



Student Printing

Basics: How to print

1.

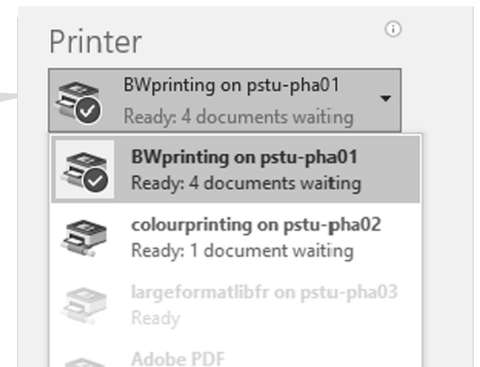
Send the job to a print queue

Log on to a 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**.



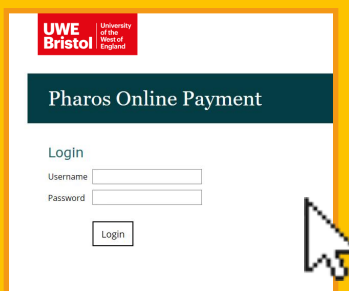
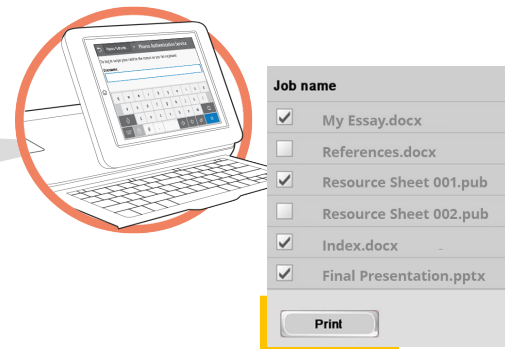
2.

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 print account online at:

pharos.uwe.ac.uk

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.



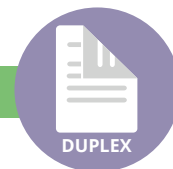
For assistance from IT Services:



Call the Service Desk on **0117 328 3612**



Email **itonline@uwe.ac.uk**



Double-sided printing

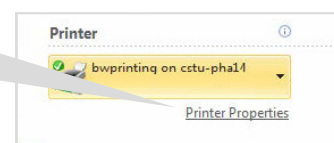
Student printers at UWE can print **double-sided** (duplex) in A4 and A3.

1. Accessing the options for duplex printing can differ, 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**.



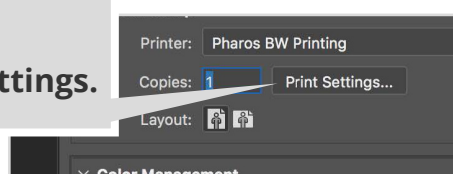
Illustrator

Select **Setup**.



Photoshop

Select **Print Settings**.



InDesign

Select **Setup**.



2. Select your duplex options:

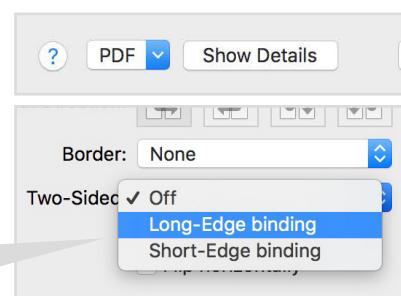
On PC

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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