

Printing Tips

By: Mike Angstadt

This document contains tips on how to print from the PACs.

Printing Email Attachments

Many email services allow you to “preview” email attachments. This often misleads patrons into thinking they have “opened” the attachment. They then use the browser’s print functionality and get a bad printout.

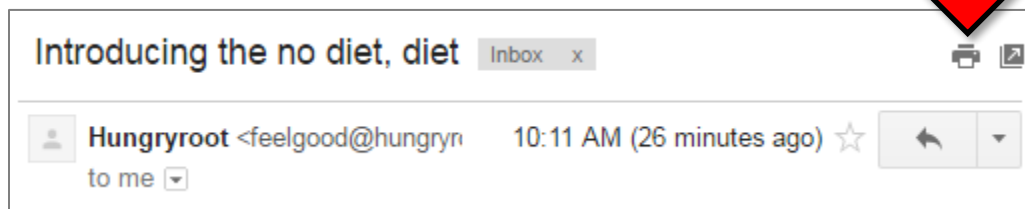
To print an attachment, always download the email attachment to the Temporary Patron Drive first, and then open the file in its native program and print from there. Remember to delete the file if it contains sensitive information.

Printing Emails

Often times, when a patron wants to print the content of an email, they will immediately use the browser’s print functionality. This does not result in a good printout because the printout will include the entire webpage as well (the navigation links on the side, advertisements, etc).

Printing in Gmail

1. Open the email
2. Click the printer icon at the top of the email.



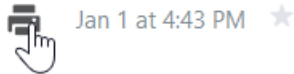
3. A new tab will opening containing a printer-friendly version of the email.
4. A print dialog will open immediately. CLICK CANCEL so that you can do a print preview first.
5. Use the browser’s print functionality to do a print preview and print.



Printing in Yahoo! Mail

Yahoo! Mail has two different user interfaces:

New Interface

1. Open the email.
2. Click the printer icon at the top of the email



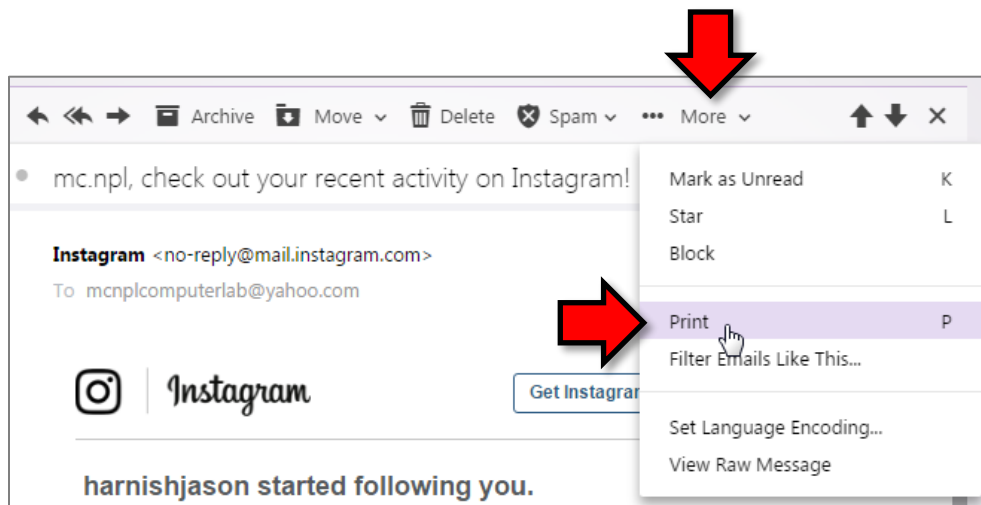
3. A popup will open containing a printable version of the email.
 - a. There will be a printer icon at the top-right corner of the page. DO NOT CLICK IT—it will NOT give you a preview!
 - b.  **IE:** Right-click in an empty space and click “Print Preview”.
 - c.  **Firefox:** Click the menu button and select “Print...”





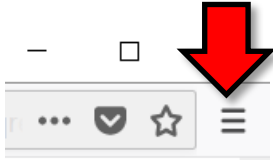
4. A print preview will appear. Enlarge the window so you can see the preview adequately, and then print.

Old Interface

1. Open the email
2. Click the “More” button in the toolbar. Then select “Print” from the dropdown list.



3. A popup will open containing a printable version of the email.
 - a.  **IE:** Right-click in an empty space and click “Print Preview”.
 - b.  **Firefox:** Click the menu button in the top-right corner of the window and select “Print...”



4. A print preview will appear. Enlarge the window so you can see the preview adequately, and then print.

Printing Webpages


FIRST THING: Look for a Print button on the webpage


Always look for a “print” button on the webpage itself. Sometimes, this will load a special version of the page more suitable for printing. However, sometimes all they do is open the browser’s print dialog, which isn’t any help. If it just opens a print dialog, cancel the dialog and do a Print Preview from the browser.

If the webpage has no print button, then you’ll have to print directly from the browser, or use another technique described in this document.

Popup Windows

Popup windows may not have any toolbar buttons at the top like the regular browser window does. Therefore, printing from them can be trickier.

 **IE:** Popups do not have the Command Bar, so they don’t have a “Print Preview” button. To get a print preview, right-click in a clear space and select “Print Preview” from the context menu. Note that the print preview window will have the same dimensions as the popup window, which is often very small. You can resize the preview window if the preview is too small in order to see the preview better.

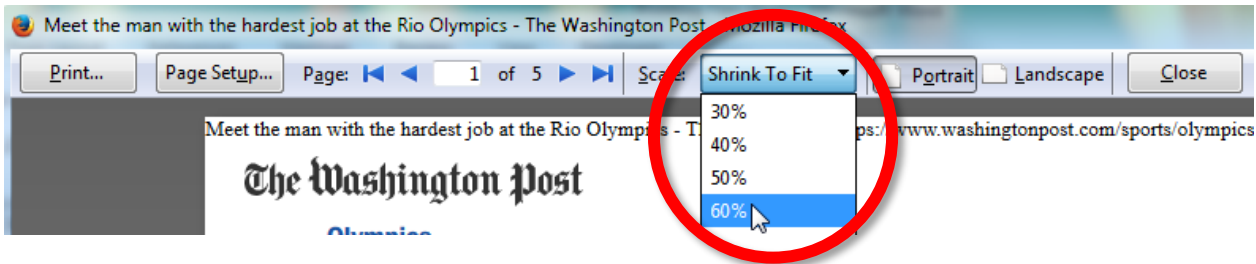
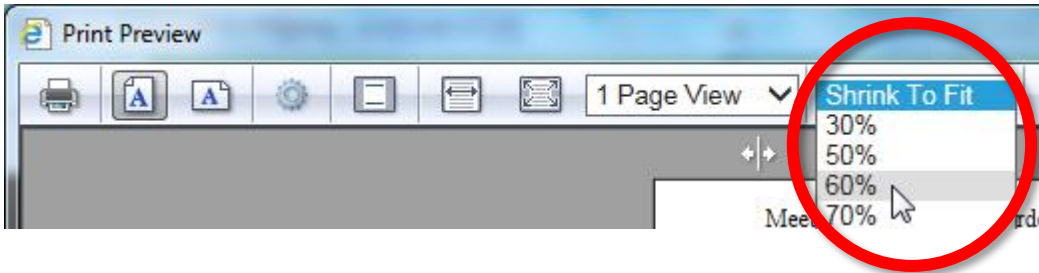
 **Firefox:** Use the “menu” button in the top-right corner of the window and select “Print” from the menu. This will show you a print preview before printing. If the popup lacks the menu button, press Ctrl+P to open the print dialog and then print to PDF in order to preview the print before actually printing it (see “Printing to PDF” section).




Adjusting Text Size

From the print preview window of either browser, you can adjust the text size of the printout. Simply use the “Shrink to Fit” dropdown list to adjust the text size.

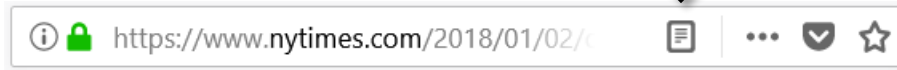
Note that, depending on how the webpage is designed, increasing the text size may cause some text to get cut off, so watch out for that.



Firefox’s “Reader View”

 **Firefox** has a special feature called “Reader View”. This is good to use when you want to print an article and get rid of all the distracting pictures and advertisements around it.

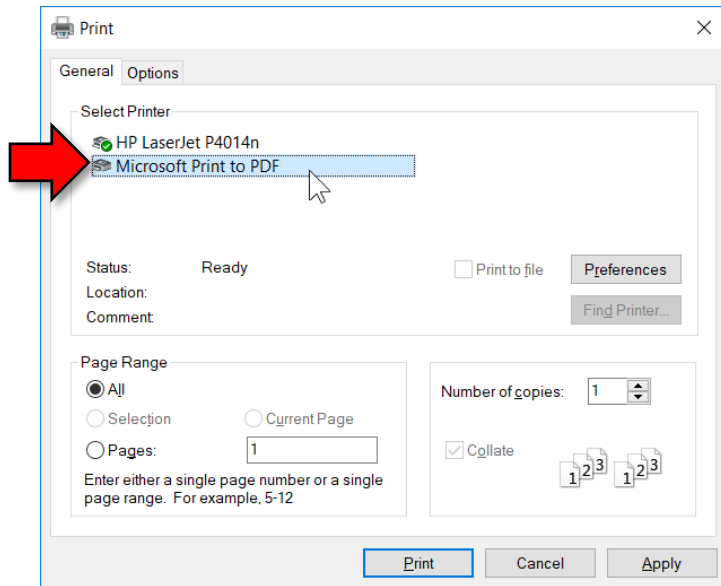
Not all webpages support Reader View. If Reader View is available, you will see an icon in the address bar (pictured below). Click the icon to open the webpage in Reader View, and then print the page like normal.



Printing to PDF

Occasionally, the browsers' Print Preview functionality will not work or will not be accessible. If this happens, another way to get a print preview is to save the page as a PDF file, and then open the PDF file.

1. To do this, print the webpage like you normally would, but in the print dialog, change the printer to "Microsoft Print to PDF".



2. When you click "Print", after a few moments it will prompt you for a save location. Save the PDF to the Temporary Patron Drive
3. Open the PDF file to see what the printout will look like. If the printout looks OK, you can print the PDF file.
4. Remember to delete the PDF file if it contains sensitive information.

Copy and paste into Microsoft Word

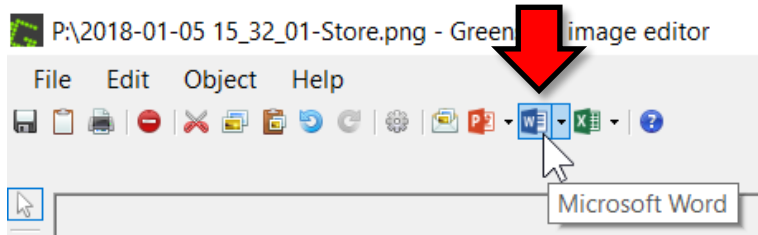
If the browser is not giving you a good print, you can try copying and pasting the content you wish to print into Microsoft Word. Note that this may result in loss of formatting.

To reduce the number of pages, you can decrease the margins, adjust the text size, and delete unneeded pictures.

Screen Grab

If everything the patron wants to print is visible on the screen at once, you can use Greenshot to take a screenshot of the screen, save the screenshot as a picture, and then print the picture.

1. Press FN+PrtScn to activate Greenshot.
2. Click and drag to select the region of the screen you wish to print.
3. The Greenshot image editor will open. Click the “Microsoft Word” button in the toolbar.
4. A blank Word document containing the screenshot will open. Resize the image to your liking and print.



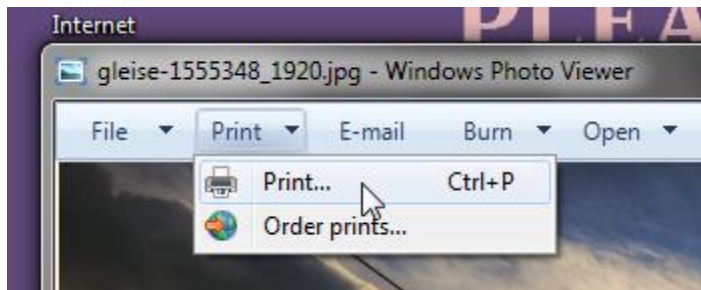
Note: It is possible to print directly from Greenshot, but it will NOT show you a print preview.

Printing Pictures

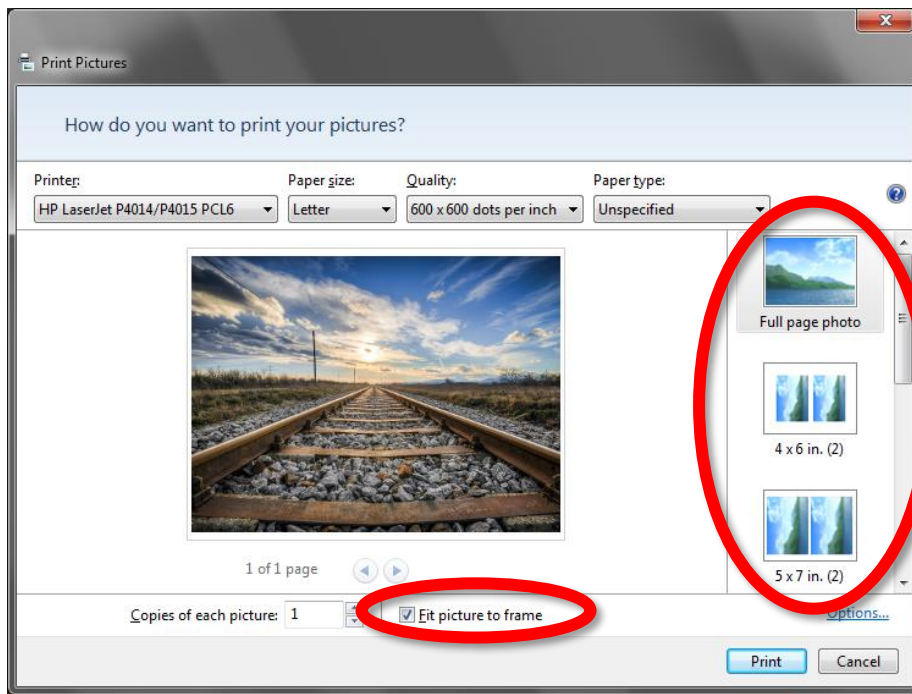
Using Windows Photo Viewer

The default program our computers use to open picture files is Windows Photo Viewer. This program works well for printing photos because it lets you specify how big you want the printout to be.

1. To print from this program, click the “Print” button at the top of the window and select “Print”



2. A dialog appears that lets you choose how big to make the printout.
 - a. Note that, by default, it cuts off the edges of the photo. To prevent it from cutting off the edges, uncheck the “Fit picture to frame” checkbox.



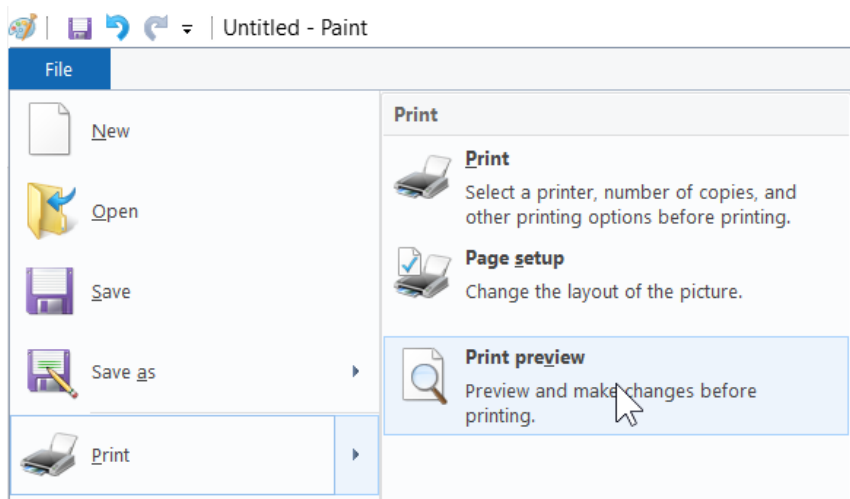
Using Microsoft Word

Putting images into a Microsoft Word document is good for when they want to make the photo a specific size, or want to fit more than 1 photo onto a single page.

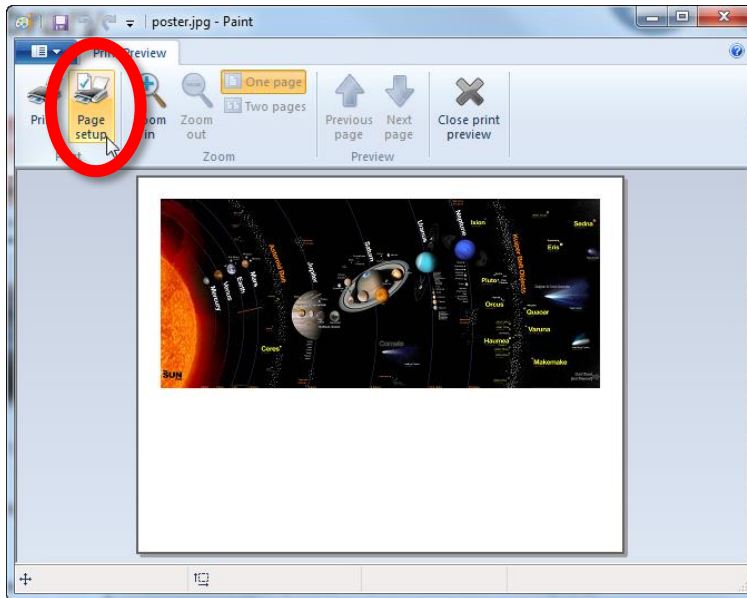
Using Paint

With Paint, you can span a photo across multiple pages. This is good if the image is really detailed and needs to be made larger than 1 page, or if the image is very narrow or very long.

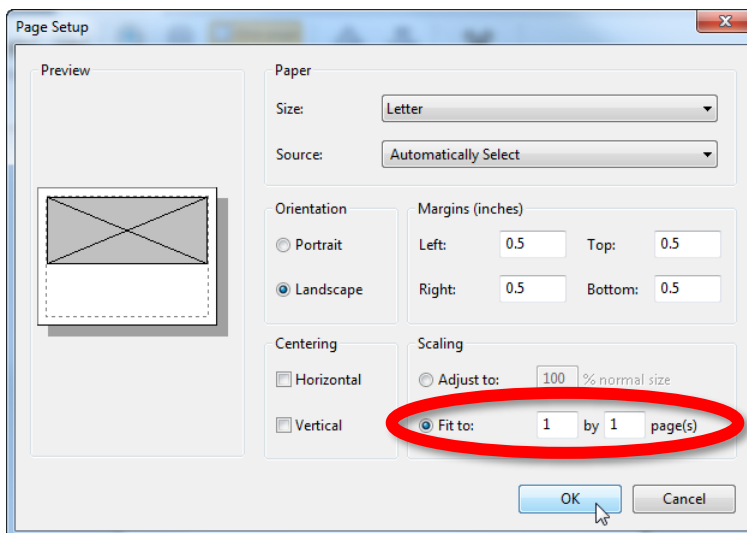
1. Open the picture in Paint.
2. Click File and go to Print > Print Preview.



3. By default, it prints the picture on a single page. Click the “Page setup” button in the ribbon to adjust how many pages to span the picture across.



4. Adjust the “Fit to” setting as needed and click OK.
 - a. For horizontally-long images, increase the value of the first textbox
 - b. For vertically-long images, increase the value of the second textbox.



5. Use the “Previous page” and “Next page” buttons to see the other pages. Click “Two pages” to see two pages at a time. Click “Print” when you are ready to print.

