

# Mac OS

## How Do I Print Room Schedules from Ad Astra?

These instructions were originally created for Media Services to clarify the process of printing Ad Astra room schedules for Hedberg Library on a weekly basis. They've been generalized and posted here.

Note that in previous years, there were separate instructions for printing room schedules from a Mac and from a PC. Ad Astra has since been updated, and now the process is platform-agnostic.

1. Navigate to [Ad Astra](https://astra.carthage.edu) (https://astra.carthage.edu) and log in using the appropriate Carthage user ID and password. For Media Services, that would be the user **av**.
2. Click on the **Reporting** tab in the navigation bar along the top of the page.
3. You're presented with one item, **Reports**. Click on it.
4. Click on **Sections and Events Lists (9 items)**. By default it's the 9th item under the Report List.
5. Click on the report named **Room Card - Selected Building**. By default it's the 7th item under the Sections and Events Lists heading.
6. Set the **Start Date** of the report:
  - a. Click the calendar icon under the Enter Start Date section to summon a calendar in a pop-up window.
  - b. Navigate the pop-up calendar to select the day you want the report to start on.
  - c. Click the OK button to dismiss the calendar and set the start date.
7. Set the **End Date** of the report:
  - a. Click the calendar icon under the Enter End Date section to summon a calendar in a pop-up window.
  - b. Navigate the pop-up calendar to select the day you want the report to end on.
  - c. Click the OK button to dismiss the calendar and set the end date.
8. Set the **Building** of the report:
  - a. Click the funny equal sign looking icon under the Enter Building section to summon a pop-up window with a dropdown menu.
  - b. Select from the dropdown menu the building you want the report to be on.
  - c. Click the OK button to dismiss the pop-up window and set the building.

In Media Services, we use the following convention:

- **Start Date:** This Monday's date (e.g. 10/16/2015)
- **End Date:** Next Sunday's date (e.g. 11/01/2015)
- **Building:** Hedberg Library

9. Click the **Apply** button.
10. Click on the printer icon above the Main Report section. A window pops up explaining that it will export the report as a PDF and download it to your computer so that you can open it up and print it.

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- To print the entire report, press the **Export** button.
  - To print a specific range of pages (for example, if you only wanted the schedule for a room or a set of rooms), click the radio button next to **Pages** and specify the page range you want printed out, and then click the **Export** button.
11. The report will be exported and downloaded to your computer as a PDF. Locate it in your Downloads folder, open it, and print it out.

For technology assistance, please contact Media Services at [av@carthage.edu](mailto:av@carthage.edu) or (262-551-5950). To report problems, please call the same number or email [media@help.carthage.edu](mailto:media@help.carthage.edu).

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