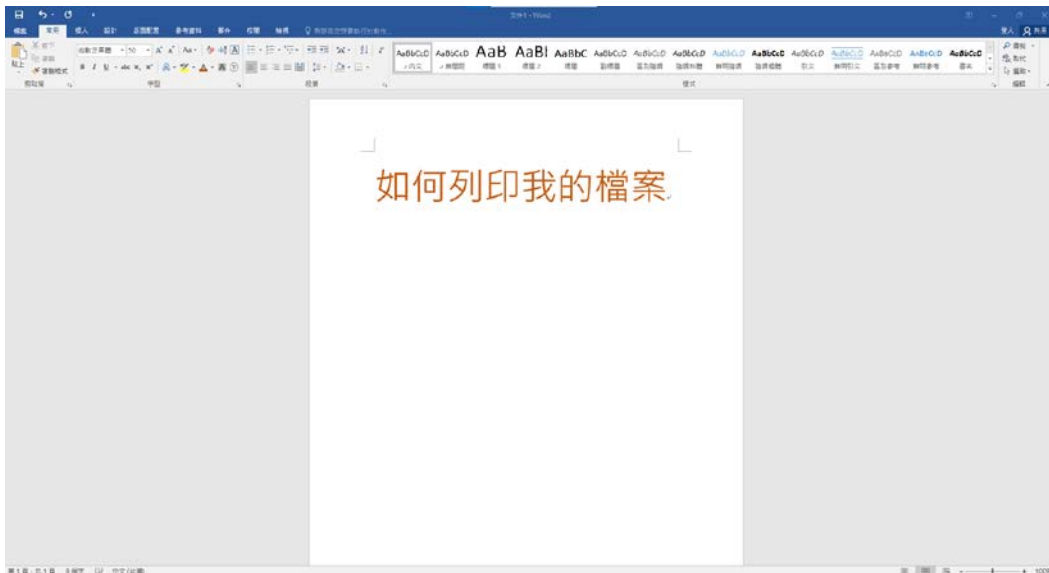


如何列印你的檔案

How to print out your document from library online printing service

1. 開啟要列印的檔案

Select and open your document on a computer at one of the public computer areas (1F or B1).



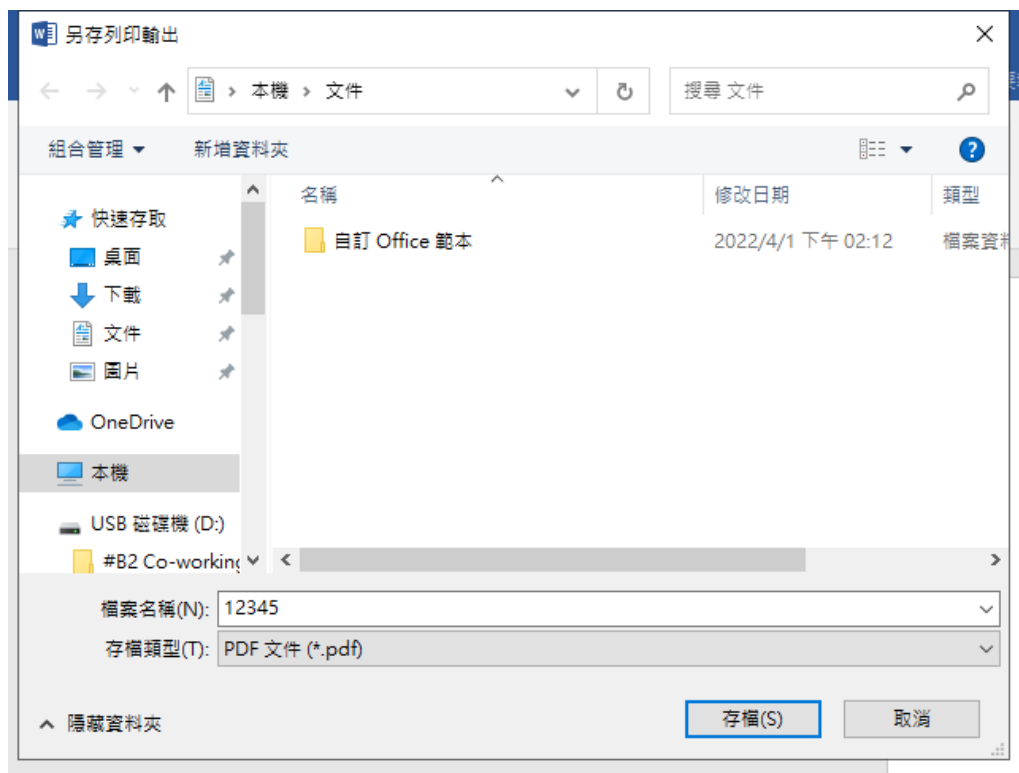
2. 開啟檔案的列印畫面並按下列印鍵 ☑小提示：不用在這裡做列印設定~ Select File > Print. (retain the default settings)



3. 出現「另存列印輸出」的畫面後，請重新將檔案命名後存檔

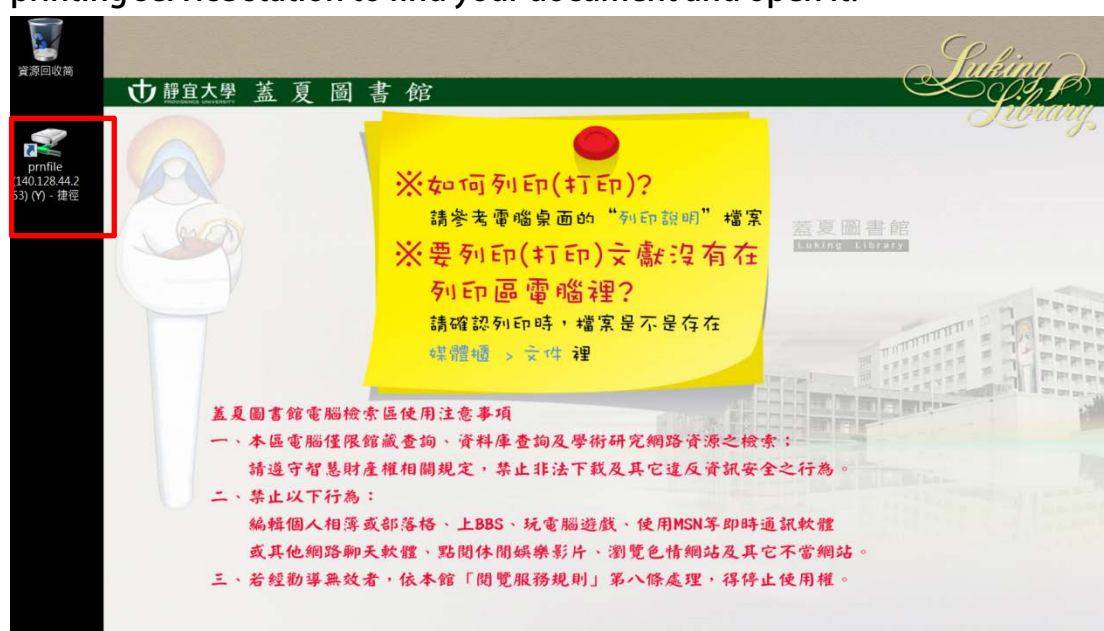
小提示：不要更動預設路徑；檔名限用英數字及繁體中文命名喔~

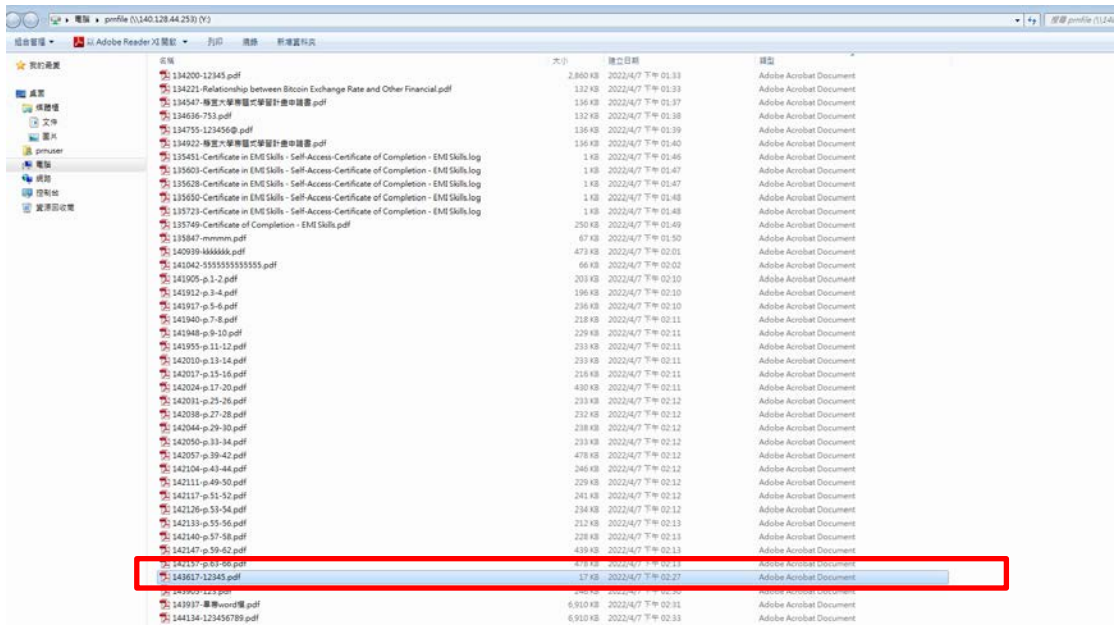
Save to export: Rename your document with **letters, numbers, or traditional Chinese** and then save it. **Do not change the default path.**



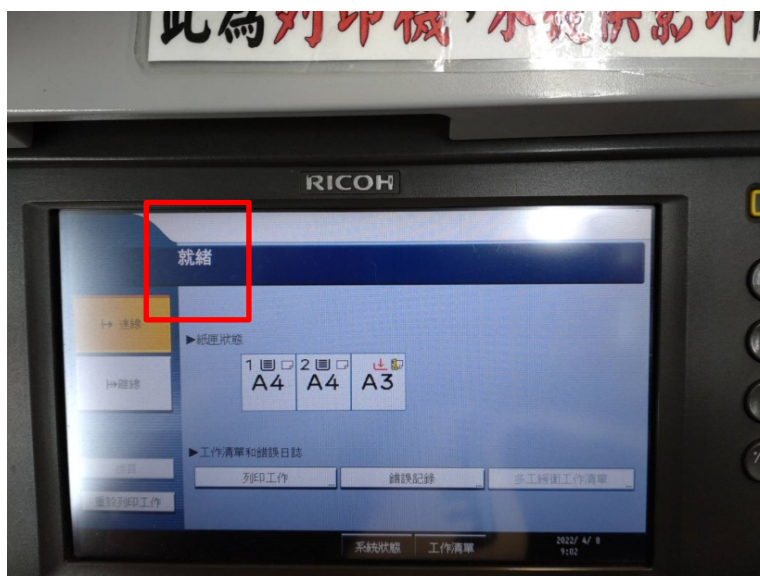
4. 至列印區的電腦打開 prnfile，找到並開啟自己的檔案

Click the short cut "prnfile" on the desktop of the computer at the printing service station to find your document and open it.





5. 插入影印卡，檢查列印機畫面狀態是否為「就緒」。
 Inset the copy card. Then check that the operation panel shows the word "ready". (If it does not, please visit the reference desk.)



6. a. 確認列印份數， b. 檢視設定無誤後， c. 再按點選列印即可。

a. Select the number of copies you need. b. Choose other options under settings. c. Click print.

