

HOW TO PRINT @ SCCL

To print from a public computer:

- Select *File, Print Preview* to see how the document will look and the number of pages that will be printed. (You also can highlight the area you want printed and select *File, Print* and click on *Selected*.)
- Click on the *Printer* icon. (You also can click the *Close* button to go back to the document and make final adjustments and then select *File, Print*.)
- Select a printer (B&W or Color) and click *OK*—a dialog box will appear. Type a **name (or word)** and verify # of pages and cost.
- Click *Print Document*.
- Buy a vend card (.50¢) in the 1st or 2nd floor Copy Rooms. To add more value, insert the card into the machine next to any of the copiers and then add coins or bills.
- Go to the nearest print station and insert the card in the machine next to the printer.
- Type the same **name (or word)** used when the document was sent.
- Select the document and click *Print Selected*. The document will be printed and the cost will be deducted from the card.

See reverse for printer locations and cost...



PRINTER LOCATIONS

1st Floor:

- near the Technology Center
- near the Parkside entrance

2nd Floor:

- Copy Room
- Languages Pavilion

*The **COLOR** printer is on the 1st Floor, near the Technology Center.*

PRINT COSTS

Black & White — .14¢ per page

Color — .35¢ per page

