

# Printing Your Keystone

Please leave yourself plenty of time to print your Keystone. There can be delays when all Keystone students have to print at the same time. We would recommend printing the day before your project is due in case there are any issues. Please make sure that you have purchased your materials (black folder and acid free paper) and that your printing account has enough credit. Also, please note that any student whose project will not fit in the standard black Keystone folders must find alternate methods of binding (talk to Library staff).

## Keystone printing standards:

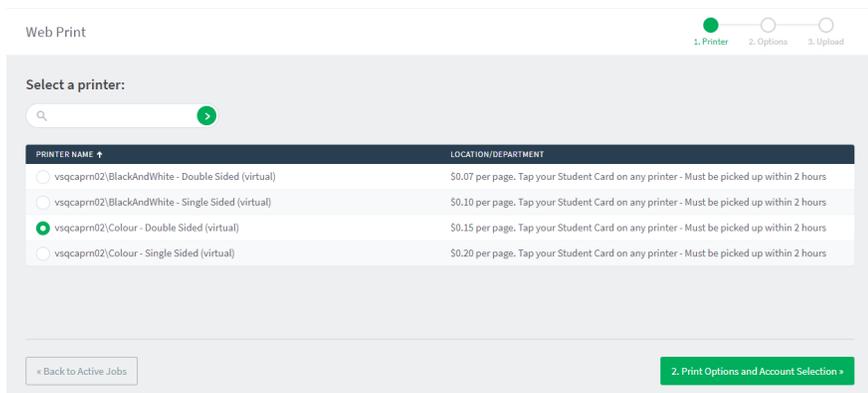
- ◆ Double-sided
- ◆ Hole punched
- ◆ Acid-free paper (purchase from the Bookstore)
- ◆ Black Keystone folder (purchase from the Bookstore)

## BEFORE YOU BEGIN

- \*Make sure that you have enough credit on your printing account to cover your costs\*
- \*Consider converting your document to PDF format to prevent formatting issues\*
- \*Speak to your advisor if you have any concerns or questions regarding formatting\*

## Printing from a laptop (not recommended):

- 1 Go to PaperCut (<https://print.questu.ca/app>) and choose Web Print. Select one of the Library Printer options (Black and White or Colour), upload the document, and submit the print job.



The screenshot shows the 'Web Print' interface. At the top, there are three steps: 1. Printer (selected), 2. Options, and 3. Upload. Below this is a search bar and a table of printer options. The table has two columns: 'PRINTER NAME' and 'LOCATION/DEPARTMENT'. The selected printer is 'vsqcaprn02:Colour - Double Sided (virtual)' with a cost of \$0.15 per page. Other options include 'vsqcaprn02:BlackAndWhite - Double Sided (virtual)' at \$0.07, 'vsqcaprn02:BlackAndWhite - Single Sided (virtual)' at \$0.10, and 'vsqcaprn02:Colour - Single Sided (virtual)' at \$0.20. At the bottom, there are buttons for 'Back to Active Jobs' and 'Print Options and Account Selection'.

PRINTER NAME	LOCATION/DEPARTMENT
<input type="radio"/> vsqcaprn02:BlackAndWhite - Double Sided (virtual)	\$0.07 per page. Tap your Student Card on any printer - Must be picked up within 2 hours
<input type="radio"/> vsqcaprn02:BlackAndWhite - Single Sided (virtual)	\$0.10 per page. Tap your Student Card on any printer - Must be picked up within 2 hours
<input checked="" type="radio"/> vsqcaprn02:Colour - Double Sided (virtual)	\$0.15 per page. Tap your Student Card on any printer - Must be picked up within 2 hours
<input type="radio"/> vsqcaprn02:Colour - Single Sided (virtual)	\$0.20 per page. Tap your Student Card on any printer - Must be picked up within 2 hours

- 2 Go to the Library printer and place your acid-free paper in Tray 1. Pull out trays 2 & 3 until you have finished printing. Ensure that no one else is currently printing and then shut the drawer and tap your student card on the card reader.

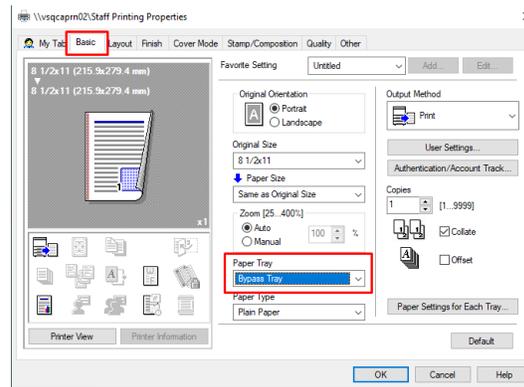
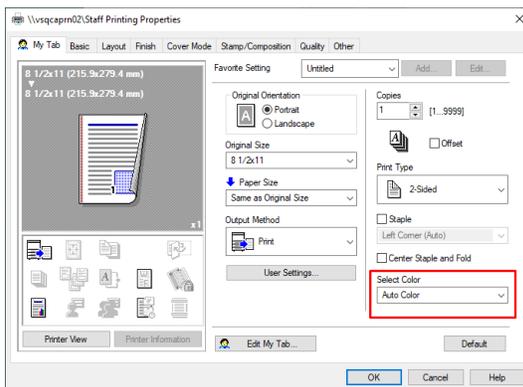
Please see reverse for more instructions.

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Printing from a library computer (recommended):

- 1 Open your file on the computer and go to Print > Printer Properties.
- 2 Check to ensure settings are correct in 'My Tab'. If you want your Keystone printed in colour, ensure that 'Auto Color' is selected. In the 'Basic' tab, choose 'Bypass Tray'.



- 3 Select 'OK' and print document. You will be prompted to log in to PaperCut.
- 4 Load your acid-free paper into the bypass tray on the righthand side of the printer and tap your student card to release the job.

## Digital copies:

Please make sure that you submit a digital copy of your Keystone (this will be stored by the Library and also uploaded to Portal). Submit a PDF version to your Keystone tutor at the end of your Keystone block.

## Submitting your project to the library:

The physical copy of your project will be officially submitted to the Library's Keystone archive at the Library Keystone Ceremony near the end of the Keystone block. Please submit your project with the Library Keystone permission form signed and attached. If you have any questions or concerns about this permission form, please contact Venessa Wallsten, University Librarian (Venessa.wallsten@questu.ca).

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