

HOW TO PRINT

A4 Adobe

1. Open your document

2. Click "Print"

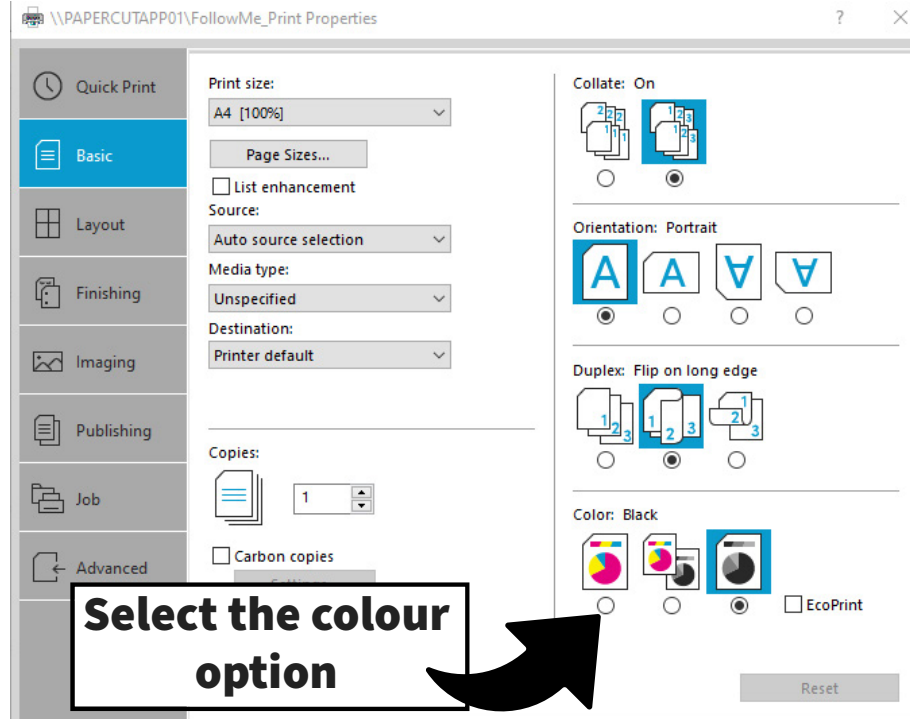
Hint: The print icon looks like this >



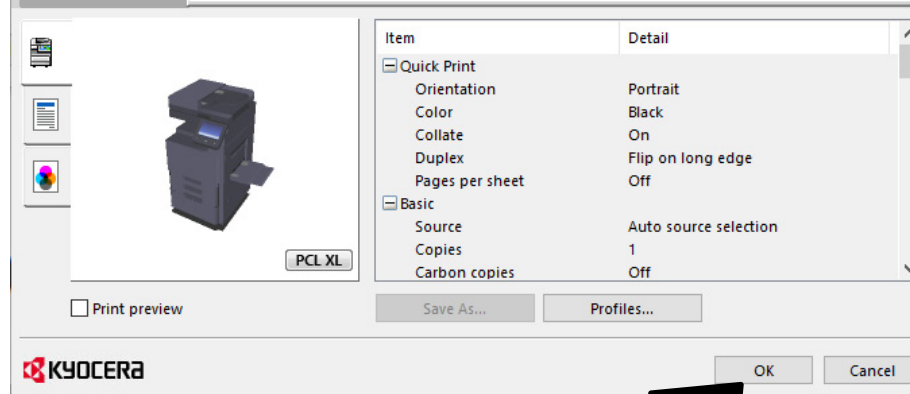
Or select "File" and then "Print"

3. Then select the following options:

The printer name is: FollowMe_Print



Select the colour option



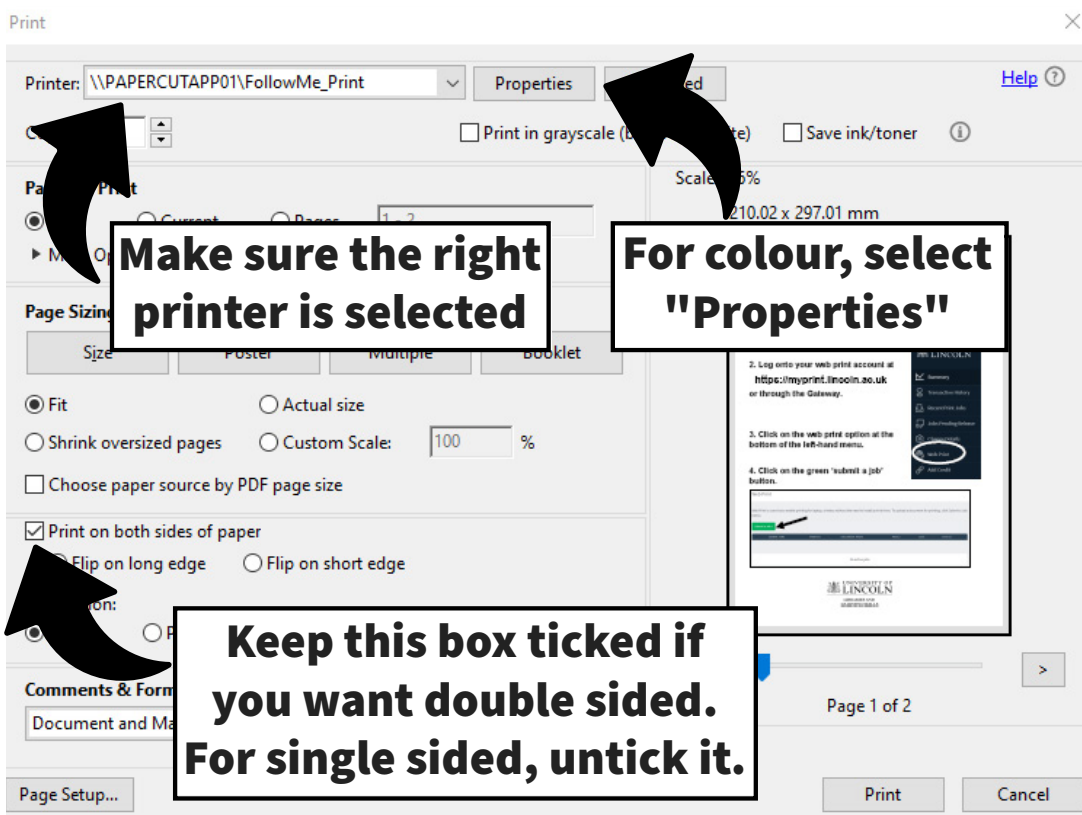
Click "Ok"

You are now ready to click "Print"



Collect your print at any printer. Log in to the printer using your student card or by manually typing your credentials.

Go to: myprint.lincoln.ac.uk to check your balance or top up



Make sure the right printer is selected

For colour, select "Properties"

Keep this box ticked if you want double sided. For single sided, untick it.