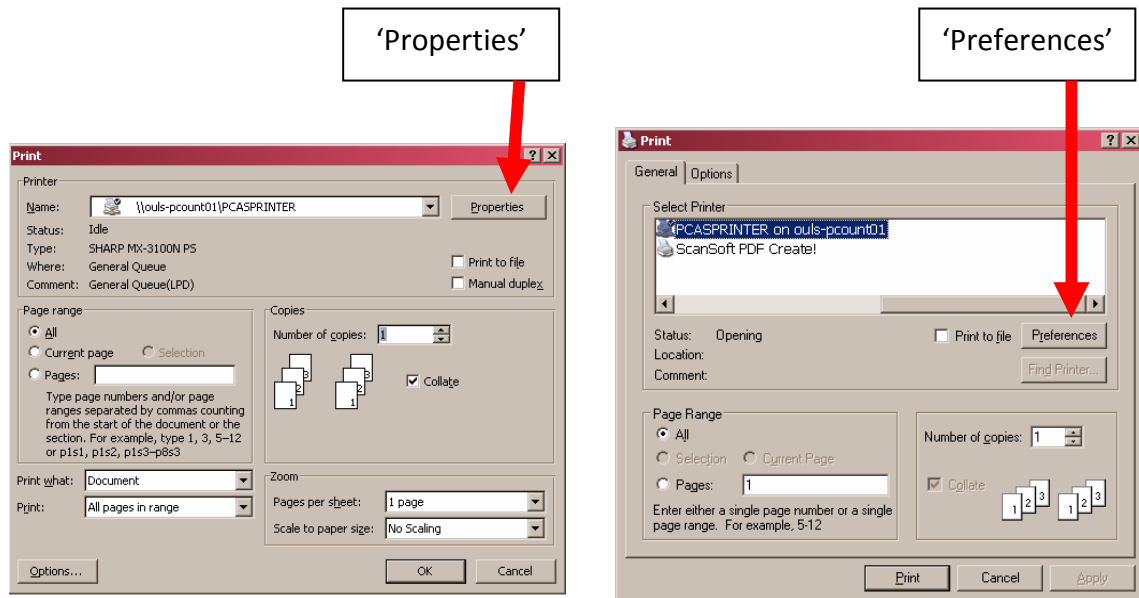
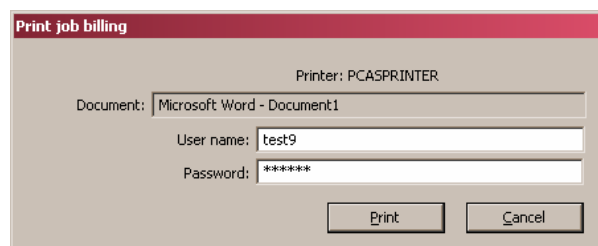


1. From the Library PC select a document or page to print
2. The default is black and white, double-sided and 1 page printed per side of a sheet. You can change these by altering the settings on the printer driver, usually by selecting *Properties* or *Preferences* (see overleaf for details).

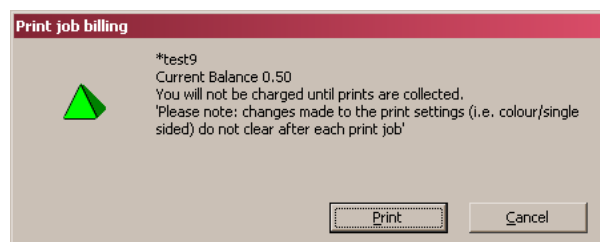


Please note that if colour is selected ALL pages sent will be printed in colour and charged accordingly. Only send pages you want printed in colour.

3. Select OK. After a few moments the validation prompt will appear;



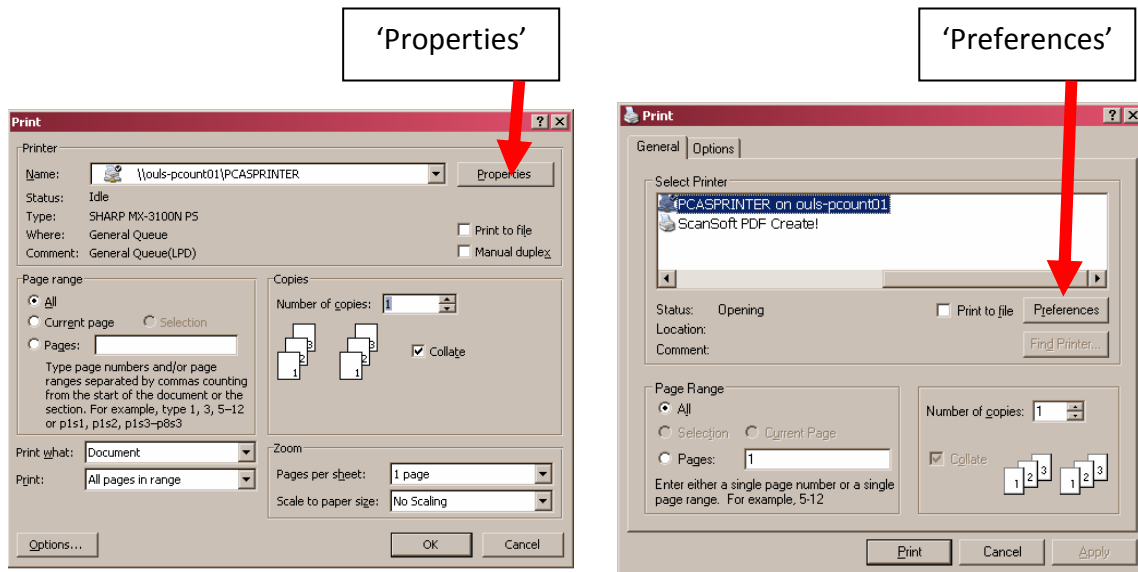
4. Insert your PCAS username and password and click Print. A confirmation prompt will appear showing your current balance;



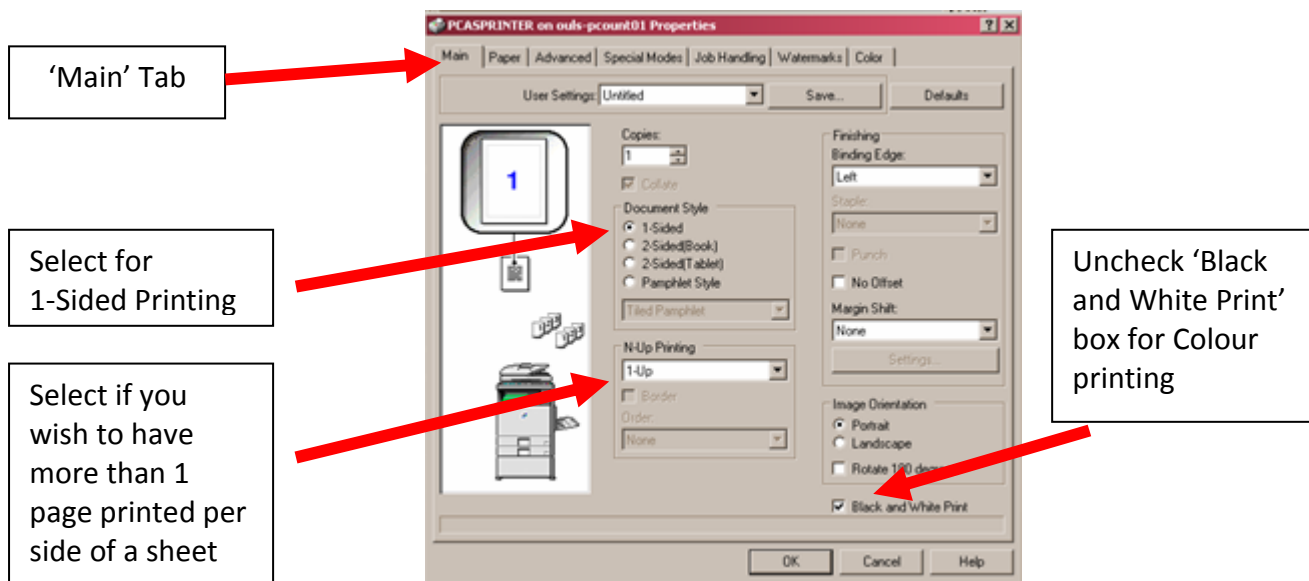
5. Select Print
6. You can collect your job from any printer/copier in the Bodleian Libraries.

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

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)



2. On the Properties/Preferences screen, select the 'Main' tab if not already showing.
3. To alter the settings to single-sided, change the 'Document Style' setting.

To have more than 1 page printed per side of the sheet use the drop down list under 'N-Up Printing'

To select Colour printing, uncheck the 'Black and White Print' box

4. Click on OK.