Best Practices for Printing Exam Notes & "Cheat Sheets"

Smooth Printing from Digital Notes

Don't let printing issues slow your exam prep! Notes created in apps like Goodnotes or Notability can contain complex layers that may cause slow processing, missing handwriting, or print failures. ***Convert them to PNG or JPEG before printing for best results.***

Primary Solution: Exporting Directly as an Image

For the best printing results, export your notes as image files directly from the original app. PNG format is recommended for best quality. Here are the steps for Goodnotes and Notability.

Goodnotes:

- Open your document.
- Tap the **Share / Export** icon.
- Select **Image** as the format.
- Save file as a **PNG** or **JPEG**.

Notability:

- Open your note.
- Tap the **Share** icon.
- Choose **Image (PNG/JPEG)**.

Alternative Option: Convert Existing PDFs to Images

If your notes are already saved as a PDF, convert them to PNG or JPEG images before printing.

Built-In Device Tools

- **Mac:** Open in Preview → File → Export → select **PNG** or **JPEG**
- **Windows:** Open the PDF in Microsoft Edge, select **Print**, and choose **Microsoft Print to PDF** to flatten or **OneNote** to re-save as an image.

Free Online Tools

- Canva (PDF to PNG)
- iLovePDF (PDF to JPG)
- Smallpdf (PDF to JPG)
- CloudConvert (PDF to PNG)

Best Practices for PDF Printing

- **If you can't convert your PDF to an image, we recommend printing directly from your computer.**
- **Avoid custom paper sizes. Use standard sizes like 8.5 x 11 or 11x 17.**

Install Cardinal Print Driver
Download the Cardinal Print driver for Mac or Windows
cardinalprint.stanford.edu/drivers

Watch Training Videos
Step-by-step guides for printing, converting, and troubleshooting.
cardinalprint.stanford.edu/videos