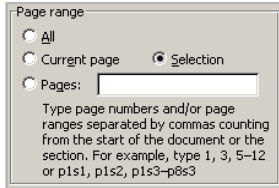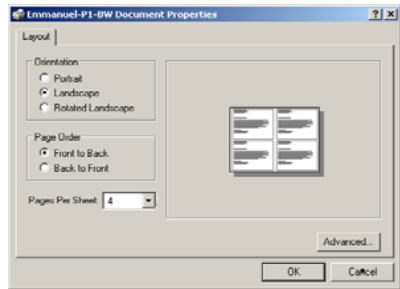## Printing Options

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.
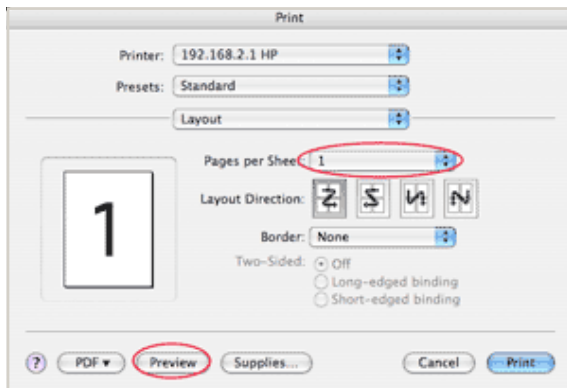
Printing Multiple Pages Per Sheet

When using **Windows**, click the **Properties…** button in the Print Dialogue to chose mutiple 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 **2nd floor**.

Cost is 15¢ per page for a black and white copy. In addition, the machine in the Reference Area can scan to USB without charge or do colour copies for 50¢ a page. Only the 2nd floor copier accepts change. They both accept T-card.

Putting Money on your T-Card

The **Cash to Card** machine, located across from the **Loan Services Desk**, allows you to put money on your T-card.

The machine will take bills and $1 & $2 coins; the **Loan Services Desk** can provide change if required.

Do not remove your card unless the machine indicates that it is safe to do so.

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.

Oct 2015

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.
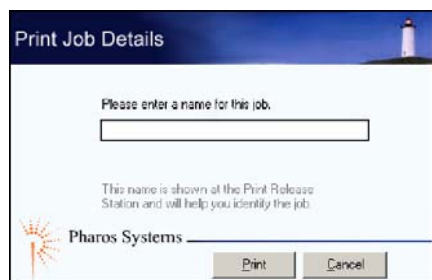
Note:

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.
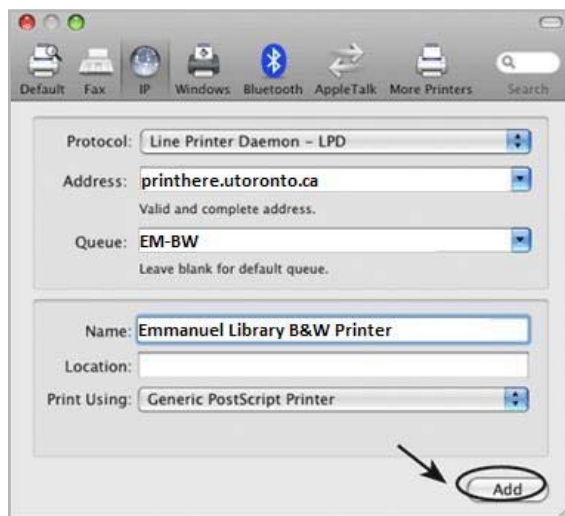
Wireless Printing

Wireless printing allows laptops connected to the U of T campus wireless network (UTORcwn) 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 XP & Vista, 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.