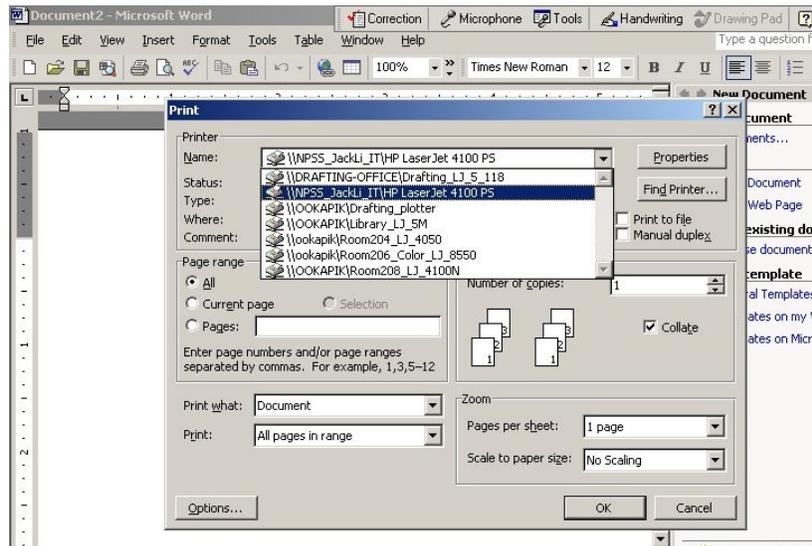# Student Printing Options
For Windows 2000 Computers (All computers except drafting lab)

You must now pick your printer that you wish to print to. The default printer will not work so you must specify the room you are in to print to.

### To specify a printer in Microsoft Word
1. Click on File – Print and you will see a dialogue screen like the one below.

2. Pick the printer for the room you are in. Each printer is labelled by the room and type of printer.
3. Click OK to print

To specify a printer in Internet Explorer.
1. Use the same process as above but the dialogue box looks slightly different. Pick the printer which you need and click print.
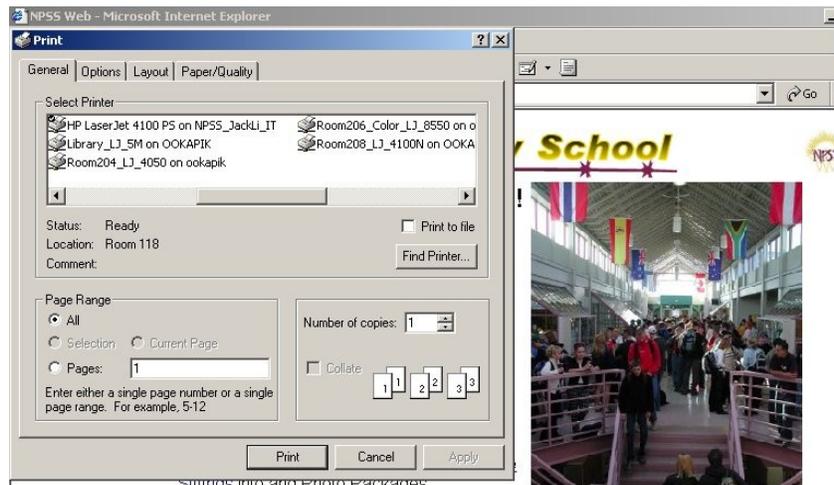
See reverse regarding printing prices...

Printing Prices

- Printing in the computer labs (Rooms 204, 206, 208) is free if you are printing in the same room you are in and as long as it is for school purposes.

- If you print to a different room or if it is not school related you will be charged 15 cents per page.

- Colour printing will cost 25 cents per page if not for school purposes.

- Printing in the Library costs 15 cents per page, See Mrs. Wicharuk-Hunter regarding special rates.

- Please have exact change if possible.

How to Save Money on Printing

- When you are printing something from the internet, select the text you wish to print, and under the print dialogue box in File – Print make certain that you select Print Selection. This will print only what you have selected on the web page rather than the whole page!

- If you are going to print an entire webpage, make sure you use print preview to see how many pages you will be printing as you may be paying for it!

- If you only need the information, read the web page and take notes onto your own paper!

- Please help us cut down on the amount of paper and toner we use, be responsible in your printing! Thank you!