

# Printing & Alternatives In ACC Libraries



Currently ACC Libraries limit printing on all public service printers to 15 sheets of paper per day for any ACC student, faculty or staff without charge.

ACC students, faculty and staff who need to print out more than 15 sheets of paper per day may:

- Pay 10¢ per sheet over the allowed 15 sheets.
- If you have cash, you may pay by cash.
- If your amount exceeds \$1.00, you may pay by check.
- If you have no means to pay immediately, you may have the materials held for no more than two days. Consult with library staff if you wish to do this.

Patrons who are not ACC students, faculty or staff must pay 10¢ per page for all print copies made.

## Print from the Internet:

(Note: Many web pages have links that say "Printable Version" or "Printer-friendly Version." Choosing this link may get rid of sidebars and other non-text features.)

The location of printing options will vary depending upon your web browser (Internet Explorer, Firefox, etc.) and how you have configured it. Look for a Printer icon or a menu option that says Print (or Print Preview).

Click on **Print Preview**.

- Check which pages actually have the information you need. (Remember: Printing is limited to 15 sheets per day. This means 30 pages, since printers will print two pages per sheet.)
- Click the **Print** button or option.
  - If you want to specify which pages to print, in the pop-up window, click on **Pages** choice and then enter the range of pages to print. (Example: **Pages from : 3 to: 5**)
- If you want to print a specific part of the web page, highlight a selection with the mouse before starting the printing process, then choose **Print...**, and then click on the **Selection** choice.
- Click on **OK**.

**All printing goes to a shared printer.**

## Download Web Pages to a Disk:

*(Note: Saving web pages in HTML format (.htm or .html) as outlined below will automatically create a folder for any graphics associated with the web page being saved. This can take up a lot of space on your storage device and may potentially fill all of the remaining space.)*

1. Insert your portable storage device (such as a USB/thumb drive).

Note: Just as with printing options, Save options may be located in different places depending upon your web browser. Look for a Page option or an Edit menu. Usually, this will provide the Save option.

2. Go to page you wish to save and click on **Save As...**
3. In the pop-up window, click on the down arrow in the **Save in** window at the top or **Browse to** the appropriate drive. Choose **the appropriate drive for your storage device.**
4. In the **File name** window, type a name.
  - a. If you will want to use the information later while word processing, make sure the file name ends in **.txt**
  - b. If you will want to look at what you are saving later as a web page, make sure the file name ends in **.htm** or **.html**
5. Click on **Save.**
6. When drive light goes off, remove your disk.

## Download Web Images and Graphics:

*(Note: This procedure will work on many computers, but not on the library desktop computers. The right-click function on these computers has been disabled for security reasons.)*

1. Place the mouse on top of the image and click with the **right mouse button.**
2. In the pop-up window, select **Save Image As...** (or **Save Picture As ...**)
3. Follow steps 3-6 as in the previous instructions. *Except, use the file name and 3-letter extension(.gif, .jpg, etc.) that appears.*

## Email Articles from Subscription Electronic Resources:

Most of the electronic resources to which ACC subscribes allow emailing articles to the searcher.

Although the individual resources handle this in different ways, the methods are somewhat similar:

- After searching, a results list is displayed. You may take a look at the results one at a time or you may mark particular results for later viewing, etc.
- Once all the desired results are marked, you can either
  - view them on screen,
  - print them to a local printer,
  - download to a disk, or
  - email them to yourself.
- Instructions for doing any of these things are found usually at the end of the list or at the bottom of the results screen.