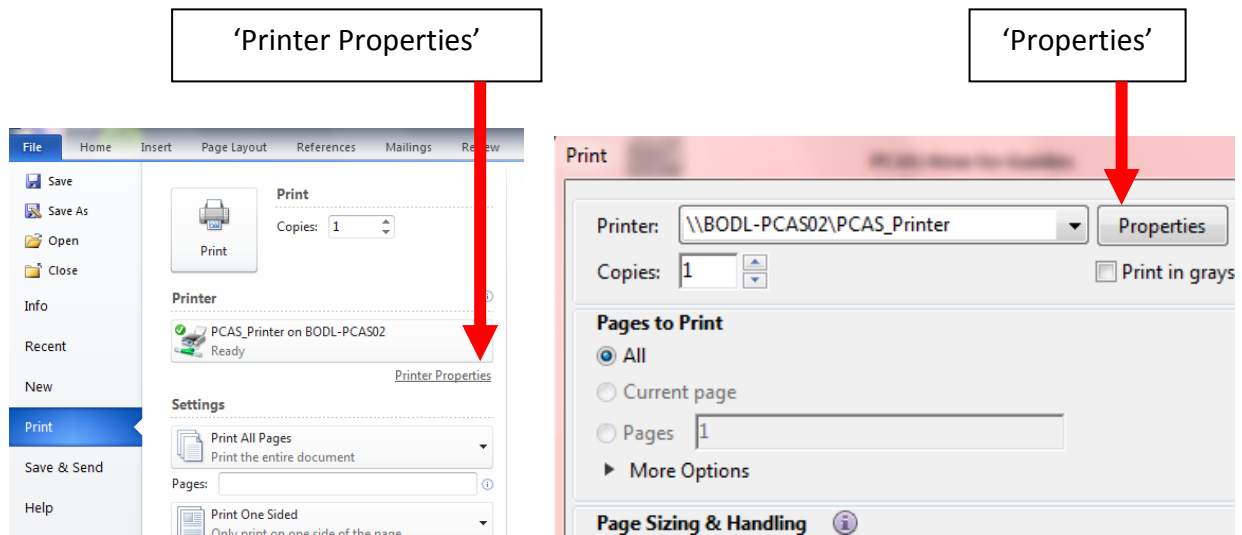
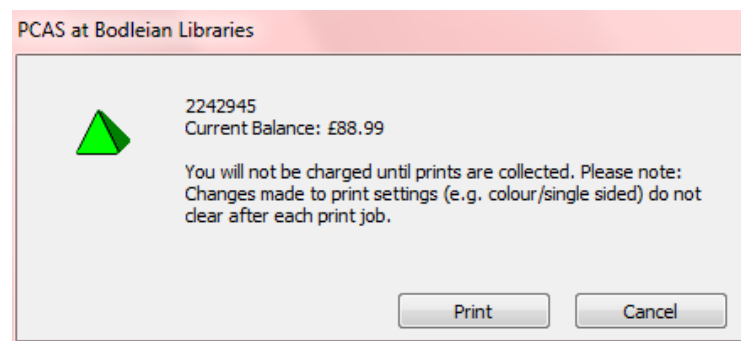


1. From the Library PC select a document or page to print. The print driver box will appear.
2. The default is black and white, double-sided and 1 page printed per side of a sheet. You can change these by altering the settings on the printer driver, usually by selecting *Printer Properties*.



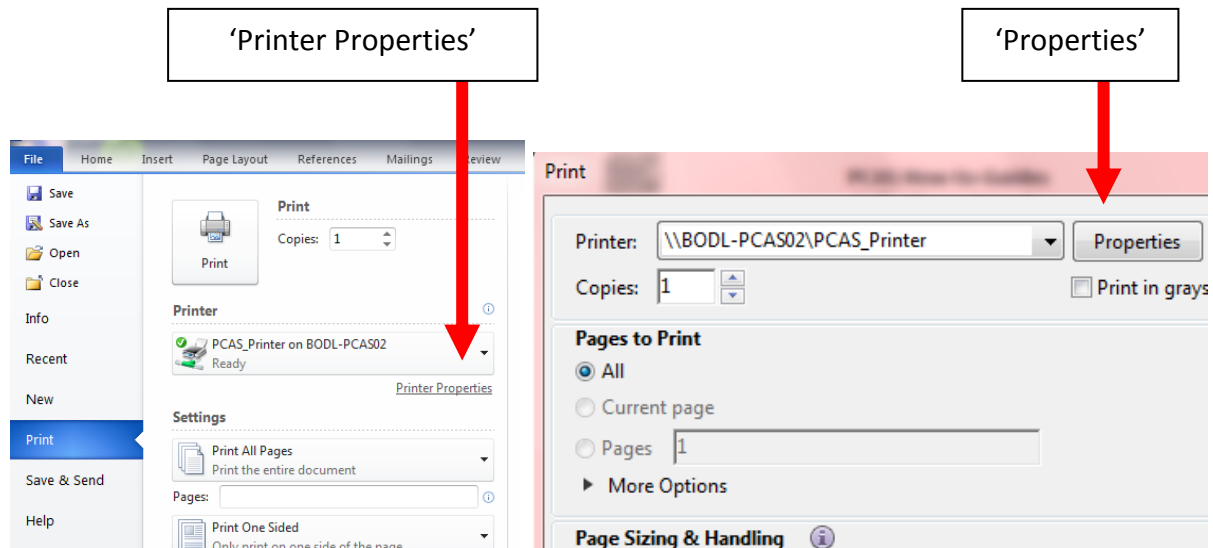
Please note that if colour is selected ALL pages sent will be printed in colour and charged accordingly. Only send pages you want printed in colour.

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

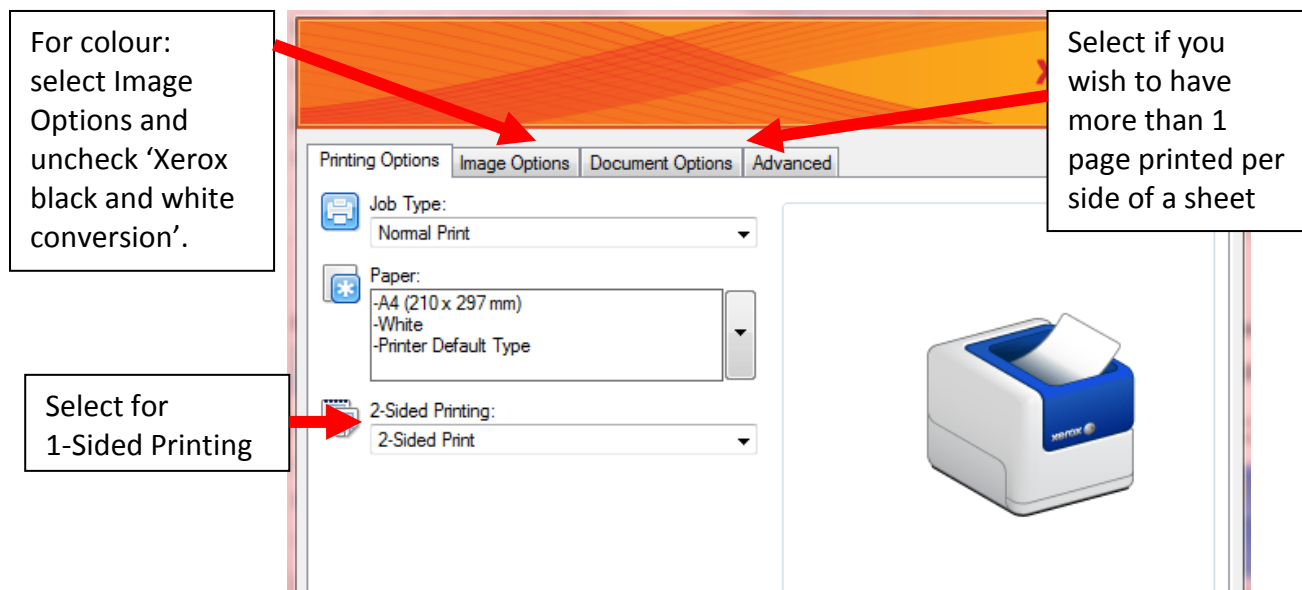


4. Select Print
5. You can collect your job from any printer/copier in the Bodleian Libraries.

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. 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.