a guide to

Sending Print Jobs

If you want your document to print in black and white:

1. From the application you are currently working within select the print option.
2. STUDENT-MONO will be selected by default. If not select STUDENT-MONO from the Printer Name drop-down list.
3. Click on Print to send your document to the printing queue.

If you want your document to print in colour:

1. From the application you are currently working within select the print option.
2. STUDENT-MONO will be selected by default. To print in colour select STUDENT-COLOUR from the Printer Name drop-down list.
3. Click on Print to send your document to the printing queue.

You can collect your prints by visiting any photocopier within the Library, Design Studio or SLZ. You will need your Student ID card to release your print job from the photocopiers.

Double sided printing
All print jobs are automatically set to print single sided. To print single sided (duplex) perform the following steps:

1. From the application you are currently working within select the print option.
2. Select either the STUDENT-MONO or STUDENT-COLOUR print queue.
3. Click on the Properties button next to the Printer Name drop-down list.
4. Turn on duplex printing by selecting the second option from the Duplex settings. (see picture on the reverse side of this crib sheet)
5. Click OK to close the Printing Properties dialogue box.
6. Click on Print to send your document to the printing queue.
Stapling

If you are printing multiple pages you can opt to have them stapled for you by the photocopiers. To enable stapling perform the following steps:

1. Open the Printing Properties dialogue box by follow steps 1-3 of the ‘Double sided printing’ instructions.
2. Click the Finishing tab and turn on the staple function. You can pick the position of the staple by selecting an option from the Position drop-down.

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