

How to Print in the Leopard Library

A Student Tutorial

Before you come to the library:

Open your **Drive** and **Create** a Document:



- *Are you printing a report or essay?* **Choose Google Docs**
- *Are you printing images to cut out?* **Choose Google Slides**
- *Are you creating a presentation with words and images?* **Choose Google Slides**



Format the Page:

Document: Choose your preferred margins and line spacing before you begin typing. Standard margins are 1 inch. Lines are spaced between 1.5 or 2 (double spaced).

Slides: Under **File**, choose **Page Setup**; Choose **Standard Format 4:3** (*For printing, this is the size for 8.5" x 11" inch paper. To present as a digital slideshow, widescreen is fine*)

Begin your page:

- **Document:** Title and begin typing your report as usual
- **Slide:** Remove pre-formatted text boxes to have a blank slide if you don't want a title slide

Add Images:

If using Google Images: **Open Google** and **Type** in your search query

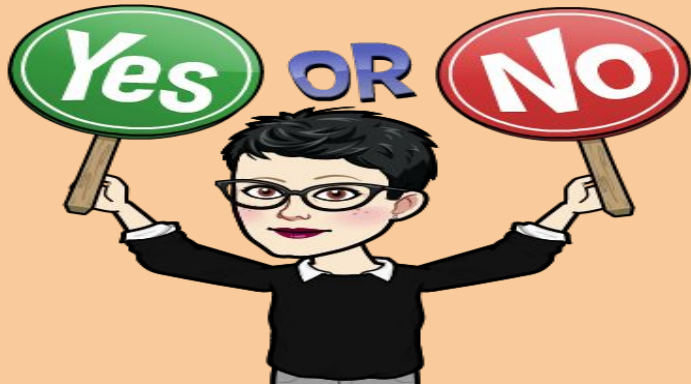
- Choose **Images**
- Choose **Tools**
- Choose **License Rights**
- Choose **Creative Commons Licenses**

Now you have the images you may use.

- Choose an Image, Click on it
- Choose *Open Creative Commons*: You will see information about the author of the image and how to cite the image
- Press *Download Image File*: Choose the File Size: Choose a middle resolution to copy
- **Right Click** or **CtrlC** on Image to Copy it
- Click into your Document Page
- **Right Click** or **CtrlV** to Paste the Image

Format the Image: Add a border, make it smaller or larger, increase the contrast, etc.

Always 'grab' the image by the corner to change its size, otherwise you can warp the picture!



TOO WIDE!



TOO SQUISHED!



TOO SHORT!



JUST RIGHT!

Ready to Print?

Decide if you want it in **Black & White...**

Come to the library using HallPass and check in at the Circulation Desk.

- Log in to a desktop computer using your school log in
- Open your email (use the gray waffle grid)
- Open your Drive
- Locate your document
- Go to FILE, select Print
- Go to Printer at Circ Desk
- Press the keyboard symbol to log in
- Select Print Release
- Select Print

Voila! Your prints arrive!

Or in Color...

- **Share** your document with the librarian or her assistant:
gkelley@richland2.org or lgodsey@richland2.org
- Please put ***Print*** in the subject line
- Come to the library to pick up your print

Trop facile! So easy!

