

PRINTING: Printing A4 and A3 from an LRC PC

UH students & staff can print to the 'print, copy, scan' devices from the UH computers in the Learning Resources Centres (LRCs). These print jobs can be released to print within 72 hours with your UH ID card on any 'print, copy, scan' device on either campus. These devices can print A4, A3, black and white, colour, single and double sided.



UH students can only release prints if they have enough print credit. Please see ask.herts.ac.uk for information on [printing prices](#), [checking and crediting your print account](#), [printing from personal devices](#), and [printing A2, A1 or A0 posters](#).

Important Information

- A4, double-sided, black and white printing are the default settings. You can select single sided, A3 and colour printing in the printer properties on your computer before you print.
- When you select colour printing, **UH Print** automatically detects whether each page contains any colour and will deduct the appropriate amount from your account. **Warning: The smallest amount of colour on a page (e.g. a coloured web link) will result in that page being charged at the higher colour rate, rather than black and white rate.**
- Many web browsers use their own PDF viewers which can cause issues. If you have problems printing PDFs (e.g. journal articles), save them to your U: drive or desktop, right click on the saved file, choose **Open with > Adobe Acrobat Reader DC** and print as usual. If you still have issues in Adobe Reader, try **File > Print > Advanced > Print as image (Tick) > OK > Print**
- When printing from **PowerPoint**, under settings select the **Full Page Slides** option and tick **Scale to fit paper**. If you wish to print multiple slides on a page (Handouts), or slides with notes, these options are available on this same drop down list.
- At the end of your course, any unspent print credits are non-refundable. (You can however transfer them to another student.)

Sending a file to print

There are a few things to remember when printing, regardless of which software you are using. Make sure you have sufficient credit on your account before you print, choose the correct settings in the printer properties, e.g. black and white or colour, A4 or A3, single or double sided, and the page size and orientation. You may also need to select a scale-to-fit option to scale your file to fit the selected page size.

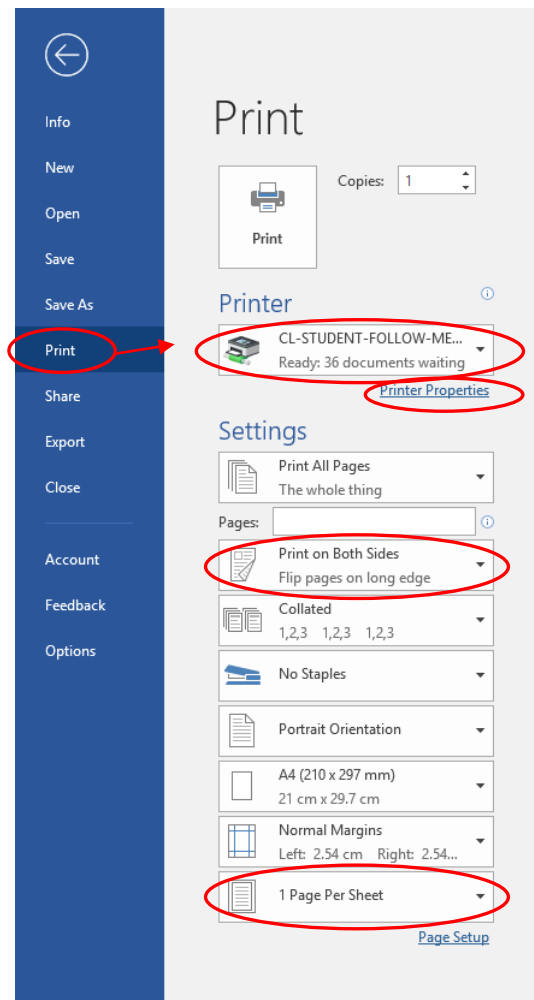
If you would like a copy of this document in a different format, please contact the Helpdesk on +44(0)1707 284678 or ext. 4678 or email helpdesk@herts.ac.uk

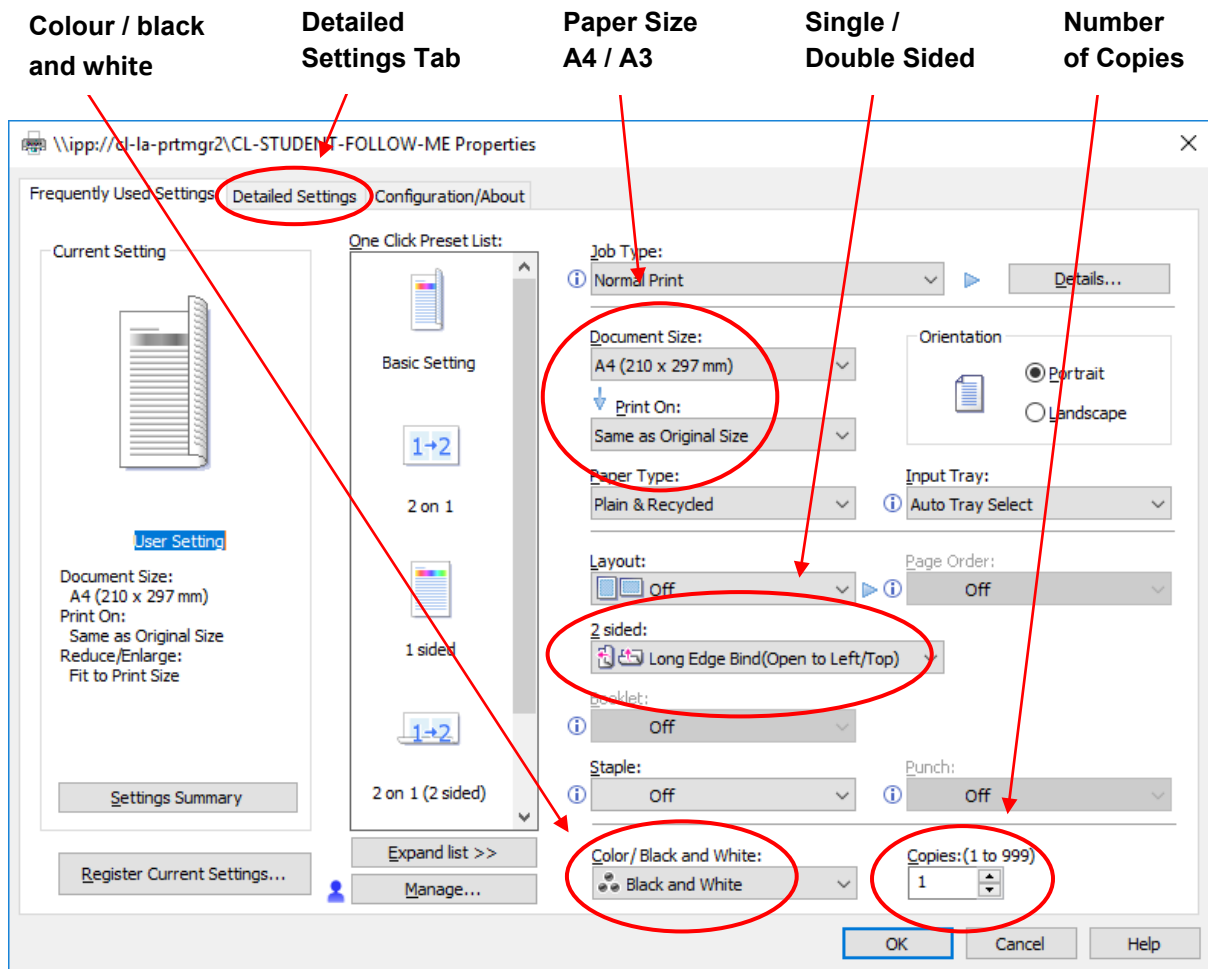
- Choose the print option in the software you are using. In MS Word and Power Point, click on the **File** tab (top left), then **Print**.
- Choose the appropriate printer :
CL-STUDENT-FOLLOW-ME at College Lane
DH-STUDENT-FOLLOW-ME at de Havilland.
You can release your print jobs on either campus regardless of where you are when you printed.
- The default print settings are black and white, double sided and A4 paper size. If you wish to change any of these settings, do so by selecting **Printer Properties** link under the chosen printer. (See more details on the next page.)

You may also be able to change some of these settings within the software. E.g. In Word, you can change **Print on Both Sides** to **Print One Sided** from the drop menu. You can also choose the **Scale to Paper Size** from the **1 Page Per Sheet** drop down list.

If you only wish to print certain pages, enter the range e.g., 1-3, 6 etc. in the **Pages** field. You can choose **Print Current Page** from the **Print All Pages** drop down menu.

- The **Frequently Used Settings** tab of the **Printer Properties** windows is shown over the page. Here you can control the main printer settings. You can change more options under the **Detailed Settings** tab in the **Printer Properties** same window.





Select colour printing by choosing **Color** on the **Color / Black and White:** drop down list.

If you wish your file to be printed on a paper size that is not that of the document, change the **Print on:** drop down list (below Document Size) to size you require (such as A3).

To print single sided, select **Off** from the **2 sided:** drop down list.

- Check that you have selected the correct settings, check that the print preview looks correct and that unwanted or blank pages are not included. If you are happy with your work, select **Print**.
- After you have finished printing in colour, reselect black and white in the printer properties when you next print, or you may be charged for colour printout.

Releasing your print jobs at a 'print, copy, scan' device

Once you have sent your jobs to print, you need to release them (within 72 hours). Locate your nearest 'print, copy, scan' device and hold your UH ID card against the card reader to login. Any pending jobs are list with the newest at the top. Select either **Print All**, or an individual print job followed by **Print**. You must logout when you have finished.