

How to Print

To: Students in LIS 3021

CC: Vivian Buchanan, Brittany Baum

From: Alanna Burris

Subject: Policies and Procedures for Printing

Date: 04 October 2022

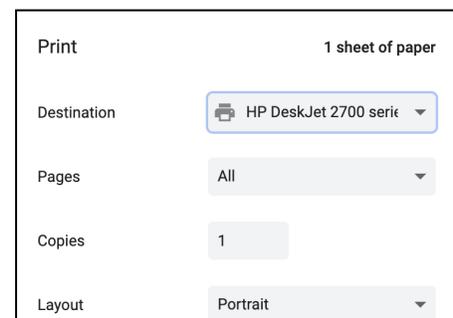
Introduction

This writing is to inform students in LIS 3021 how to print documents following proper workplace guidelines. Individuals will need this skill to create printouts for folders, portfolios, and packets of information. Knowing how to print documents is extremely important in maintaining organization and presentation standards in the workplace, and is a vital skill to know both for now and for the future.

Instructions

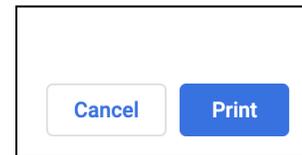
The following are steps to successfully print documents using workplace guidelines. For this set of instructions, using the Google Chrome browser or the files on your computer is recommended.

1. Using an internet browser or the files on your computer, navigate to the page/document you want to print.
2. Proceed to find the drop-down menu that contains the document settings.
 - a. If you are opening the document using Google Docs or Word, find and click the “File” tab in the upper-left corner of the toolbar.
 - b. If you are on a web page within the Google Chrome browser, find and click the Kebab menu (the three vertical dots) in the upper-right corner of the page.
3. When the drop-down list appears, locate the “Print” selection.
 - a. When printing in the Google Chrome browser, the selection is labeled “Print...”
4. Upon clicking “Print” a new window will pop up on the screen to prompt information about the print job.
 - a. This window will request information regarding the number of pages to be printed, the printer in which the page(s) will be



printed, the number of copies, the layout/orientation of the page, as well as a section for “More settings.”.

5. Begin by making sure the information matches the desired print job.
 - a. Be sure that all of the pages you want to print are accounted for by checking the number of “sheet(s) of paper” being shown.
 - i. To edit the pages being printed, click the dropdown caret on the bar next to the “Pages” and select the pages you want to print.
 - b. If you want to print duplicates of the document, edit the bar next to “Copies” to correctly show the number of copies you want to print.
 - c. To edit the orientation of the page, either Portrait or Landscape, edit this in the dropdown next to “Layout.”
 - d. Underneath the “Layout” selection is the “Color” selection that allows you to choose whether to print in color or in black and white. The default is color, so to change it just click the dropdown menu and select otherwise.



6. If all of the choices match the printing job you are seeking, click the blue square button in the bottom right corner that says “Print” to send the page/document to your printer.

1. When printing, be sure that your printer is correctly set up and connected to your device.
 - a. If it is not, there will be an issue with printing as the document will sit in the queue to be printed.
 - b. To fix this problem, connect your printer following the instructions provided by the printer you selected.
 - i. Once it is connected check the devices connected to your device and ensure that the printer is properly displaying before trying to print a document.

Summary

These are the instructions to print a page from a web browser or a document from the files on your computer. After receiving and reading this memorandum, it will be expected that recipients can properly send documents from a device to a printer to be printed. As a reminder, your printer must be connected properly before you can follow these instructions to print documents. If there are any problems, contact Alanna Burris at adb20@fsu.edu.

How to Copy

To: Students in LIS 3021

CC: Vivian Buchanan, Brittany Baum

From: Alanna Burris

Subject: Policies and Procedures for Copying

Date: 04 October 2022

Introduction

This writing is to inform students in LIS 3021 how to copy documents following proper workplace guidelines. Individuals will need this skill to create copies of documents and pages. Knowing how to copy documents is extremely important in maintaining copies and backups of online files in the workplace, and is a vital skill to know both for now and for the future.

Instructions

The following are steps to successfully copy a document using workplace guidelines. For this set of instructions, using an HP Printer is recommended.

1. Make sure your printer is on and ready to go.
2. Make sure the printer has paper loaded into it following the guidelines of the printer.
3. Open the scanner on top and load the document you want to copy into the corner with the document icon and ensure that the side you want to copy is facing down.
 - a. Ensure that the edges of the paper are pushed to the edge of the scanner so that there are no spaces around the paper.



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- Image from HP @ https://support.hp.com/us-en/document/ish_2385568-2175710-16
- 4. Once the document is properly loaded, select “Copy” or “Copy Document” on the control panel of your printer.
 - a. If you want to copy both sides of the paper, open the “2-sided Copying” and select “On” to enable double-sided scanning.
- 5. Click “Start” to begin copying.
- 6. When the printer has finished, grab your copies from the tray, and don’t forget to retrieve your original copy from the scanner.

Summary

These are the instructions to copy a document from an HP Printer. After receiving and reading this memorandum, it will be expected that recipients will adhere to the instructions provided. As a reminder, when copying, be sure to follow these guidelines to avoid technical difficulties and ensure proper etiquette with the technology in the workplace. If there are any problems, contact Alanna Burris at adb20f@fsu.edu.

How to Scan

To: Students in LIS 3021

CC: Vivian Buchanan, Brittany Baum

From: Alanna Burris

Subject: Policies and Procedures for Scanning

Date: 04 October 2022

Introduction

This writing is to inform students in LIS 3021 how to scan documents onto a computer following proper workplace guidelines. Individuals will need this skill to create online copies of physical documents and pages. Knowing how to scan documents is extremely important in maintaining organized online files in the workplace, and is a vital skill to know both for now and for the future.

Instructions

The following are steps to successfully scan a document using workplace guidelines. For this set of instructions, using an HP Printer is recommended.

1. Install the HP Smart app and set up the printer with a computer running Windows or macOS.
2. Make sure your printer is on and connected to a valid Wi-Fi network. Then make sure your device (computer) is connected to that same Wi-Fi- network.
3. Enable Bluetooth on the computer so that HP Smart can detect the printer during the setup.
4. On the HP Smart app, click the “Scan” icon.
5. Click “Get Started” if it appears on the screen.
6. Select “Scan” from the toolbar at the top of the Screen.
7. Open the scanner on top of the printer load the document you want to scan into the corner with the document icon and ensure that the side you want to scan is facing down.
 - a. Ensure that the edges of the paper are pushed to the edge of the scanner so that there are no spaces around the paper.



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- Image from HP @ https://support.hp.com/us-en/document/ish_2385568-2175710-16

8. Once the document is properly loaded, click “Scan” on the app.
9. When the scan is done, an “Edit” window will appear. This is where you can adjust or enhance the file by cropping, changing the color, rotating, or adding filters, text, and markup.
10. When you are done, click “Done”.
11. Select an option to save, print, share, or fax the scanned file.
12. After saving the document, click “Ok.”

Summary

These are the instructions to scan a document from an HP Printer. After receiving and reading this memorandum, it will be expected that recipients will adhere to the instructions provided. As a reminder, when scanning, be sure to follow these guidelines to avoid technical difficulties and ensure proper etiquette with the technology in the workplace. If there are any problems, contact Alanna Burris at adb20f@fsu.edu.