



Student printing

How to print

1.

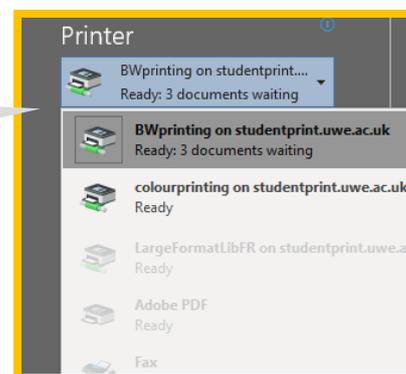
Send the job to a print queue

Log on to a UWE computer, open your document and go to **File** and then **Print**.

Under **Printer**, select a print queue:

- **BWprinting** for black and white, or
- **COLOURprinting** for colour printing.

Then select **Print**.



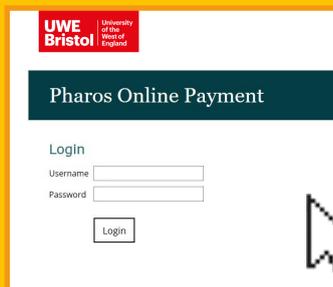
2.

Print your documents

Go to **any IT Services** student printer/photocopier.

Sign in using your username and password (or scan your UWE ID Card if feature is available.)

Select the file you want to print (the most recent is at the top). Then select **Print**.

Print credit getting low?

Add more credit to your Pharos print account online at:

go.uwe.ac.uk/printcredit

For details on printing costs:

go.uwe.ac.uk/printing

Help us minimise paper wastage at UWE.

Please **consider the environmental impact** before you print.



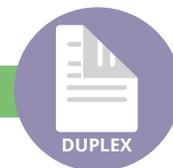
For assistance from IT Services:



Call the Service Desk on 0117 328 3612



Email itonline@uwe.ac.uk



Double-sided printing

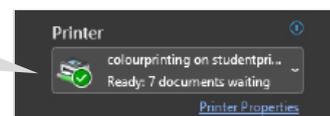
Student printers at UWE can print double-sided (duplex) in A4 and A3.

1. The way to choose double-sided printing is different depending on the program you are using:

Microsoft Office programs (Word, Excel, Powerpoint, etc.)

Office on PC - Select **File**, then **Print**, then **Printer Properties**.

Office on Mac - Select **File**, then **Print**.

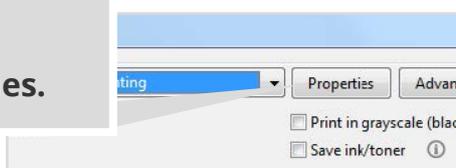


Adobe programs (PC and Mac)

Select **File**, then **Print**. The next step depends on the software you are using:

Acrobat

Select **Properties**.



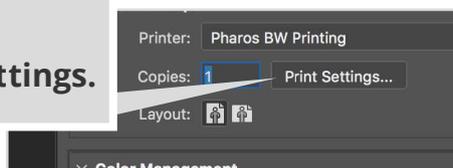
Illustrator

Select **Setup**.



Photoshop

Select **Print Settings**.



InDesign

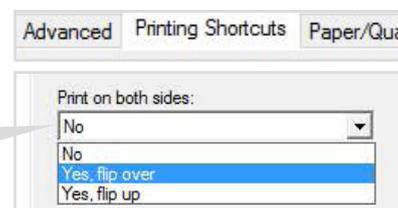
Select **Setup**.



2. Select your duplex options:

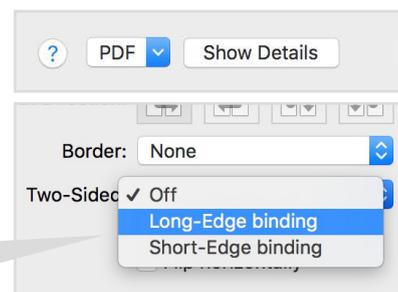
On PC

From the **Printing Shortcuts** tab, select **Yes, flip over** or **Yes, flip up** from the drop-down menu.



On Mac

Select **Show Details** if necessary. Choose **Layout** from the drop-down menu. Choose **Long-Edge binding** or **Short-Edge binding** from the **Two-Sided** drop-down menu. Select **Print**, then **Print** again.



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