



Research Tech Tips

Printing Articles from Databases

Printing - look for a tab or a link on the page where the full text of the article is displayed.

HTML documents are printed from the browser menu (Internet Explorer, Chrome, Firefox)

1. File Menu
2. Print Preview (shows how the pages will print and how many)
3. Print (check off number of copies, page range, select printer if necessary)

PDF documents are printed from Adobe Acrobat Reader's toolbar. Do not print from the browser.

1. Acrobat Reader opens PDF files in a new window
2. On the Adobe toolbar, click on the printer icon to select printer, number of copies, which pages to print, how many pages per sheet, etc.
3. If PDF does not include article and database citations, print these out separately.

Emailing Articles

Click on the link where the article title is displayed. Select the Email icon, which is typically an envelope on the right-hand side. Follow the directions to email a copy of the article to an email account. Lakeland email is available to all Lakeland students.

Saving Articles

Click on the link where the article title is displayed to access content. At the library, save file to a flash drive or other external device. At home, it is safe to save to computer.

How to Save

1. File Menu
2. Save As
3. In the dialog box select:
 - Where you will save file to
 - Give your file a name
 - Click on save

Opening Online Documents

To view or download documents from Blackboard or Electronic Reserves, the computer must have software that can read the document type. For instance, to print multiple PowerPoint slides on one page, PowerPoint software is necessary. Use the glossary at the bottom of this page to find the software that made a document.

Name Brand Software

Microsoft Word .doc
Microsoft PowerPoint .ppt
Microsoft Excel .xls



Microsoft offers free viewers on their website for Excel, PowerPoint, Word and other MS Office products. Download these at <http://office.microsoft.com/en-us/default.aspx>

MS Works Spreadsheet .wks
MS Works Wordprocessor .wps

WordPerfect (by version) .wp2 - .wp6

Adobe Acrobat and Flash Player

Adobe Acrobat offers free Reader (.pdf) and Flash Player (.swf) downloads at <http://www.adobe.com>

Generic File Types

Some documents can be opened by generic programs listed under the Start , Programs, Accessories menu, like Notepad or any browser.

Notepad .rtf or .txt (text documents)
Browser .jpeg, .gif, .html, .xml (images, web pages)

File Type Glossary

<http://whatis.techtarget.com/file-extension-list-A/>



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Hardware

Jump Drives or Flash Sticks are portable storage devices that plug into USB ports on computers. Computers with USB ports and special software can connect to a Jump Drive as if it were another hard drive on the computer. Some computers lack the hardware and software to accept these drives.

Portable Players to play and record voice or music also plug into USB ports that have the software and hardware connections to make these devices work.

Scanners convert pictures and documents into digital files. Scanned pictures are very large files and must be edited in image software. Scanned text is converted using OCR (optical character recognition) software and must be edited in a word processor. Documents scanned using OCR must be proofread carefully for errors that occur during scanning and conversion process.

Printing in the Library

Printers The library's printers are networked. Users can select specific printers from the printer dialog box. Always check **Preferences** for more options. Printer dialog boxes vary according to software.

Circulation Side —

- one black and white laser printer near the copy machines.

Copying Information from Webpages

Not all websites provide a way for users to print information or will print properly from the browser (**check print preview first**). In that case, copying and pasting to a blank document may work.

- Highlight through the information on the webpage.
- From the Edit menu in the browser, click copy (it is now saved to the "clipboard" in the computer).
- Open a blank document in a word processor.
- From the Edit menu in the word processor, click paste.
- To save images, right click on the image. From the quick menu click on "Save Image As," select a place to save it and click on save.

Be aware that copyright laws apply to all information whether print or digital and must be properly used and cited according to Lakeland's Academic Honesty policy.

Reference Side —

- two black and white laser printers at the front of the south and north banks of computers.
- one color printer is across from the reference desk.

