




Printing a campus map or building floor plan from FMCentral – Desktop Only

The preferred browser for FMCentral is Chrome, if printing from Firefox the Firefox Print Preview add-on must be installed. Currently the functionality of the Edge print preview window is inadequate.

1. Log into [FMCentral](#) and select 'Map Enquiry'.
2. Navigate to the relevant campus map or building floor plan.

3. Select the 'Print' icon located in the top menu bar 

Your campus map or building floor plan will be displayed in the Print Preview window.

Please Note: The scale is not currently being shown on campus maps/floor plans.

4. In the map section of the Print Preview window, click and drag will pan the map and the mouse wheel will zoom in/out.

Chrome

5. When you are ready select 'Print'.
6. In the Print Dialog set the correct Destination, Layout (landscape), Colour and Page Size. Set the Margins to Minimum, tick 'off' the Headers and Footers, tick 'on' Background graphics and set further settings as shown below. Chrome should remember these settings between sessions.

| Page Size | Scale | Quality |
|-----------|------------|------------------|
| A4 | Custom: 78 | 600 or 1,200 dpi |

A3 | Custom: 110 | 1,200 dpi

7. Select 'Print'.

Firefox

5. When you are ready select 'Print' from the menu in the top right hand corner of the Print Preview page.

6. Click on Page Setup, set the Orientation to Landscape, tick 'on' Print Background and then set the following options;

| Page Size | Scale |
|-----------|-------|
| A4 | 70% |
| A3 | 100% |

7. Click on the 'Margins & Header/Footer' tab and set all Margins to 10 and all Headers and Footers to 'blank' and click 'OK'

8. Click on Print in the top left corner of the Print Preview Window and then click on Preferences. Choose the document size (A4 or A3), Orientation and Colour. Firefox should remember these settings between sessions. In the Detailed Settings tab ensure that 'Reduce/Enlarge' is set to 'Off'. Click on 'OK' and 'Print'.