1. From the Library PC select a document or page to print. The print driver box will appear.

2. The default is black and white, double-sided and 1 page printed per side of a sheet. You can change these by altering the settings on the printer driver, usually by selecting **Printer Properties**.

   Please note that if colour is selected ALL pages sent will be printed in colour and charged accordingly. Only send pages you want printed in colour.

3. Select OK. After a few moments a confirmation prompt will appear showing your current balance;

4. Select Print

5. You can collect your job from any printer/copier in the Bodleian Libraries.

For more information visit [http://www.bodleian.ox.ac.uk/services/copy](http://www.bodleian.ox.ac.uk/services/copy)
How to print single-sided; have more than 1 page per side of a sheet; and in colour

1. From the Library PC after you have selected print and the print driver pops up, click on Properties or Preferences (depending on which of these options is displayed in the print driver)

   - For colour: select Image Options and uncheck ‘Xerox black and white conversion’.
   - Select if you wish to have more than 1 page printed per side of a sheet

2. To alter the settings to single-sided, change the ‘2-Sided Printing’ setting.

   - To have more than 1 page printed per side of the sheet use ‘Document Options’ setting.
   - To select Colour printing, select ‘Image Options’ tab and uncheck ‘Xerox Black and White conversion’.

3. Click on OK.

For more information visit http://www.bodleian.ox.ac.uk/services/copy