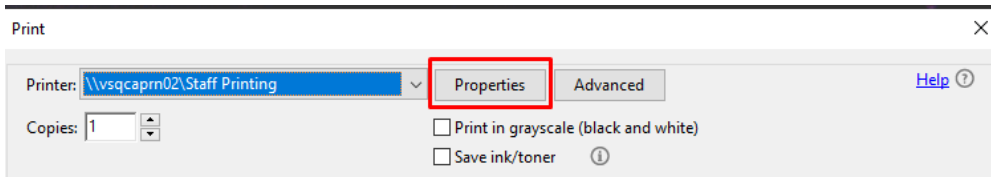


How to Print on 11x17

This tutorial requires you to first convert the original file to a PDF.

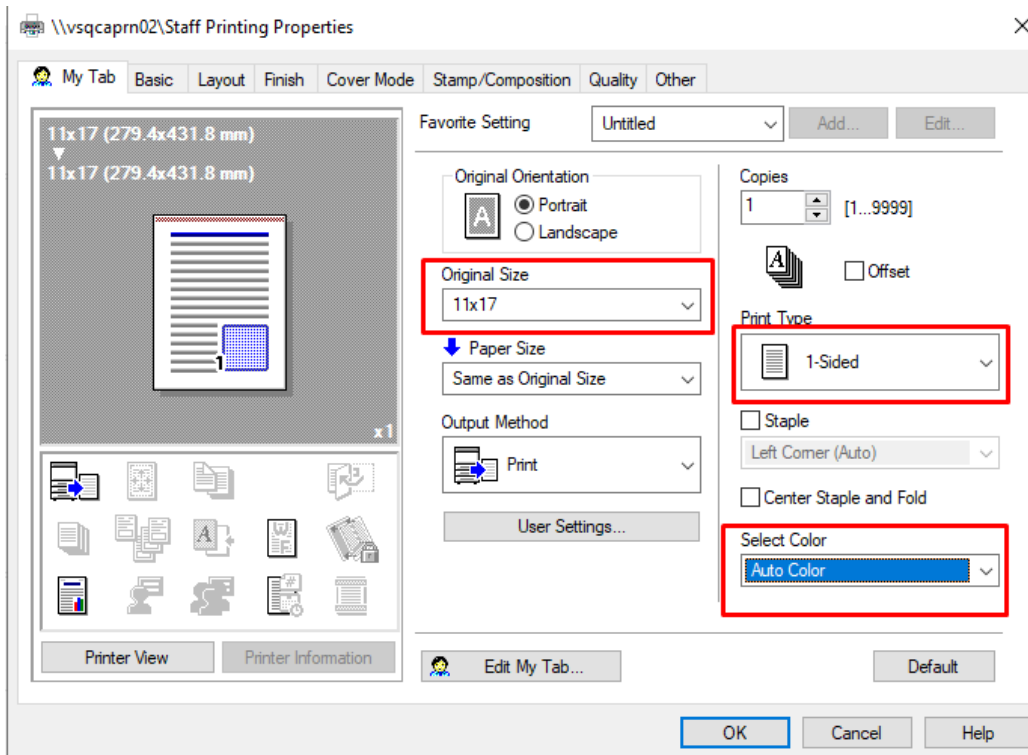
1 Open the PDF on a library computer and select 'print'.

2 From the print dialogue box, choose 'Properties'.



3 In 'My Tab', make the following changes:

- ◆ the original size should be 11x17
- ◆ the print type should be 1-sided
- ◆ Set the 'Select Color' field to either auto colour (colour) or grayscale (B&W)



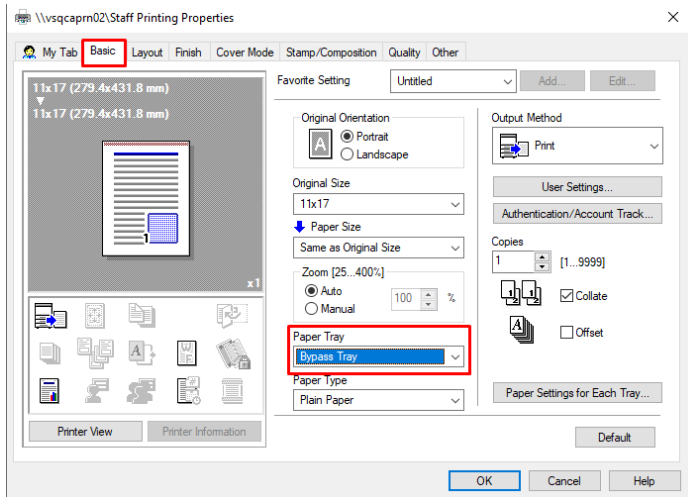
See reverse for more instructions.

How to Print on 11x17

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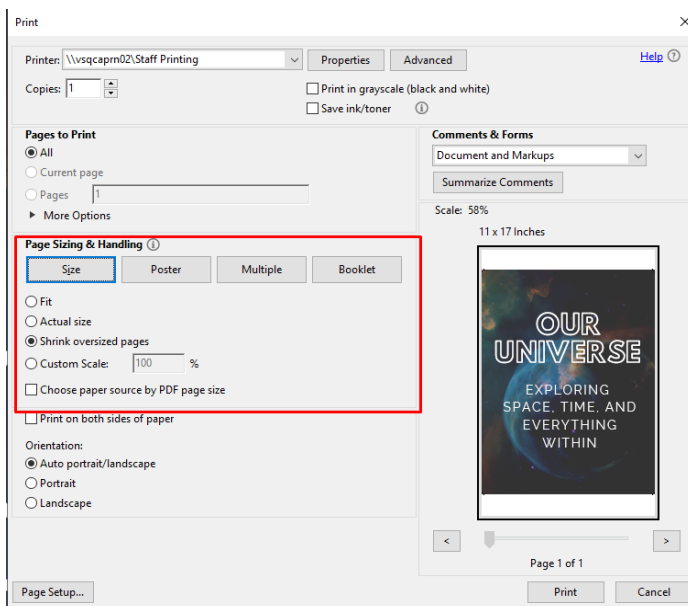
4

In the 'Basic' tab, select the Bypass Tray under 'Paper Tray' and then click 'OK'.



5

Check the preview box in the right corner. Depending on the specifications of the original document, you may have to adjust by selecting 'shrink oversized pages' under 'size'.



6

Load your 11x17 into the bypass tray on the righthand side of the printer and print the job.

If you require additional support, Quest Library Staff will be happy to assist you.