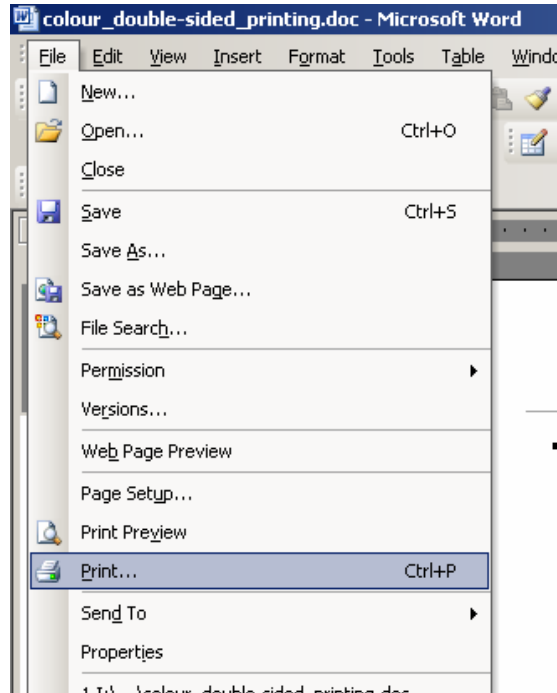


# Printing Overhead Transparencies on the Library Colour Printer

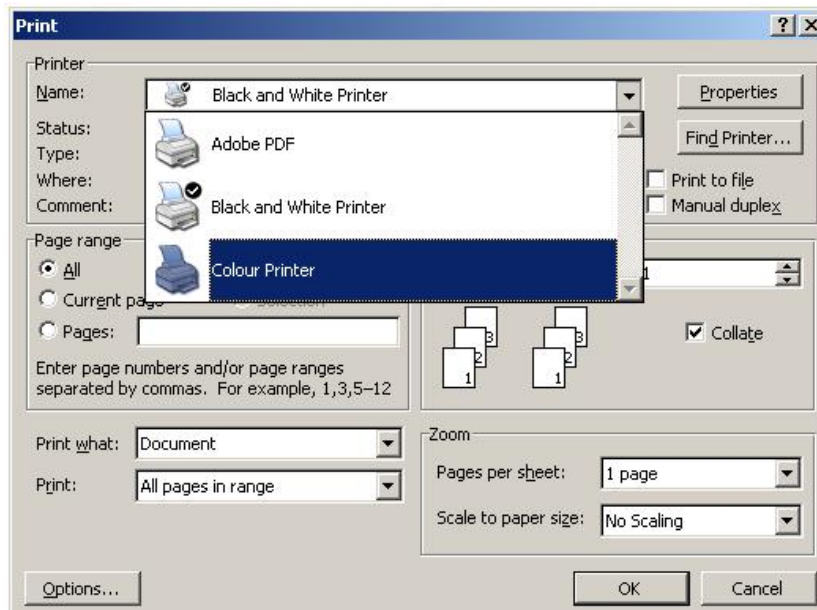
Here's how to send a transparency print job from your workstation to the Library Colour Printer.

## Step 1: Display the Print dialogue box.

In Microsoft programs (e.g. Word, Publisher) and most other software programs, open the File menu and click on the Print command. (In Adobe Reader, you can just click the Print button in the toolbar to bring up the dialogue box.)

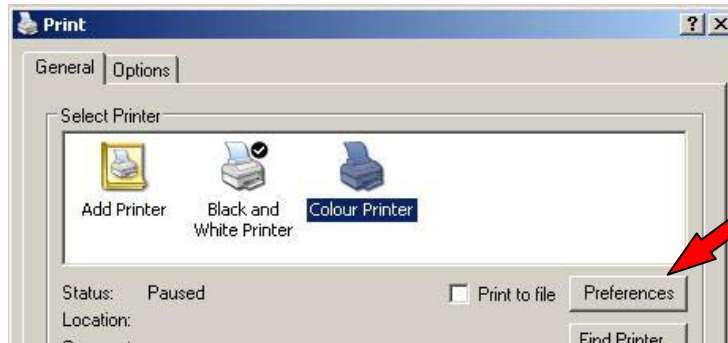
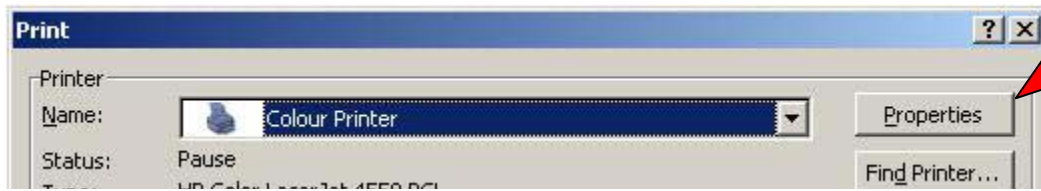


## Step 2: Select the Colour Printer

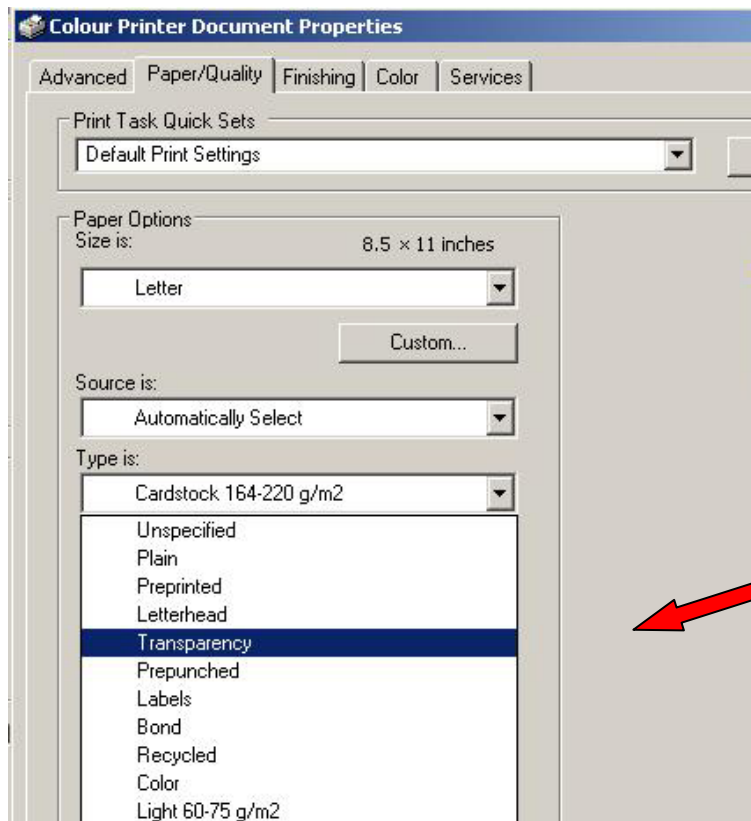


### Step 3: Adjust The Printer Properties and Send your Print Job.

Click on the Properties (in Microsoft Office applications or Adobe Reader) or Preferences (in Internet Explorer) button in the Print dialogue box.



Click on the **Paper/Quality** tab and change the paper type from Card Stock to Transparency.



Click OK on the Colour Printer Document Properties dialogue box and then on the Print dialogue box. Enter a username and password for the print job.

### Step 4: Print your transparencies.

***You must only use transparencies purchased at the Library Service Desk in the Library colour printer.***

Purchase your transparencies. Library staff will help you load the transparencies in the colour printer and release your print job at the Print Release Stations. The Library colour printer is located in the northeast corner of the Malaspina Commons (near the elevator and curving outdoor staircase.)