

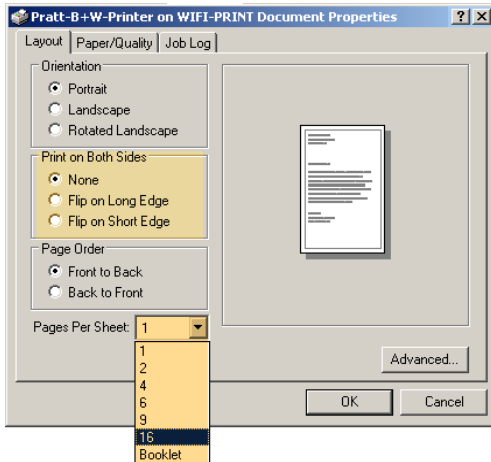
# Guide to Printing

Farquharson Information Commons

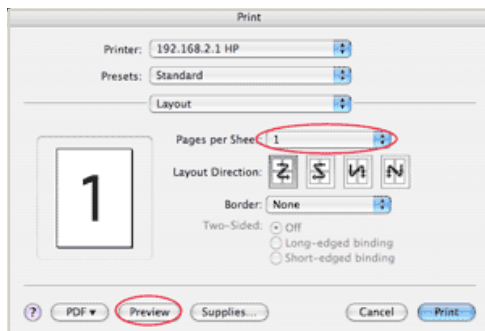
## Special Options

Single Sided Printing and multiple pages per sheet

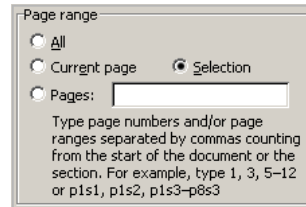
When using **Windows**, click the **Properties...** button in the Print Dialogue and select **None** under the heading **Print on Both Sides**. The option to print multiple **Pages Per Sheet** is also available from this menu.



For printing options 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.



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.

## Quick Print Station

To speed up the printing process, a Quick Print Station is provided on the 1st floor at the Tech Desk. This is ideal for printing of information stored on USB drives or online—such as e-mail. The Quick Print Station is equipped with USB ports, internet access and Microsoft Office.

There is a 5minute time limit for use. If you require extended computer access, computer workstations are available.



## Putting money on your T-Card

You may use the **Cash to Card** machine located on the first floor of the library across from the Tech Help Desk to put money on your T-card or print card.

The machine will not accept any denomination below \$1. You can get change at the Circulation Desk if required. Please do not remove your card unless the machine indicates that it is safe to do so. If the machine is out of order ask at the desk for the nearest alternate location.

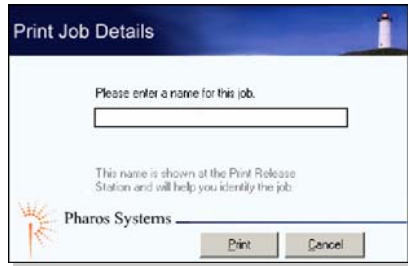
*E. J. Pratt  
Library*

# Printing at the Library

Printing is available from all computers at the E.J. Pratt Library, including wireless printing. A T-Card is required to print. Black & white printing is available for 15¢/page. (Three photocopiers are also available; copies are 10¢/page.) Note that **by default printing is double sided (duplex)** but single sided is also available. No colour or printing on specialty paper is possible.

## 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**). To print to the 1st floor: select the **Pratt+B+W+Printer (Groundfloor)**. Or, to print to the 3rd floor: select the **Pratt+B+W+Printer (Instruction Lab)**
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



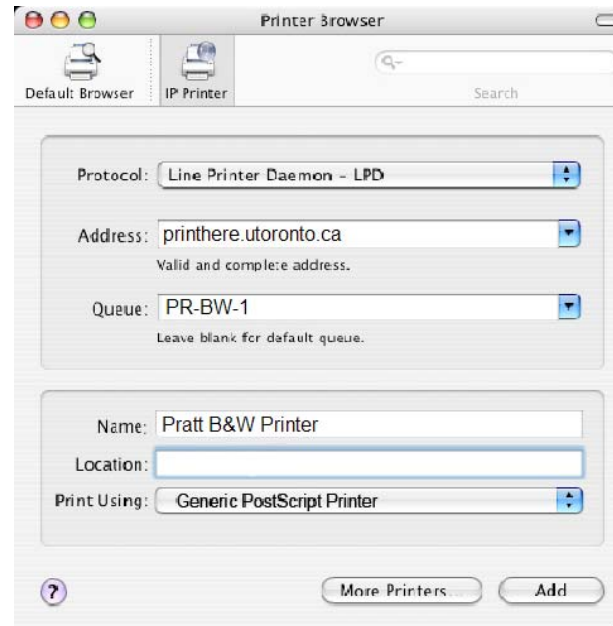
directions to print your document.

3. After clicking **Print**, go to a **print release station**. These are located on the 1st floor beside the **Tech Desk**, and on the 3rd floor in the **E-Classroom**. The 3rd floor printer is accessible only when the E-Classroom is open.
4. Insert your T-Card into the card reader beside the print release workstation. The screen will change and a list of print jobs will appear. The bottom of the screen will indicate how much money you currently have on your T-Card.
5. Select your job and click **print**. The cost of printing will be deducted from your current balance and the document will be printed by the printer adjacent to the terminal.
6. To retrieve your card, click **Eject Card and Exit**.

## 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.

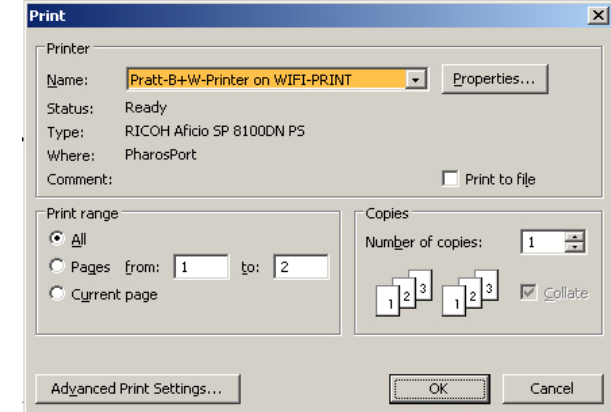
**Note for Mac User:** When printing from your Mac you will not be prompted to *name* your print job. Instead, the title of the document will be passed to the print release station as the name of your job.

## Wireless Printing with Windows

To print wirelessly from a Windows XP or Vista laptop you must install a print driver provided by the University of Toronto.

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

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



When a document is sent to the **Pratt B&W 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.

