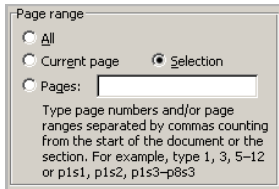


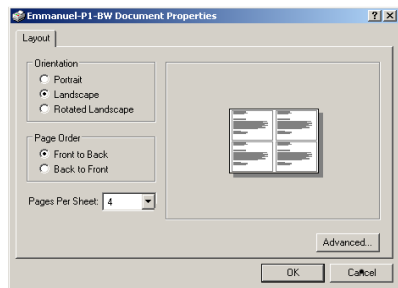
## Printing Options

### Printing only a portion of a text

Select (highlight) the text you wish to print, click print, and click “**Selection**” in the **Page Range** section of the Print Window.

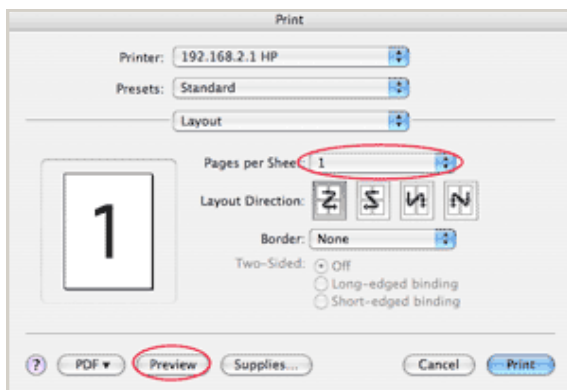


### Printing Multiple Pages Per Sheet



When using **Windows**, click the **Properties...** button in the Print Dialogue to choose multiple pages per sheet.

In Mac OS X, select **Copies & Pages** in the **Print** dialog box. In the dropdown menu, select **Layout**. Select your desired pages per sheet and you can **Preview** to verify before printing.



## Photocopying

There are two copy machines in the Emmanuel College Library. They are located in the **Reference Area**, and on the **2<sup>nd</sup> floor**.

Cost is 15¢ per page for black and white, 50¢ per page for colour (**2<sup>nd</sup> floor only**), and free of charge for scanning to USB. Both copiers accept TCard or Guest Card.

## Putting Money on your T-Card

Funds (TBucks) can be added online ([tcardplus.utoronto.ca](http://tcardplus.utoronto.ca)) to TCards for photocopying. TCards can be topped up with debit or credit cards.

If you do not have a TCard, ask at the Loan Services Desk for a Guest Card. It cost \$5 and has an initial balance of \$4.25. Guest Cards can also be topped up online.

## Laptop Computers Loans

Laptop computers equipped with text editing programs and internet access are available for in-library use on a 6 hour loan. Ask at the **Loan Services Desk** for loans and additional information.

To borrow a laptop, students must have a valid T-Card. Information cannot be saved on laptops, so it is suggested students bring their own USB drive.

## Guide to Printing Including wireless printing



*Emmanuel  
College Library*

## Printing at the Library

Printing is available from all computers at the Emmanuel College Library.

Black&White printing is available in the library for 15¢/page. The printer is located by the **Public Computers**.

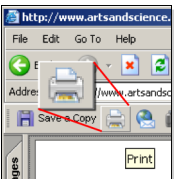
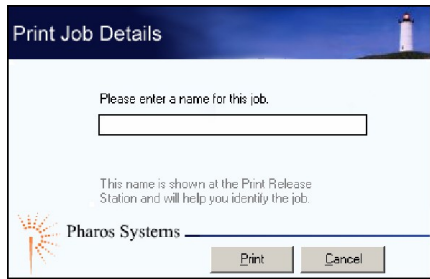
Wireless printing is available for laptops.

We do not provide colour printing or printing on special paper or transparencies.

### To print

1. Select the print option in the program you wish to print from. (In most cases, you click the **print icon**, or select **File > Print**).
2. The Pharos Print Job Details window will now be displayed.

Enter a name that will allow you to recognize your print job and follow the on screen directions.



### Note:

When printing a PDF from an Internet browser, be sure to click the **print icon from within the PDF window**, and NOT the print icon from the browser menu.

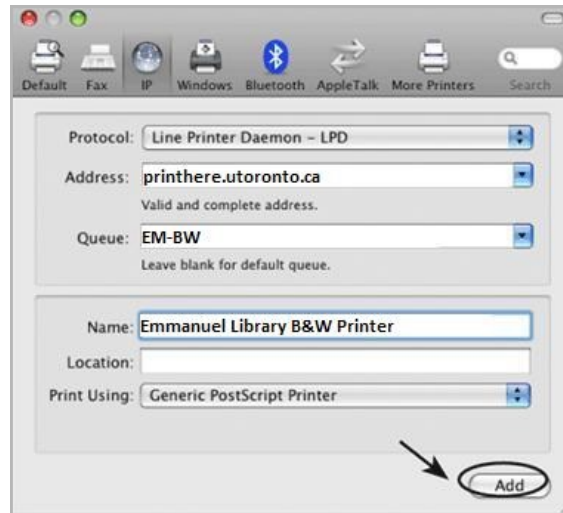
## Wireless Printing

Wireless printing allows laptops connected to the U of T campus wireless network to print to selected campus printers, including the **Emmanuel Library printer** and the **E.J. Pratt first floor printer**.

### Wireless Printing with Mac OS X

To print wirelessly from a Mac laptop, you must add the details of the printer to your printer settings.

1. From the **Apple Menu**, open **Systems Preferences** option. Click the **Print & Fax** icon.
2. Click the **+** to add a new printer and then select **IP Printer**.
3. Enter the **Address, Queue, and Name** fields as shown below.
4. Click the **Add** button to complete the configuration. The printer is now available for wireless printing from your OS X computer.



**Note:** When printing from your Mac you will not be prompted to *name* your print job.

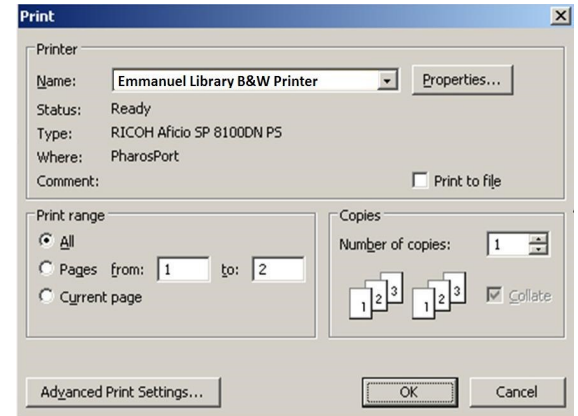
Instead, the title of the document will be passed to the Print Release Station as the name of your job.

## Wireless Printing with Windows

To print wirelessly with Windows, you must install a print driver provided by University of Toronto.

1. In your browser, go to: **printhere.utoronto.ca/packages.asp** and select the Emmanuel Printer
2. Save the file, then run the application.
3. Follow the onscreen instructions to complete the installation.

After installation **Emmanuel Library B&W Printer** will appear as a printer option in your standard print window, as seen below.



When a document is sent to the **Emmanuel Printer** the Pharos Print Screen will be displayed, asking you to give an identifying name to your print job. Afterwards there will be a prompt as to the location of the printer.

