and parking information brochure (double-sided brochure) from Parking and Transportation Services website:

- Go to www.uidaho.edu/parking, click “maps” on left hand side of page
- Click on “Parking Map and Information Brochure (printable version)”
- Print brochure using legal size paper; place this paper in printer
- In printing preference dialog box select “double-sided” printing and legal size paper (with no page scaling)

Printing individual campus maps from Parking and Transportation Services website:

- Go to www.uidaho.edu/parking, click “maps” on left hand side of page
- Select the map you would like to print
- To print legible maps from the website, legal or 11x17 size paper should be used
- Place the appropriate sized paper in printer and select either legal paper or 11x17 size paper in the printing preference dialog box

Printing campus maps from the Copy Center located in the Commons:

- Open the map you would like to print by selecting the map from the parking website as instructed above
- Save this map to your computer
- Go to <http://www.printonline.uidaho.edu/login.asp>
- Log in using your username and password (same as VandalWeb)
- Upload the parking map that you just saved to the Copy Center website
- Continue your order by choosing the amount, black & white or color, landscape printing, and 11x17 or legal for paper size