

Printing with GoPrint

There are two printers in the CRC, which are located at either end of row 3. A sign at each workstation points to the printer the computer is using and contains instructions for using the **GoPrint** printing system in the CRC.

Printing with Microsoft Office 2007 Programs



Click the round **Office Button** at the top left of the screen to get to the Print command. Many of the items that were located under the File menu are now located here. (See the *Office 2007 Survival Guide* handout in the CRC or [online](#) on the Sylvania CRC web page for more tips.)

Printing PowerPoint Documents

If it is necessary to print your presentation, you have a choice of how to print your slides.

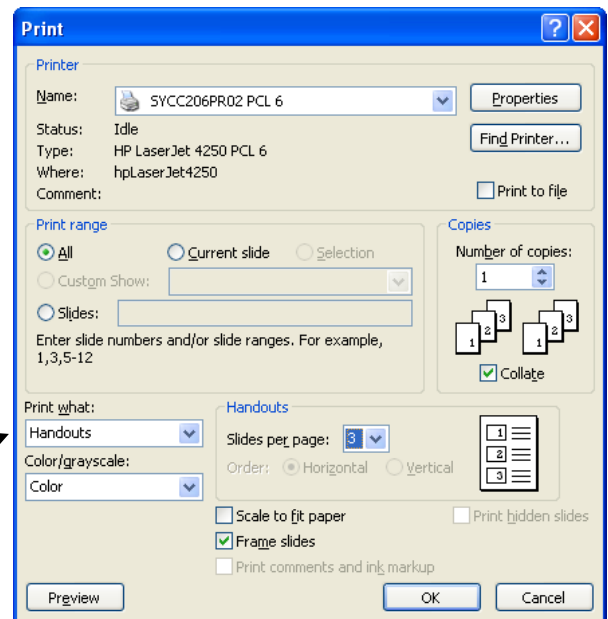
In the lower left of the Print dialog box, there is an area called **Print what**. Select the triangle next to **Slides** and, from the drop-down menu, choose what type of document you would like to print: **Slides**, **Handouts**, **Note Pages**, or **Outline View**.

Slides will just print out the slides—one per page

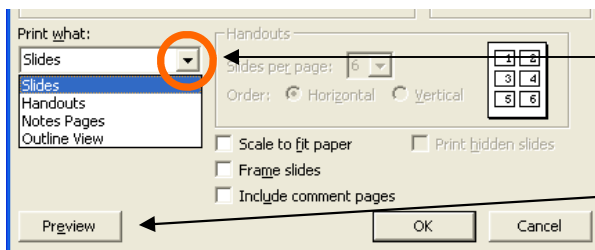
Note Pages will print the slide on the top half of the page and any notes in the bottom half.

Handouts will print up to 9 slides per page. (Selecting 3 slides per page will display the page so there are lines for writing notes beside the slides.)

Outline View will print out only the text on slide.

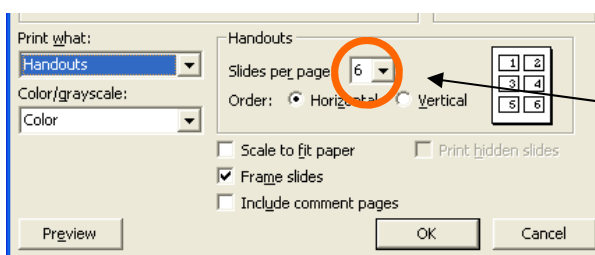


Microsoft PowerPoint print dialog box



Click on the triangle to reveal the drop-down menu in the **Print what** box

Click the **Preview** button to see how the printouts will look



If you select **Handouts** you may choose how many slides are printed to a page (up to 9).

Click the **OK** button on the PowerPoint print menu and the document will print.

Printing PowerPoint Documents (continued)

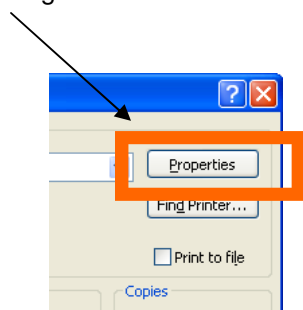
Important Note:

The **Print Range** feature in PowerPoint can be a little confusing. You are selecting the number of **Slides** to print, not necessarily the number of **pages**.

For example, if you have selected 6 **Slides per page** and select a **Page Range** of 1-12, you will only be using two pages of your print quota.

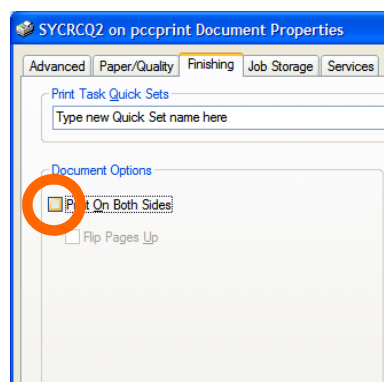
Single-sided Printing

For single-sided printing, first click the **Properties** button at the top left of the Print dialog box.



Properties button in Print dialog box

2. In the window that opens, un-check the box that says **"Print On Both Sides"**



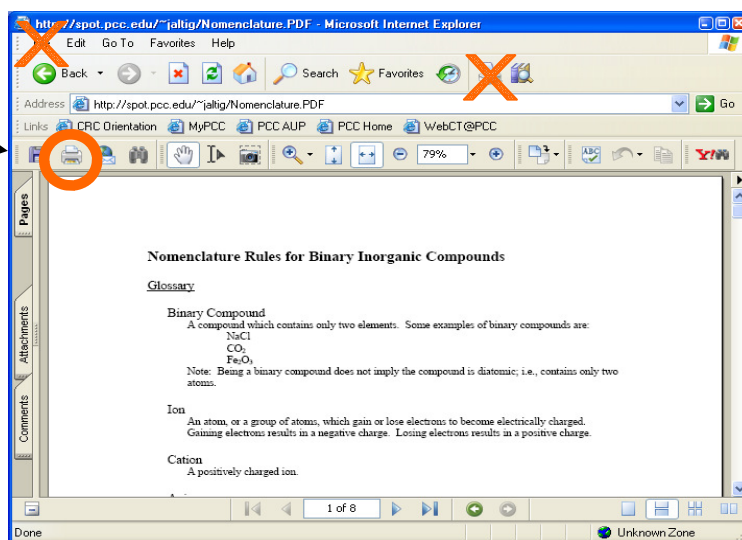
"Finishing" tab in Print Properties dialog box

Printing Adobe Reader (.pdf) Files from a web browser

To print an **Adobe Acrobat** format (.pdf) file from the Web, you **must** use the printer icon just above the document in the browser window.

If you use the browser's printer icon or attempt to print from the "File" menu, only a **blank page** will print.

Note: The computers in the CRC are now set so most Acrobat PDF files open in Adobe Reader in a new window outside of the web browser, so this is not a problem.



Acrobat (PDF) document viewed in Internet Explorer