




Printing

Costs

There is a small charge per page if you want to print on the Library printer.

Please take care before you print anything in the library - work out roughly how many pages will be printed and how much it will cost. Ask the staff for advice if you're not sure.

 **Tip:** By choosing a smaller font size you can often save several pages of printing.

In larger libraries, the print queue system will tell you how much your printing will cost once you have clicked on the Print option. In other libraries the pages will print immediately on the printer.



Large volumes of printing

If you are printing a lot you may need to ask staff to check the paper level in the printer. Your print request will be stored by the printer if it runs out of paper and will resume printing when it's refilled.



Cancelling printing

In larger libraries which have the print queue system, if you make a mistake, you can ask at the desk for the printing to be cancelled. Make a note of what you printed (such as the URL of the web page, or the name of the MS Word document) and at the end of your session, go to the desk, tell the staff your Borrower Number or Guest Account number and ask them to delete that specific printing job from the **Print Queue**. It won't then be printed and will cost you nothing.


In libraries which do not have the Print Queue System there is no opportunity to cancel the printing and you will have to pay for all the pages printed.


Don't forget - if you want to take a web page or document away with you to print at home, you MUST copy it to CD before the end of your session, or it will be lost. See Section 6 of the User Guide (Saving and copying to CD). You can buy blank CDs from the Library.



Printing webpages and documents

There are two ways to print complete files:

- Click on the **printer symbol**  on the grey Tool Bar at the top of the screen, *all* the pages in the document or covered by the right-hand Scroll Bar will be sent for printing.

 **Tip:** It's a good idea to check how many pages you will be printing!

- Click on **File** (top left of the screen) and then **Print**. This is a better option as you will then see a menu with options about which pages you want to print and how many copies to print. Once you've selected your options, clicking **OK** will send the page(s) for printing.






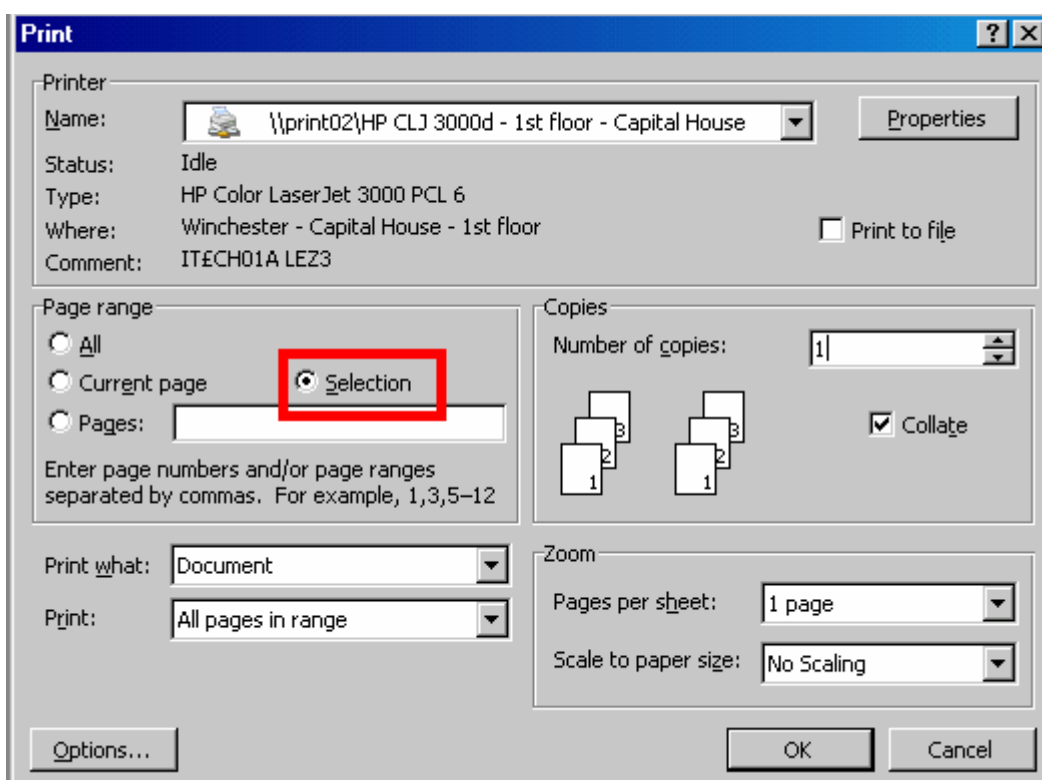
Print part of a document or part of a webpage

1. Click Select the part of the document or webpage that you want to print by placing the mouse cursor to the left of the first word of the section you want to select, click the left mouse button and while holding the button, drag the cursor to cover the area you want to print.

The area will become highlighted as you move the cursor - release the mouse button when the area you want is selected

 **Tip:** If you select too much, just keep your finger on the button and move the cursor backwards so that the highlighting disappears from the part you don't want. If you highlight the wrong part altogether, release the mouse key and click on a blank part of the page away from the selection.

2. Click on **File** in the menu bar and then on **Print**
3. Click on **Selection**



You can also change the number of copies here as well as the number of pages which print out on each sheet of paper.

If you need to change other print settings such as the format (landscape or portrait) or the margins on the page, click **Print** then **Page Setup**.