

## Printing FAQ

### Can I print from my laptop?

No. In order to print something from your laptop, you will need to transfer the file to a flash drive and then print from a library computer.

### How much does printing cost and where can I pay?

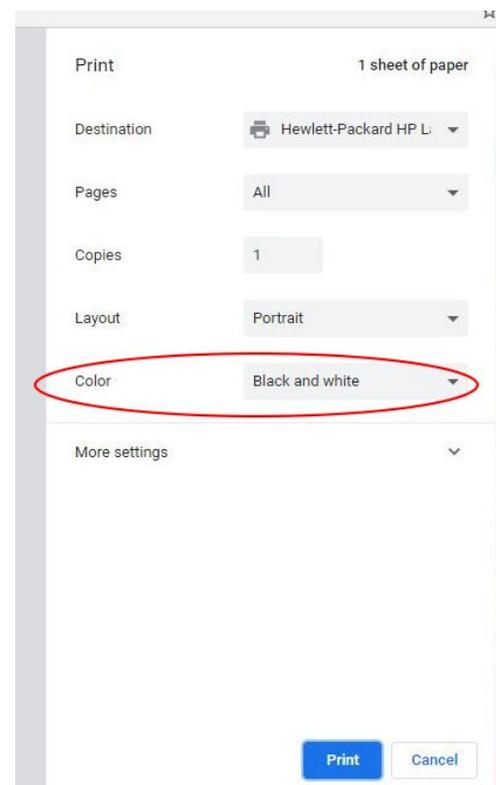
Printing is \$.10 a page for black and white sheets and \$.25 for color sheets. All copies and printed pages can be paid for at the circulation desk on the first floor.

### Where do my pages print to?

On the second floor, all printing can be found at the copier/printer by the elevators.

### How do I print in color?

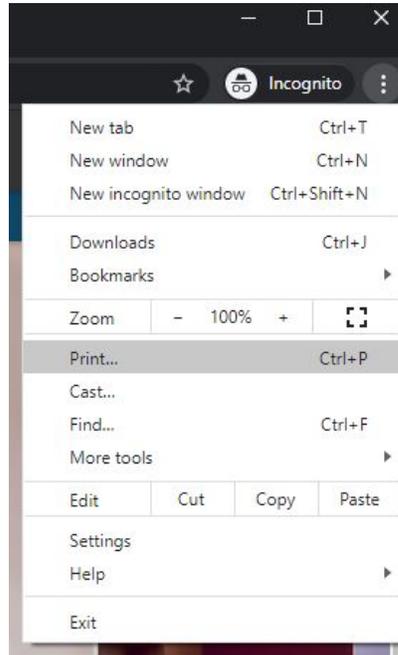
1. If you're printing from a browser, open the page, image, or file you want to **print**.
1. Click File. **Print**.
2. In the window that appears, select the destination and change the color option from "Black and white" to "Color".



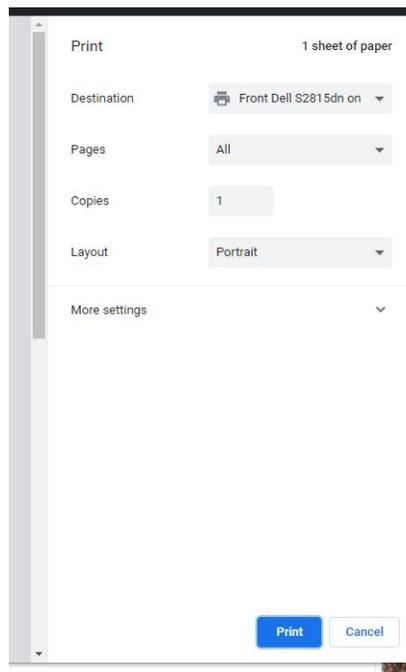
## How do I print double-sided?

From **Chrome**:

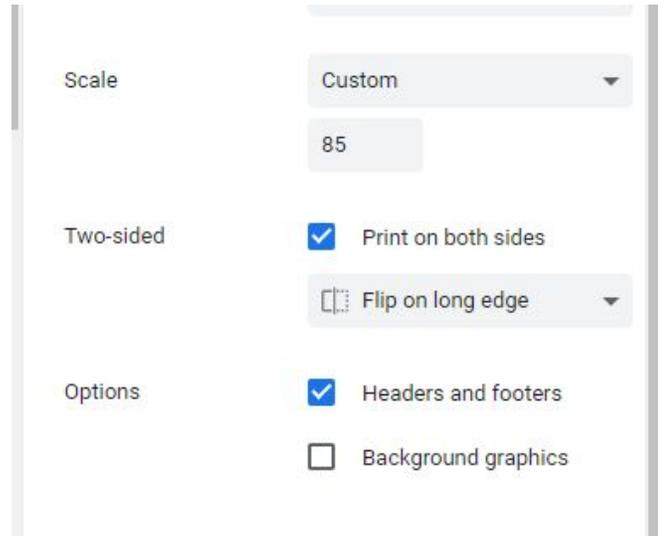
1. Navigate to the page you would like to print.
2. Select the three dots in the upper right-hand corner, which will bring up a menu with the Print option, and select **Print**.



3. The Print box will appear. Click on **More Settings**.



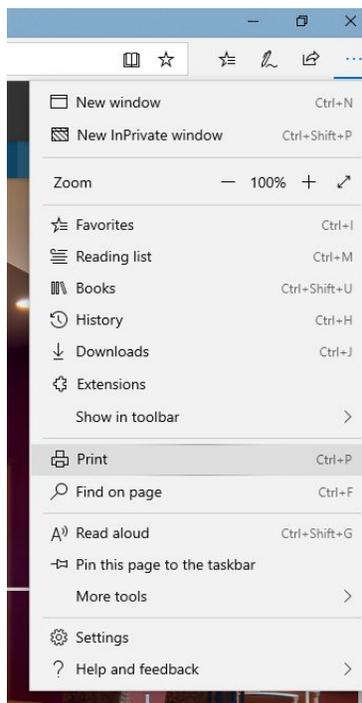
4. Scroll to the bottom of the options to find the option for **Two-sided** printing. Select/Deselect the check-mark next to Print on both sides for single or double-sided printing.



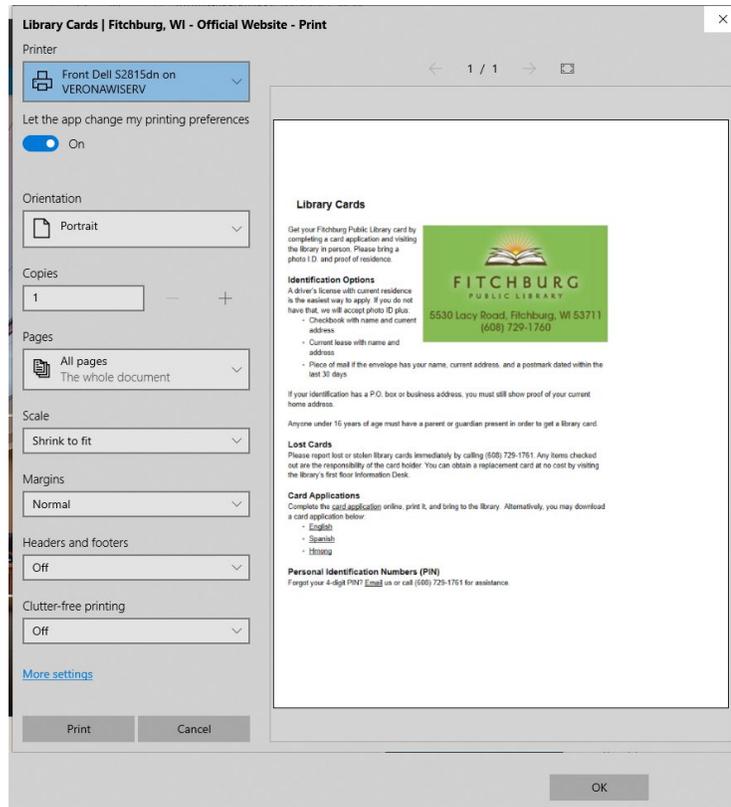
5. Select Print.

From **Edge**:

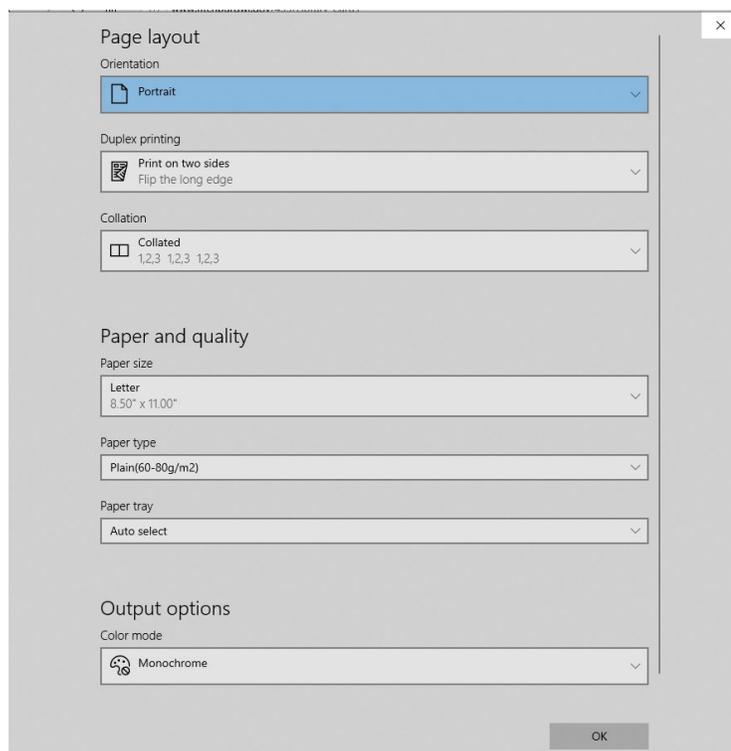
1. Navigate to the page you would like to print.
2. Select the three dots in the upper right-hand corner, which will bring up a menu with the Print option, and select **Print**.



3. The Print box will appear. Select the link to **More settings** to find more printing options.



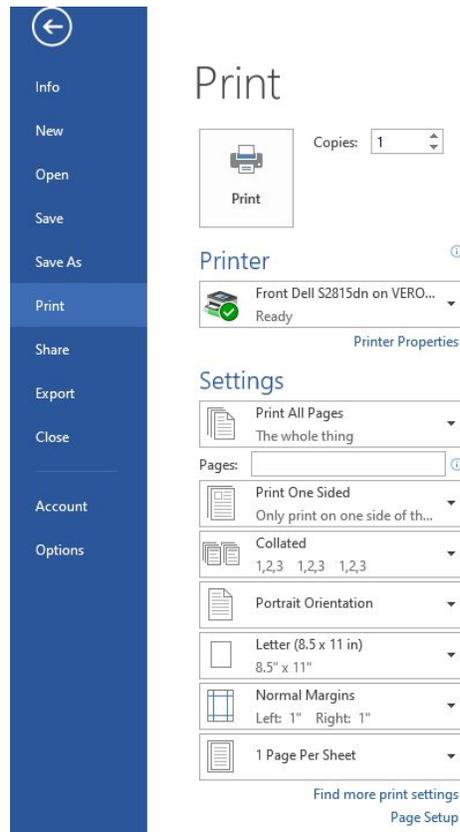
4. You will find an option for **Duplex printing**. Select **Print on both sides** for double-sided printing.



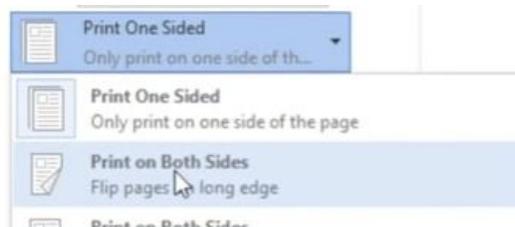
5. Select OK, and then Print.

From **Word**:

1. Navigate to **File** at the top of the Word document, and choose **Print**.



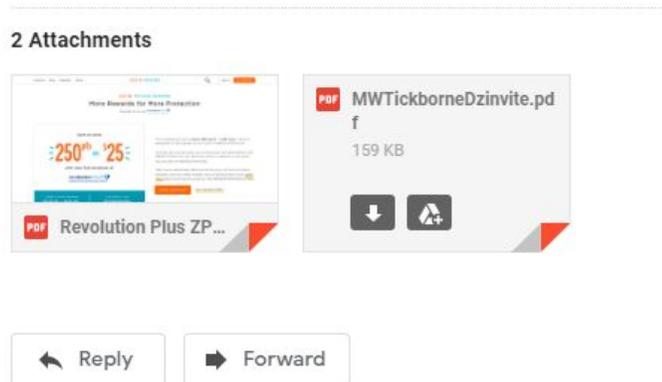
2. Under **Settings**, select the Print One Sided box, and choose **Print of Both Sides**.



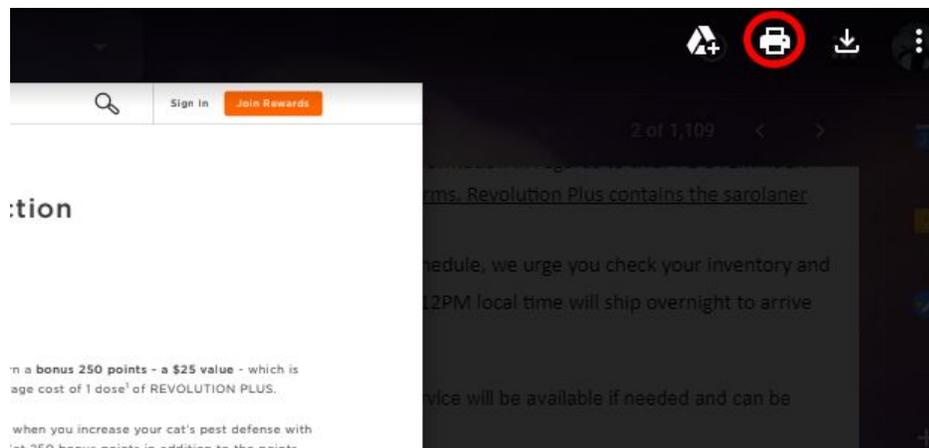
3. Select Print.

## How do I print a PDF from Gmail?

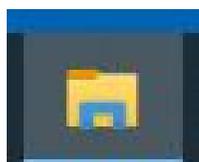
1. Open the email with the PDF attachment you would like to print. Scroll to the bottom of the message to locate and select the attachment.



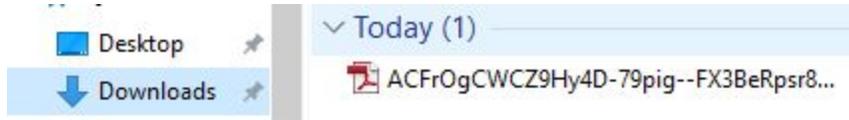
2. The PDF will open. Navigate to the **printer icon** in the upper right corner, and click on it.



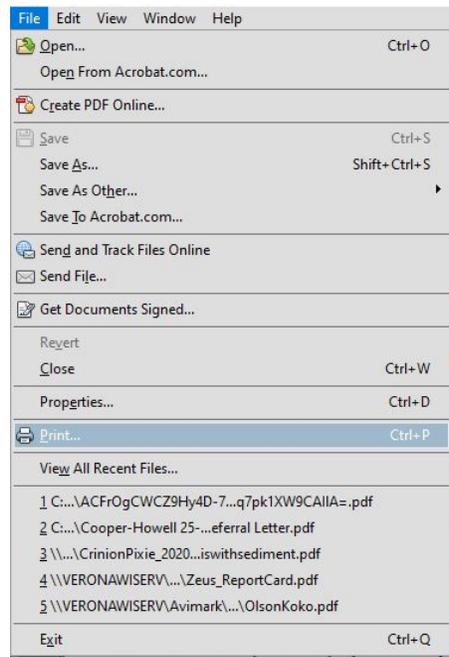
3. The document will download to the computer's download folder.
4. Click on the yellow folder on the computer's task bar.



5. Navigate to the **Downloads** folder. Your PDF is there.



6. Open the PDF. Navigate to **File** in the upper left corner select **Print**.



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