

Printing from the Library's Computers

Printing Basics

All print jobs from the library's public computers are sent to a printer which is located at the Information Desk (main floor entrance area). When you send your print job to the printer through our system, you'll be told how many pages will be printed, and what the cost will be at 20 cents per sheet. Staff at the Info Desk will complete the printing process for you and collect the charges. Sorry, colour printing is not available at this time.

Tip #1 – Suspend your online session instead of logging off

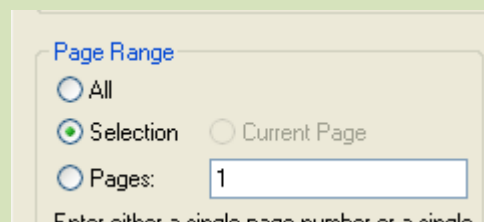
Since the printing is done at the Information Desk, you might want to suspend your online session (by selecting "Lock" in the timer window at the top of the screen) while you go up and collect your printouts, instead of going to collect them after you've logged off. This step could save you some frustration, because once you've logged off, you may not be able to get back on to the same computer if you need to make changes to your documents. (Of course, this won't be a problem if you've saved or stored your work online – see the tip sheet on Saving, Sending and Storing documents if you need help with this).

Avoiding Costly Mistakes

If you've been using computers for a while you know that printing can be a wasteful process at times, even if you're using your own printer and it's sitting right next to you. Fortunately there are some fairly simple techniques that will save you money, and save trees as well.

Tip #2 – Be selective when printing web content

When you're on a web page and decide to print it out, you may get much more than you were intending (i.e. you may find yourself printing unwanted images, ads, and sometimes even pages of material that don't show up on your screen). A good way to ensure that you print only what you want is to highlight the section of the page you want, and then when you go to print (File / Print) be sure to click the "Selection" button.



Tip #3 – Ask the Reference Staff for Help

If you are unclear about any Tip #2, or any of these tips, don't hesitate to ask for help.

Tip #4 – Copy and paste Web Content into Word

Tip #2 (selecting) works well if the material you want to print is all together on the web page. But you may want to print bits and pieces of content from different parts of the page, or even content from more than one page or website. In this case your best bet is to copy all of the content that you want to print into a single Microsoft Word document.

You can launch Word from the desktop, or through the Start menu (Programs / Microsoft Office / Microsoft Word 2007). Once you've copied and pasted your text and / or images into a Word document, you have lots of control over your print job. You can reduce your font size, re-size the images, or you can use the Page Layout tab to change the margins (selecting "Narrow" maximizes the amount of material that will go on a page). Please refer to the Using Word 2007 tip sheet for more suggestions.

Don't forget to save your Word document, so you don't lose your work during your online session. Your documents will be saved on the desktop for the rest of the day, so you may want to delete any sensitive files before you end your online session (just go to "open" from the Office button or icon / highlight your file and hit the delete key).



When you're ready to print your Word document, click on the Office button at the top left of the screen, select Print from the list of options, and then either select Print or Print Preview at the right. Or you can just click on the printer icon.

Tip #5 – Use the “Print” option in your e-mail program to print an e-mail message

Most webmail programs (Hotmail, Yahoo Mail, etc.) have a Print command or icon available. Click on this to bring up a printable view of the message.

Tip #6 – Print Carefully from Acrobat documents (.pdf)

Often forms, instruction manuals, etc. are published to the web in Acrobat format. You’ll see a toolbar at the top of the screen like this:



You can highlight some of your text with this tool and then print just that selection of text, or you can print specific pages from the document. You can take a “snapshot” of part of the page with this tool.