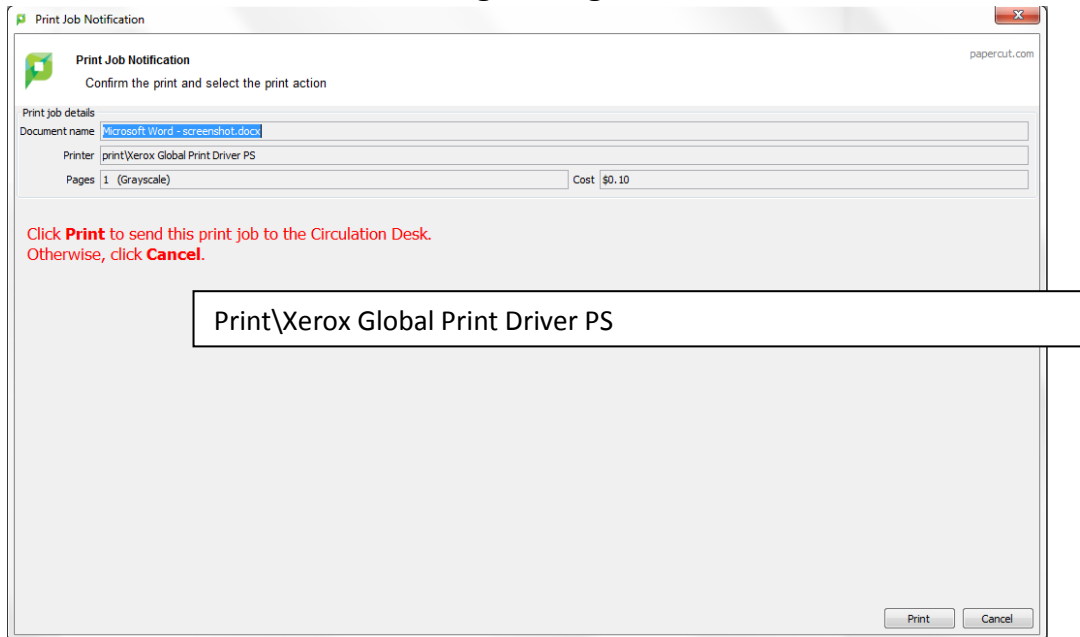


Printing at the Boston Athenæum

Printing Process:

- Print a document as you normally would. **If you want double-sided, be sure to select that under PROPERTIES.** (Only black & white, no color copies.)
- You will then receive the following message:



- Verify the number of *Pages* and the *Cost* of the print job.
- If you would like to continue, click **Print**; otherwise click **Cancel**.
- If you decided to **Print**, note the computer's name displayed on its front panel.
- At your convenience, go to the Circulation Desk.
Note: print jobs must be picked up the same day they are submitted.
- Request your pages by supplying the computer name as this will enable the Circulation Staff to quickly determine which job is yours.
- Pay for your pages, and the Circulation Staff will print out the job.

New Prices:

10¢ per single page

5¢ per side for double-sided pages

Examples: 1 single page = 10¢
2 single-sided pages = 20¢
3 single-sided pages = 30¢

1 page double-sided = 10¢
2 pages double-sided = 10¢
3 pages double-sided = 15¢