

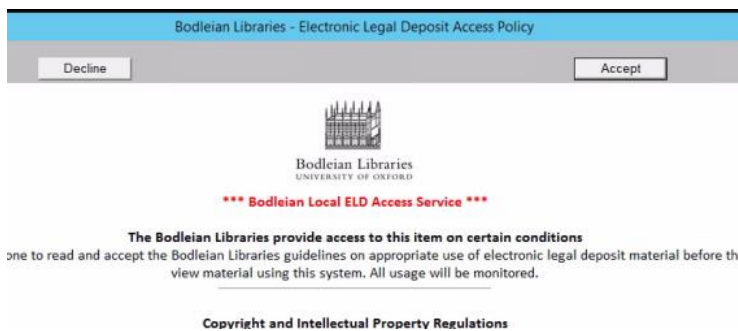
Printing Electronic Legal Deposit material (ELD)

To print articles that are held as electronic Legal Deposit you need to have a PCAS (Printing, Copying and Scanning) account. PCAS accounts are system-generated and use the same authentication login used to access Bodleian wireless and PCs in reading rooms. To put money onto your account please go to <https://bodleian.pcounterwebpay.com>

Electronic Legal Deposit items can only be viewed on a Bodleian Libraries computer; they are distinguishable from other electronic items on SOLO through the orange dot:

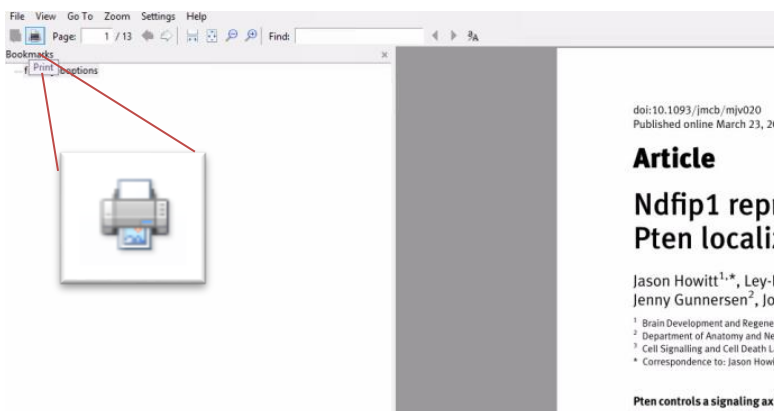
● **Online access: Restricted to library computers in any of the Bodleian Libraries >**

To view an eLD article click on the above link.



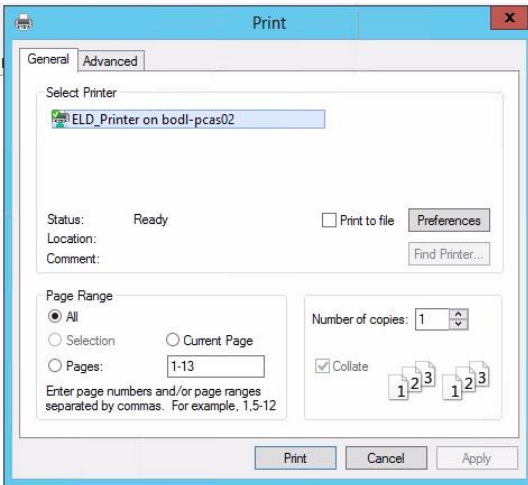
The Bodleian Libraries Electronic Legal Deposit Access Policy will open.

Read carefully and select *Accept* if you agree with the terms.

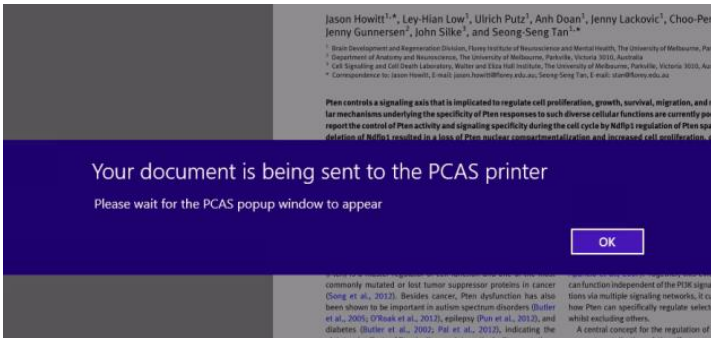


The article will then appear on the screen for you to read. To print the article select the printer icon in the top left hand corner of the screen.

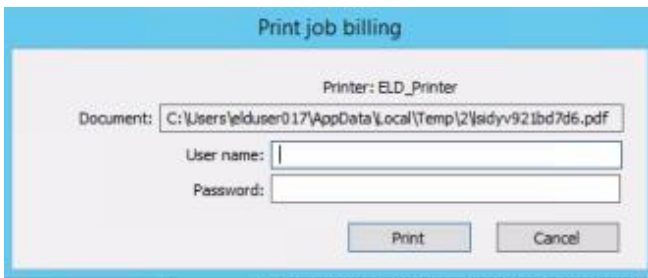
**PCAS: Printing Electronic Legal
Deposit Material**



A box will then appear where you will be able to select preferences such as double sided (default setting) or single sided printing. Press *Print*.



A banner will appear to indicate the item is being prepared for print and the PCAS pop-up window will appear shortly.



Once the PCAS pop up box appears, enter your PCAS username and password and press *Print*.

The article can then be printed from any reading room printer.

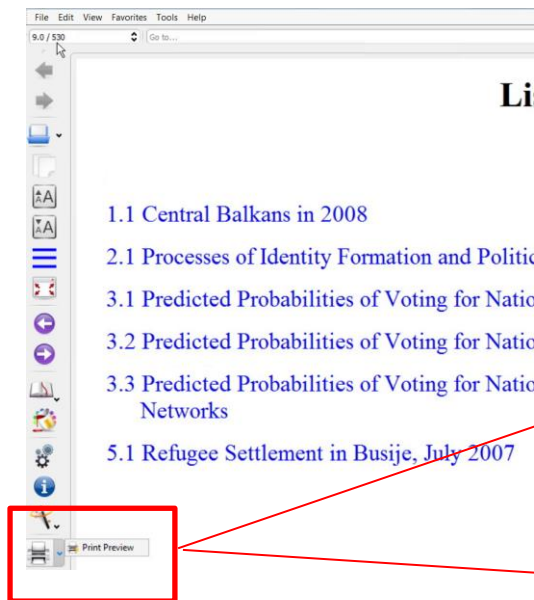
Printing Sections from ELD Monographs

The following considerations affect printing from ELD monographs:

- Due to the way monographs are rendered the pages on the screen may not necessarily correlate with the actual page numbers of the book. In some cases, the page numbers of the original book do not display.
- There are two different systems for rendering monographs with slightly different printing procedures.

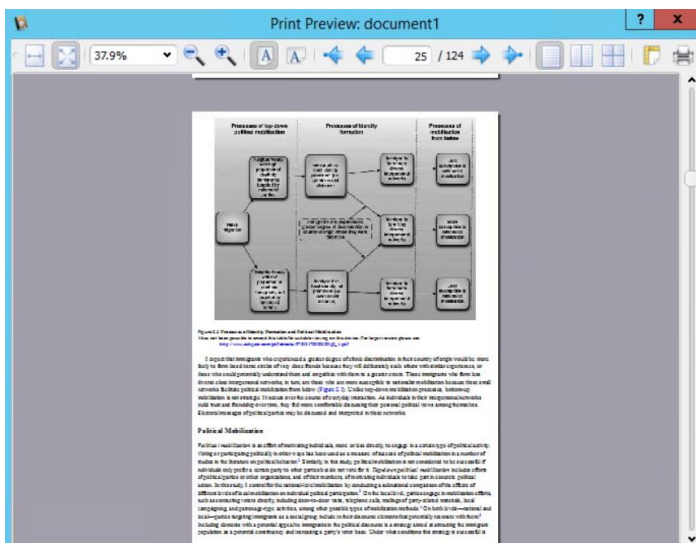
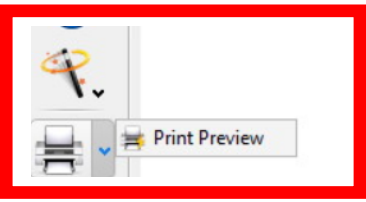
The following procedures outline how to print from both formats – epub and PDF.

1. ePub Format



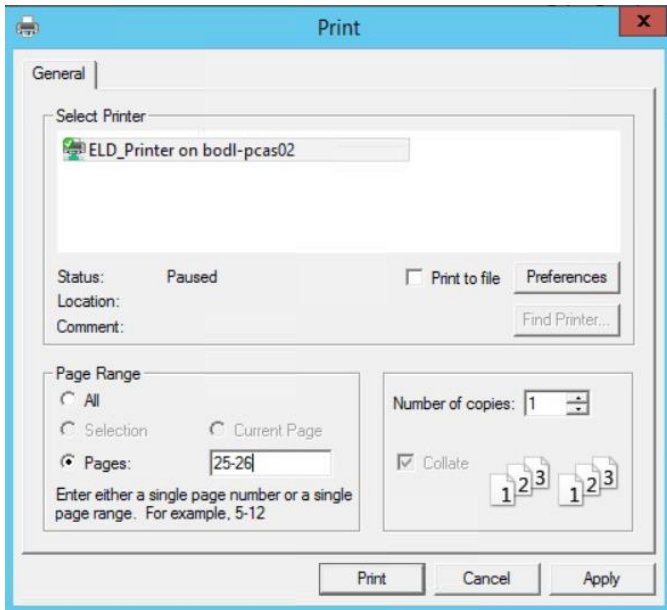
The epub format includes a tool bar on the left hand side of the screen.

Select the downward arrow to the right of the printer icon at the bottom of the menu and select *Print Preview*.



Identify the required pages on the print preview screen.

Select the print icon on the top right of the print preview box.

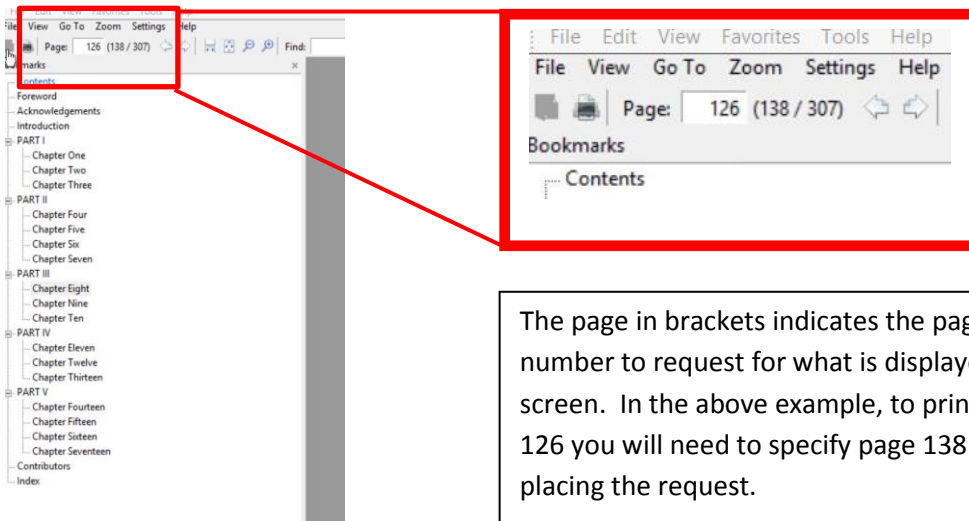


Specify the pages on the resulting print driver screen.

Enter your PCAS account details when prompted.

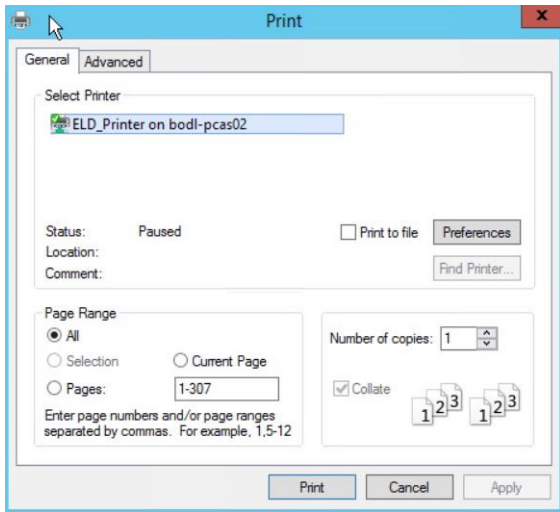
2. PDF format

PDF ELD items do not have a print preview option. The page numbers are listed in the top left of the screen.



The page in brackets indicates the page number to request for what is displayed on screen. In the above example, to print page 126 you will need to specify page 138 when placing the request.

When you have identified the required pages, select the print icon.



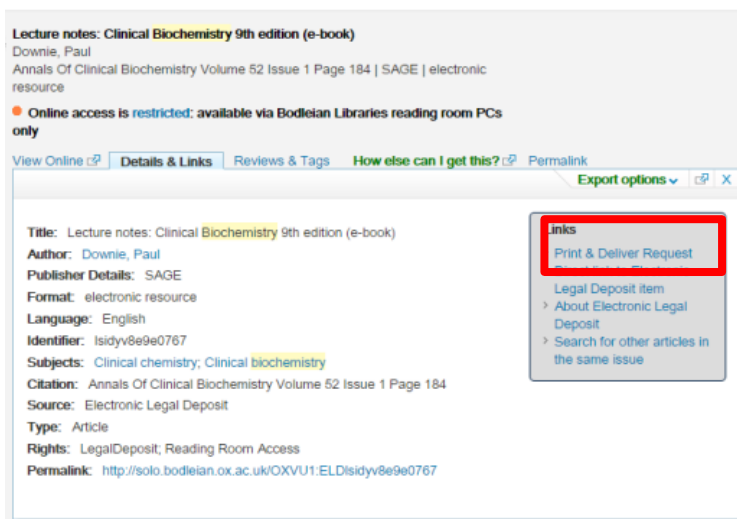
Enter the required page numbers on the print driver and enter the PCAS account details where prompted.

n.b. the print driver defaults to all the page numbers (see left). Selecting *Print* without specifying page numbers will result in all pages printing which contravenes copyright.

Print & Deliver ELD material

ELD material can be printed by the Document Delivery Services team then sent to your postal address. Only paper copies can be sent, not scans, as legislation dictates that only paper copies can be made. There is a charge for this service and the Document Delivery Services team will deduct the cost of the print job from the readers PCAS account.

Prices: Jobs are priced according to staff-mediated rates (40p per page for UK; 45p for Europe; 50p for international). See <http://www.bodleian.ox.ac.uk/weston/using/ordering/photocopying/prices> for more information.



To use the Print and Deliver service, go into the Details and Links tab and click on Print & Deliver Request.

If you are not already signed into SOLO, you will now be prompted.

Once signed in you will be asked to fill in a Print & Deliver Request form, which asks for address details and PCAS account.

The copy will be posted in two working days.