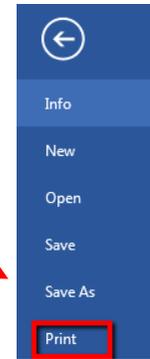
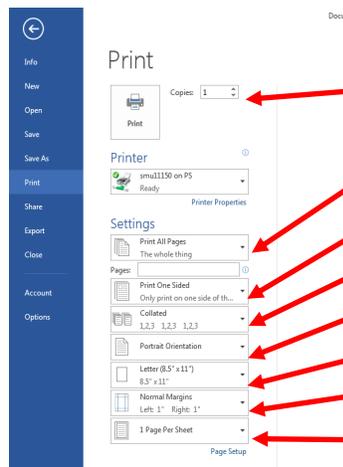


Printing From a Campus Computer

Step 1. Choose File/print



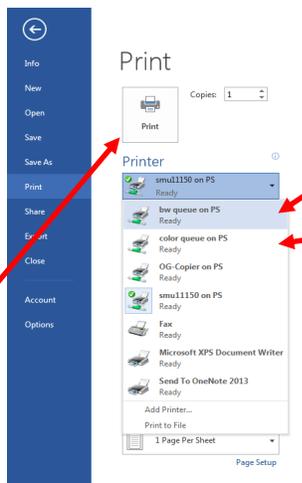
Step 2: Modify print settings as needed.



You can choose:

- Number of Copies
- Which pages to print
- One side or Double sided
- Collated
- Paper Orientation
- Paper Size
- Margins
- Number of Pages per Sheet

Step 3: Select color print or black and white print.



- For **Black and White** print choose:
(bw queue on PS)
- For **Color** choose:
(color queue on PS)

Step 4: Select Print

KEEP CALM and PRINT ON!



Important Note:

Printing on 11' x17' paper can only be done from **Information Commons Computers and the Main Level Printer**

Choose: OG-ML-Copier on PS

Printing Prices:

B&W: \$0.03 per page

Color: \$0.10 per page

**This example based on printing a Microsoft Word document, but you can always look for the

\\PS\BW queue or **\\PS\Color queue** from any print screen.