

PRINTING

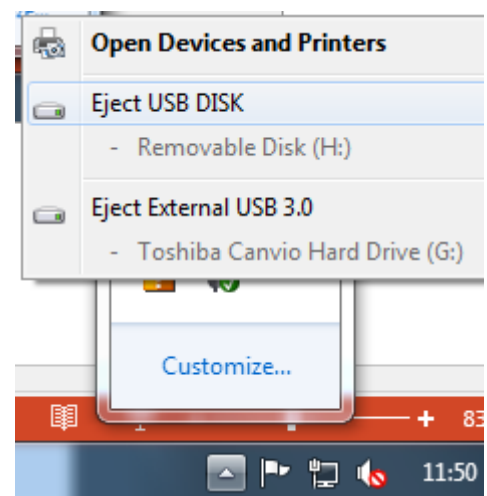
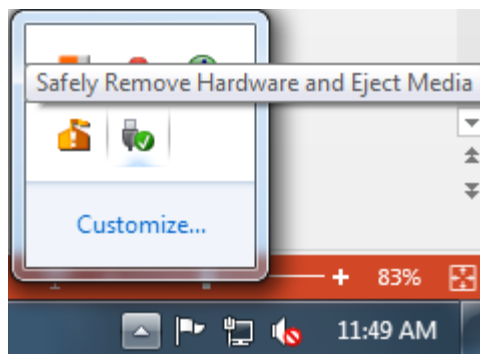
- > To print in the library all files must be saved as **pdfs** onto a **flash drive** and printed from the copy machine



*Directions for printing are on page 4
directions for saving as a pdf are on pages 2-3*

Library has flash drives to gently borrow if you need

- > Remember to eject flash drives **CORRECTLY**




SAVING PDFS

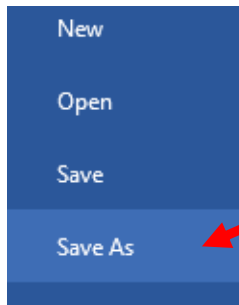
Printing from *WORD*,
POWERPOINT, etc.

> To print, all files must be saved as a pdf

> Hit "Save As" under "File"
select "Save as Adobe PDF"



Save as Adobe
PDF



> OR in "Save As" select "Browse"

Save As

OneDrive

Computer

+ Add a Place

Compute

Recent Folders

Desktop

Tech in PVPUS
E: > 01 Library > T

Cataloging
E: > 01 Library > C

Contacts - Sch
E: > FROM DESKT

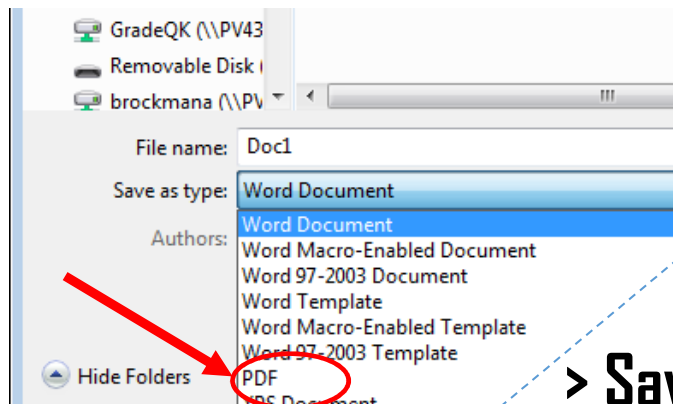
1_Processing
E: > 01 Library > L

My Document

Browse

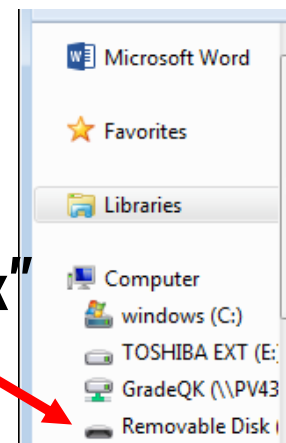
THEN

> Use the drop menu to change file type from
Word Document to PDF (note the file name you save it under)



> Save to
"Removable Disk"

* If "Removable Disk" does not
appear, select "Computer" first



> You will be charged **\$0.10** for every b&w page you print, so please be
mindful of how many pages you save

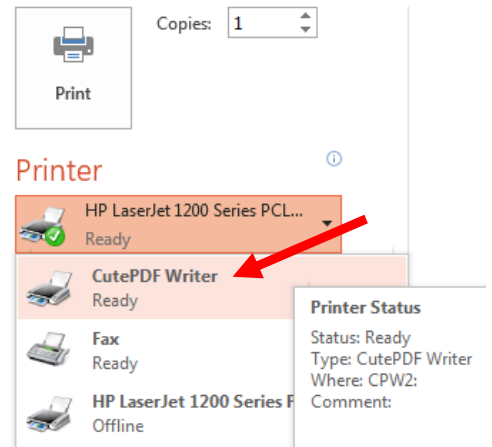
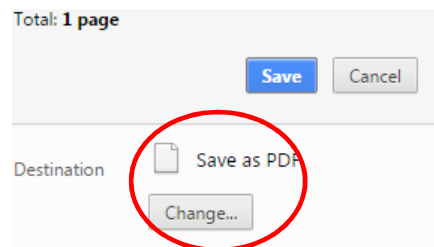
> Printing from **Web pages**: consider copying & pasting to a word doc
first, or selecting the range of pages you actually want (avoid ads & comments)

> To print multiple **PowerPoint** slides per page, see directions on pg 3.

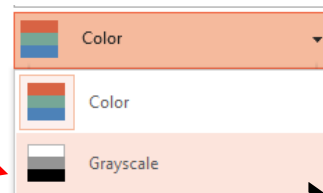
SAVING PDFS

From **WEB** (Chrome works best), this works for other types of docs too.

- > To print, all files must be saved as a pdf
- > Hit "Ctrl P" and under "Printer" select "PDF" or "CutePDF Writer"

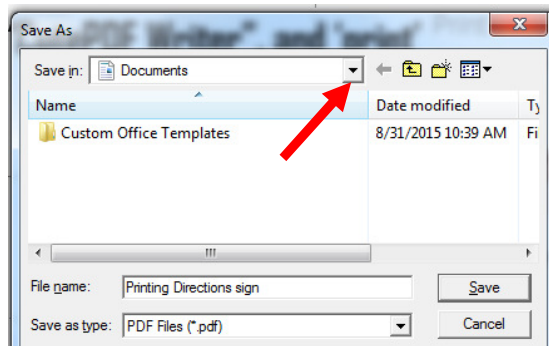


- > Save in Grayscale
Do not default to color



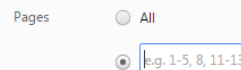
> Hit "Print"

- > Some time will pass... a box will pop up asking you where to save it...

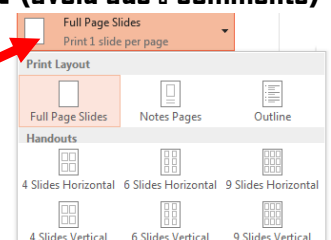
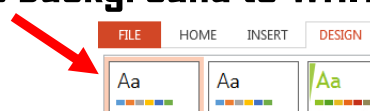


- > Use the drop menu to select your external flash drive "Removable Disk" (note the file name you save it under)

- > You will be charged **\$0.10** for every b&w page you print, so please be mindful of how many pages you print; you can always select which pages you want in the printing option



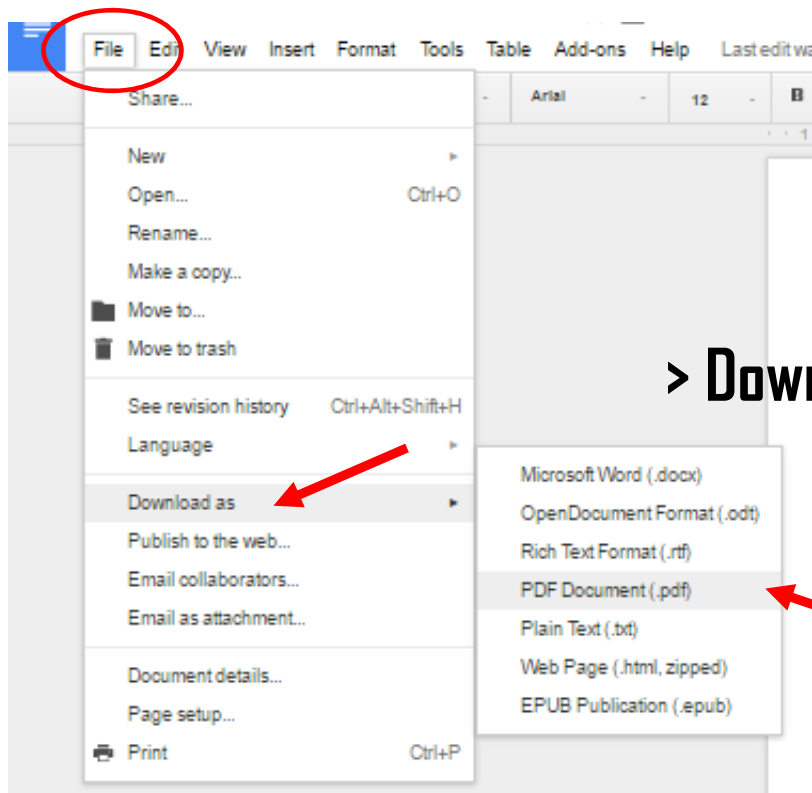
- > Printing from **Web pages**: consider copying & pasting to a word doc first, or selecting the range of pages you actually want (avoid ads & comments)
- > Printing **PowerPoints**: please print 6 slides per page, and under "Design" change the background to WHITE



SAVING PDFS

From *GOOGLE DRIVE*.

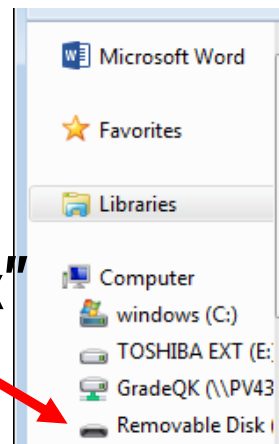
- > To print, all files must be saved as a pdf
- > From Google Docs, Hit "File" and select "Download As"



> Download as PDF

> Save to
"Removable Disk"

** If "Removable Disk" does not appear, select "Computer" first*



PRINTING INSTRUCTIONS

> Save ALL materials as black & white pdfs

“Ctrl P” > select “Change” > pdf



> **COUNT** the pages - **YOU** need to calculate the cost: > \$0.10 per b&w page

> Save work to a flash drive

> Insert the flash drive to the copier

> *If the screen is dark hit the **bright green** “energy saver” button*



> Select “Print From” on the screen

> Pay the fee

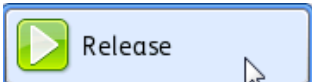
(takes \$.05, \$.10, \$.25, \$1 & \$5)

> Select “USB”

> Open the document

> Select b&w color option & paper tray 1

> Hit the large green “Start” button

> Hit “Release”  on the screen

> Paper comes out in the center middle

