

# Tips for Printing in the CRC

## In General

- A sign at each workstation points to the printer the computer is using. There are two printers in the CRC, which are located at either end of row 3.
- You can select either single or double-sided printing. The GoPrint printing system will charge your account \$.07 per page for single-sided printing and \$.10 per page for double-sided printing (2 sides).

## Printing PowerPoint Documents

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

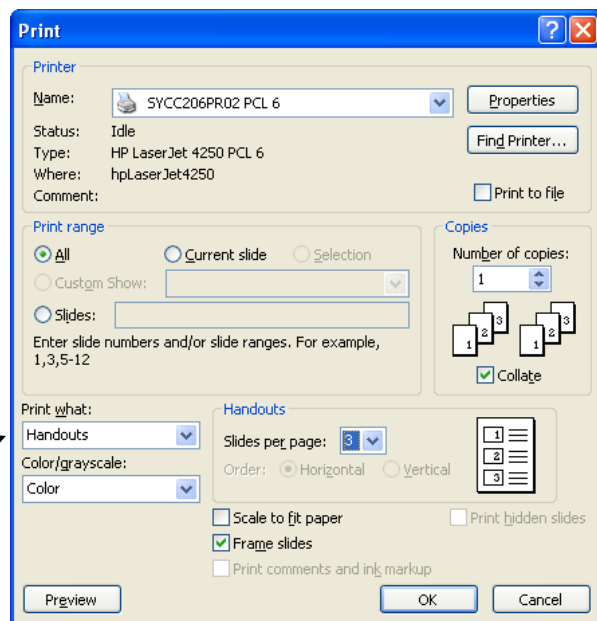
In the lower left of the Print dialog box, there is an area called **Print what**. Select the triangle next to **Slides** and, from the drop-down menu, choose what type of document you would like to print: **Slides**, **Handouts**, **Note Pages**, or **Outline View**.

**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.

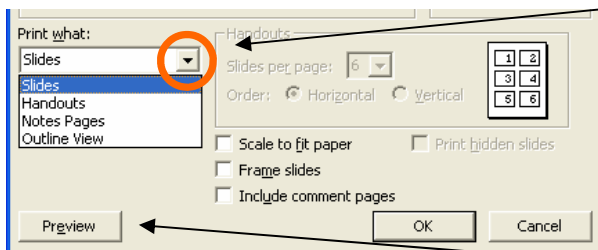
**Handouts** will print up to 9 slides per page. (Selecting 3 slides per page will display the page so there are lines for writing notes beside the slides.)

**Outline View** will print out only the text on slide.

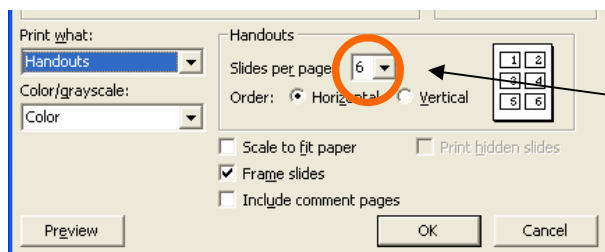


Microsoft PowerPoint print dialog box

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:

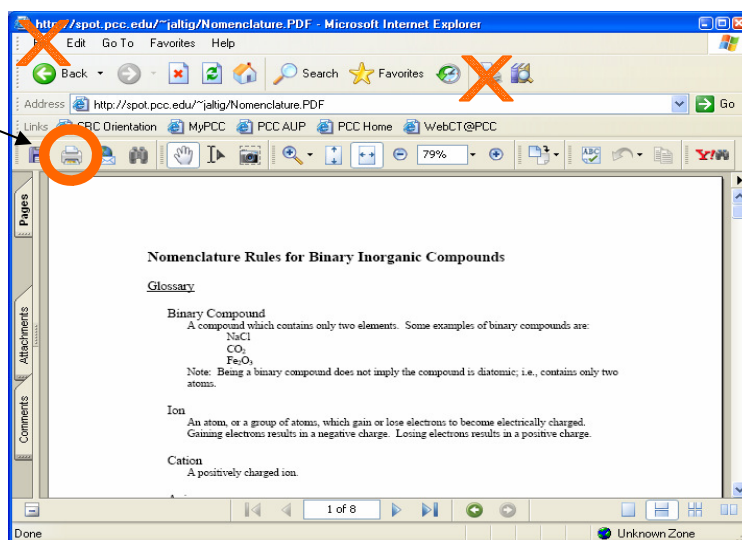
The **Print Range** feature in PowerPoint can be a little confusing. You are selecting the number of **Slides** to print, not necessarily the number of **pages**.

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.

## Printing Adobe Reader (.pdf) Files

To print a file from the Web that your browser opens Adobe Acrobat format (.pdf) 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.



Acrobat (PDF) document viewed in Internet Explorer

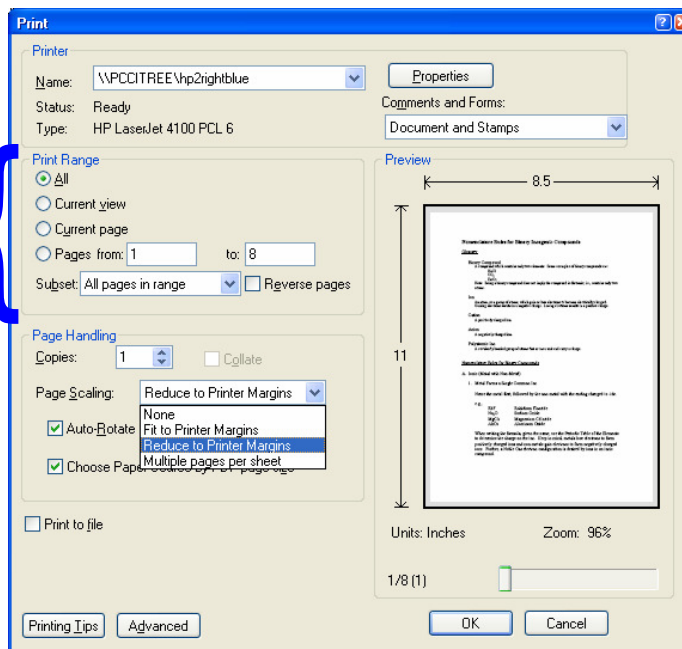
You'll find a number of useful options in the Acrobat print dialog box.

Use the **Print Range** setting to print only part of a long document

A preview of the document will appear in the window. Use the slider bar underneath it to Preview other pages.

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

Sometimes PDF files print more slowly than other kinds of files.

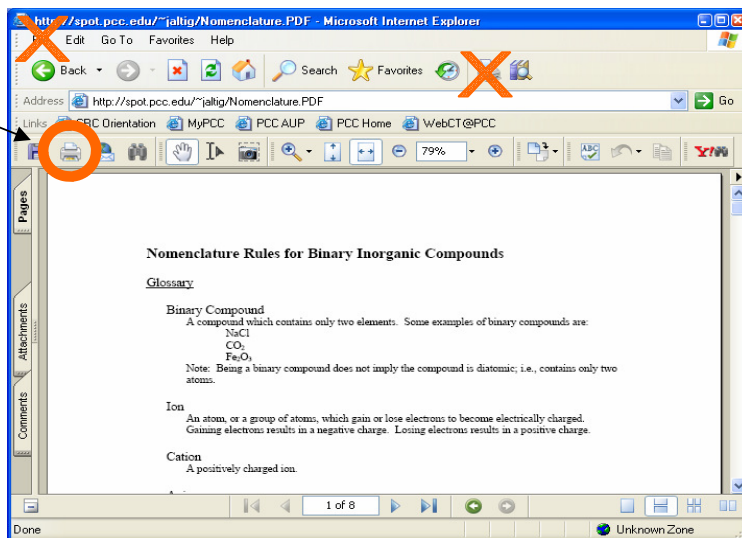


Acrobat Reader print dialog box

# Printing Adobe Reader (.pdf) Files

To print a file from the Web that your browser opens Adobe Acrobat format (.pdf) 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.



Acrobat (PDF) document viewed in Internet Explorer

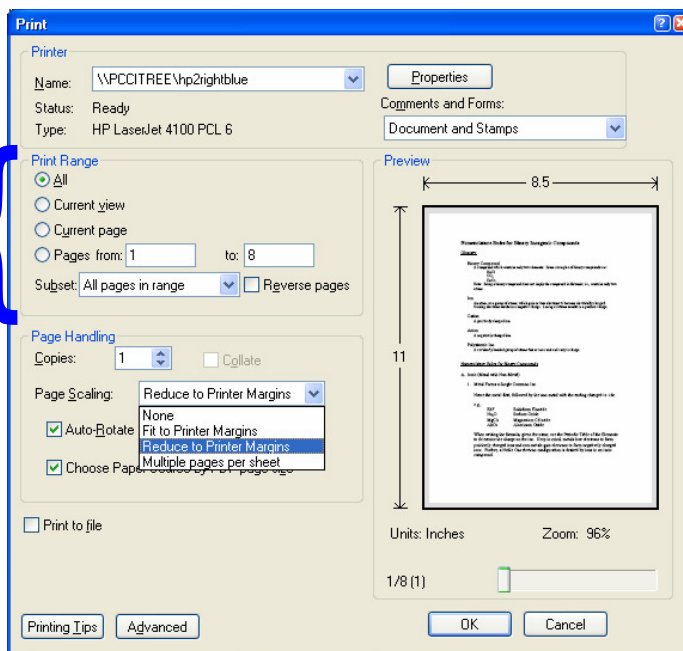
You'll find a number of useful options in the Acrobat print dialog box.

Use the **Print Range** setting to print only part of a long document

A preview of the document will appear in the window. Use the slider bar underneath it to Preview other pages.

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

Sometimes PDF files print more slowly than other kinds of files.



Acrobat Reader print dialog box