

How to Print from Library Computer Lab

Basic Printing Instructions:

1. Choose File from toolbar (clicking the printer icon sends the document to the printer without allowing for print options changes)
2. Choose Print
3. Select printer for print job. The default is the white printer. You can change the printer by selecting another printer for the drop down list of printer names.
4. Change the "Print Range" to desired pages if the whole document is not needed.
5. Choose OK. This will put your print job in the print queue. It may take a few moments for it to print.
6. A cover sheet with your library username will precede your print job.

If you are having difficulties printing from Blackboard, it could be because of a frame. To override this:

1. Right Click in the document
2. Choose Open in New Window
3. Choose File from toolbar (clicking the printer icon sends the document to the printer without allowing for print options changes)
4. Choose Print
5. Select printer for print job. The default is the white printer. You can change the printer by selecting another printer for the drop down list of printer names.
6. Change the "Print Range" to desired pages if the whole document is not needed.
7. Choose OK. This will put your print job in the print queue. It may take a few moments for it to print.
8. A cover sheet with your library username will precede your print job.

Special considerations when printing from PowerPoint:

1. Choose File from toolbar (clicking the printer icon sends the document to the printer without allowing for print options changes)
2. Choose Print
3. Select printer for print job. The default is the white printer. You can change the printer by selecting another printer for the drop down list of printer names.
4. Choose the "Pure Black and White" and change the "Print what" setting to "Handouts" with 6 per page being the preferred format
5. Choose OK. This will put your print job in the print queue. It may take a few moments for it to print.
6. A cover sheet with your library username will precede your print job.

*You must use the application that the file is associated with to save and open file. No access to Windows Explorer.

Other Printing Options (save and take to another location to print):

Save the file to a 3 1/2" floppy disk:

1. Insert disk
2. Click File*
3. Click Save
4. Choose 3 1/2 floppy (A:) from the drop down menu
5. Choose Save

Save the file to a Zip Disk: (Zip drives are available at computers #1-#12 & #19)

Note: A zip disk works like a 3 1/2" floppy disk. There are 2 kinds: 250 MB & 100MB. Computers #1-#12 & #19 supports both.

1. Insert disk
2. Click File*
3. Click Save
4. Choose Removable disk (D:) from the drop down menu
5. Choose Save

Save to email a document to your own email account:

1. Save file to your computer (floppy disk, zip disk, cd, my documents)
2. E-mail as an attachment in your e-mail program.

Save the file to a CD: (CD Writers are available at computers #1-#12 & #19)

1. Determine if you are using the CDR (recordable) disk or a CDRW (Re-Writable) disk.
 - A. Follow these directions if you are using a CDR disk:
 2. Save your work using the application to your "My Documents folder"
 3. Use the mouse and click on the Roxio Project Selector from the lower right application tray (on the task bar)
 4. Use the Roxio program, to select the type of CD to be "burned" and follow the on-screen instructions
 - B. Follow these directions if you are using a CDRW disk (two different things will happen based on if you use a new blank or formatted CDRW):
 2. Blank CDRW - The DIRECTCD program should "pop up" when a blank CDRW disk is inserted, answer yes to format, then use like a floppy.
 3. Formatted CDRW - DIRECTCD program should "pop up" and tell you that the CDRW is ready to be accessed.

Note:

CDR's can be purchased at the reference desk for \$1.00 each. They can be written to in two ways, single session and multi-session. It is the multi-session that won't work with older CDROM drives. A safe way to write is single session as this can be read by most CDROMs. Once a single session CD is burned it is forever "locked" cannot be written to again. A multi-session CDR can be written to multiple times, but cannot be erased. Often, the multi-session CDR works only with the same CDRW software. While it could be read and written to by other PC's, generally it only works if the other PC, has the same software.

CDRW's are more expensive. Generally, a memory resident software package senses the CDRW disk in the tray and opens it like a big floppy. It can be written to and erased many times. The CDRW can be ruined however if it is opened like a CDR and subsequently "locked". Generally only CDRW drives can read a CDRW disk. Just using the CDRW disk limits what machines can use it. Again, it seems that the CDRW functionality works best if the same software is used to access the CDRW disk. DIRECT CD is one brand of software that is being used by Dell.

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