

Public Computer Instructions

Can't Find Your USB?

1. Plug in your USB drive into small hub next to your monitor. Do NOT plug into computer.
2. Your USB drive will open and show your files.
3. Drag and drop the file(s) you want to work with onto the Desktop.

When you are finished with your work, EJECT your disc or USB when you are done, or you could lose your work!

Eject Your USB Drive

1. Go to desktop
2. Right click on USB (in upper left hand corner of the screen)
3. Select Eject
4. Pull USB

Save Your Work to USB or Email

1. Click File and then Save
2. Name your document
3. Select Save. This will save your document to the Desktop.
4. Open your USB file and drag and drop the file into your USB or email the file to yourself or another person.
5. Be sure to EJECT your USB so you DON'T lose your work or damage our very expensive equipment. (See above)

Opening Your Documents

1. If on a USB or email, save or download the document, first. (See above.)
2. Double click on document or right click on document and select program or open program and then open the document.

Printing Black & White or Color?

Cost is \$.15 per black and white and \$.50 per color.

Printing From eMail or the Internet

Google Chrome:

1. Open email, PDF or picture.
2. Download using the download arrow.
3. Save (it will automatically save to the Desktop.)
4. Minimize your window(s)
5. Open the document or picture.
6. Edit, if needed, and save it again.
7. Select File.
8. Select Print.
9. Select Printer.
10. Select Print.
11. Select Print again.
12. When ready, go to the Print Kiosk Computer found behind Computer Station 4.

If printing without downloading first:

1. Select File.
2. Select Print.
3. Select Save.
4. Follow instructions 4-12above.

Firefox

1. Open email, PDF or picture.
2. Download using the download arrow.
3. Save file.
4. OK
5. Minimize your window(s)
6. Open the document or picture.
7. Edit, if needed, and save it again.
8. Select File.
9. Select Print.
10. Select Printer.
11. Select Print.
12. Select Print again.
13. When ready, go to the Print Kiosk Computer found behind Computer Station 4.

To enlarge or decrease your print size

1. Select File.
2. Select Print.
3. Select Printer.
4. Select Page Setup tab.
5. Scale = Change percentage.
6. Select Print Preview to see what will print.
7. Select Print.
8. Select Printer.
9. Select Print.
10. Select Print again.
11. When ready, go to the Print Kiosk Computer found behind Computer Station 4.

To Print two-sided prints

Cost is per side. \$.15 per black and white and \$.50 per color.

1. Select File.
2. Select Print.
3. Select Printer.
4. Select Page Setup tab.
5. Two-sided = Select the version you want.

If printing a document, picture, or pdf:

1. Click on File then Print.
2. Select BW_Printer for BLACK & WHITE prints at 15¢ a page

OR

Select Color_Printer for COLOR prints at \$.50 per page.

3. Click Print.
4. Wait for small box with cost and Click Cancel or Print.

When ready, go to the Print Kiosk Computer found behind Computer Station 5.

If printing a webpage:

1. Click on File
2. Click on Print Preview to see what it will print

3. Print the pages you want by following directions above.
4. When ready, go to the Print Kiosk Computer found behind Computer Station 4

Public Print Kiosk is Behind Computer Station 5

1. Click on Print Release Station Button
2. Scan in your library barcode or type in temporary card # or JobID (wireless print job)
3. Check mark job(s) to be printed. Add money to Jamex and print

Print Jobs will remain on Print Kiosk for 10 hours