



HOUSTON COMMUNITY COLLEGE • SOUTHEAST
Instructional Technology Department
 Technology Learning Center &
 Academic Computing Center

PRINTING GUIDELINES

<i>If you are currently.....</i>	<i>Your category is.....</i>	<i>Your printing quota is..</i>
<i>Taking HCC credit courses</i>	<i>A</i>	<i>50</i>
<i>Taking non-credit classes through Continuing Education or High School programs</i>	<i>B</i>	<i>25</i>

The printing quota starts when you begin using your Eastside Computer Lab User ID and Password for this semester.

WHAT TO DO WHEN YOU EXCEED YOUR QUOTA?

1. Ask a lab-assistant to help you print that one assignment when you received your quota expiration
1. Go to the Southeast College- Cashier's Office to pay for additional printing, minimum purchase would be \$2.50 (50 sheets). This calculates to .05¢ per page.
2. Bring the receipt and your picture ID to Rm. 2002, ask a lab assistant to add the paid quota amount towards your UserID.

Please note: To avoid printing costs, you can save your work to your diskette.

How to access Eastside Campus computers:

All computer users must be currently enrolled HCC students. Upon arrival to receive computer access ID's, all users **must provide 2 proofs of enrollment**

1. Fee Receipt (Which can be obtained from the Cashier's office)
2. Picture ID (drivers license or HCC e-card)

How to assign a printer (per room):

1. Log into the computer using your computer access ID.
2. On the desktop, double click on PRINTERS folder.
3. Double click on the printer that is closest to you (by room number)
4. Select YES to make that printer your default printer
5. (If necessary) Click on the word *Printer* on the toolbar, select "Set as Default Printer" (a check mark should be placed near it).
6. Exit out of Printer Folder

PRINTING TIPS for the Eastside Campus Computer Labs

- **Computer users are allowed to print 3 copies of a final typed draft (Any assignment). All other copies must be made at the Library at 10¢ per page. The Library is located on the first floor of the Felix Morales Bldg.**
- **Do not print manuals, "books on-line", or large websites from the Internet.**
- **Transparency Film cannot be used on any printer.**
- **Our department can restrict printing in all computer lab rooms. If you need assistance on how to print, please ask a lab-assistant.**

Internet Printing

Avoid printing multiple copies of a web site, or anything that is not related to HCC courses. To print specific pages of a large Internet document that is needed for HCC class assignments, please use Print Preview within the web browser:

1. Select **File, Print Preview** (pages are numbered on each page)
2. Use the ← → buttons to view the other pages. Please determine what specific pages you need to print.
3. Click the **Print** button (on the same button bar).
4. In the Print box, click on the **Page Range** radio (circle) button
5. Type the page numbers
1-1 for page one only
1-10 for the first 10 pages
5-10 for pages 5-10 only.
6. Click on **Print** button

PowerPoint Presentations

DO NOT PRINT EACH SLIDE ON ONE SEPARATE SHEET. Instructors will accept 3 or more slides per page.

1. Select **File/Print**
2. In the "Print What" box, click down arrow to select **HANDOUTS**
3. In the "Handout" box, click down arrow for **Slides Per Page**. Select **3** or more slides to be printed per page.
4. Select **OK**

Word Processing, Spreadsheet, & Desktop Publishing Software

Use the Print Preview feature before you print your document. Therefore, paper will not be wasted on pages with mistakes that need to be modified. After you have made your modifications, then you may print a final draft. Ask a lab-aide to assist you with a print preview option.