UK Electronic Legal Deposit Printing Guide

This guide <u>MUST</u> be followed to print UK eLD materials

UK eLD MATERIAL CAN <u>ONLY</u> BE ACCESSED:

- On Library PCs or laptops physically located in the Library
- Using the Firefox 🦊 or Edge **e** browsers
  (note: do ***not*** use the Chrome browser; this can cause issues for other users)

NOTE: If you are a Visiting Reader, you must have an active Datapac account to print UK eLD content. Guest accounts will not work.

TO START:

- **SEARCH** for materials using Stella Search (the TCD online catalogue) available on the Library homepage:
  https://www.tcd.ie/library

- **OPEN** books by clicking the link highlighted in the image below:

- Please note: each UK eLD book can only be viewed by **ONE USER AT A TIME**

UK eLD BOOKS COME IN ONE OF TWO FORMATS:
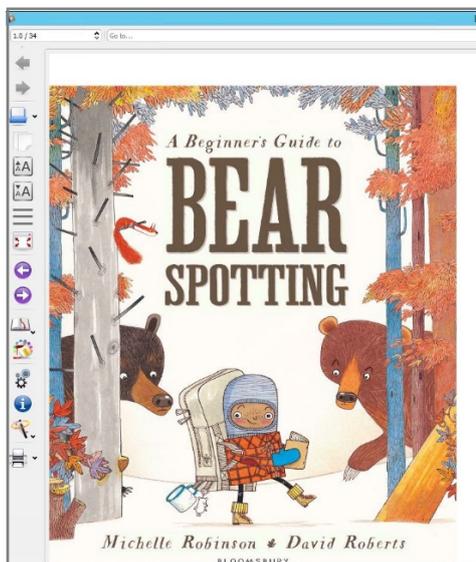
ePUB   **PDF**
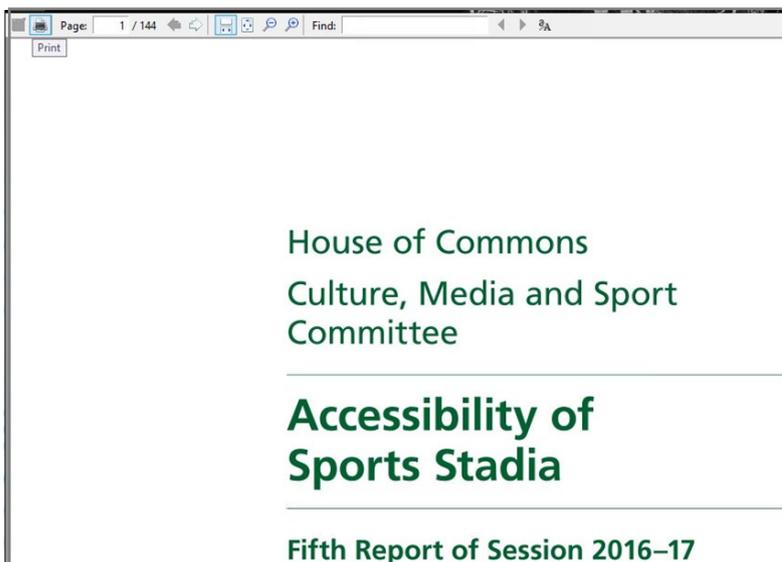
The procedure for printing UK eLD materials – especially ePUBs – is significantly different from standard printing procedures, <u>so you will need to follow the steps outlined below to the letter</u>. The instructions for printing PDF documents is covered later in this guide.

HOW TO PRINT ePUBs

1. **Select the <u>Print Preview</u> option (on the bottom left)**

    -   *Print Preview* is brought up by clicking the small arrow to the right of the *Print* icon

    -   You may need to first click an arrow at the very bottom to get the *Print* icon to display

Please note:
-   For large documents it can take several minutes to generate the preview. No progress bar will appear so please be patient. If there is an error, a dialogue box will appear.

-   The text on EPUBs can get bigger or smaller as the user wishes, or in response to the size of the screen. This means that the numbers at the top left above **DO NOT** correspond to the pages of the print version of the book, if one exists. This means they **CANNOT** be used to determine which pages are to be printed.

2. Work out which pages you want to print (using the arrow buttons at the top of the page)

- You will need to make a note of the page numbers highlighted in the circle below so that you can manually input those numbers at the next stage in the process

- *Print Preview* has been set so it formats the pages in a way that allows you to choose specific pages to print (e.g. the page displayed below matches the number in the highlighted box)
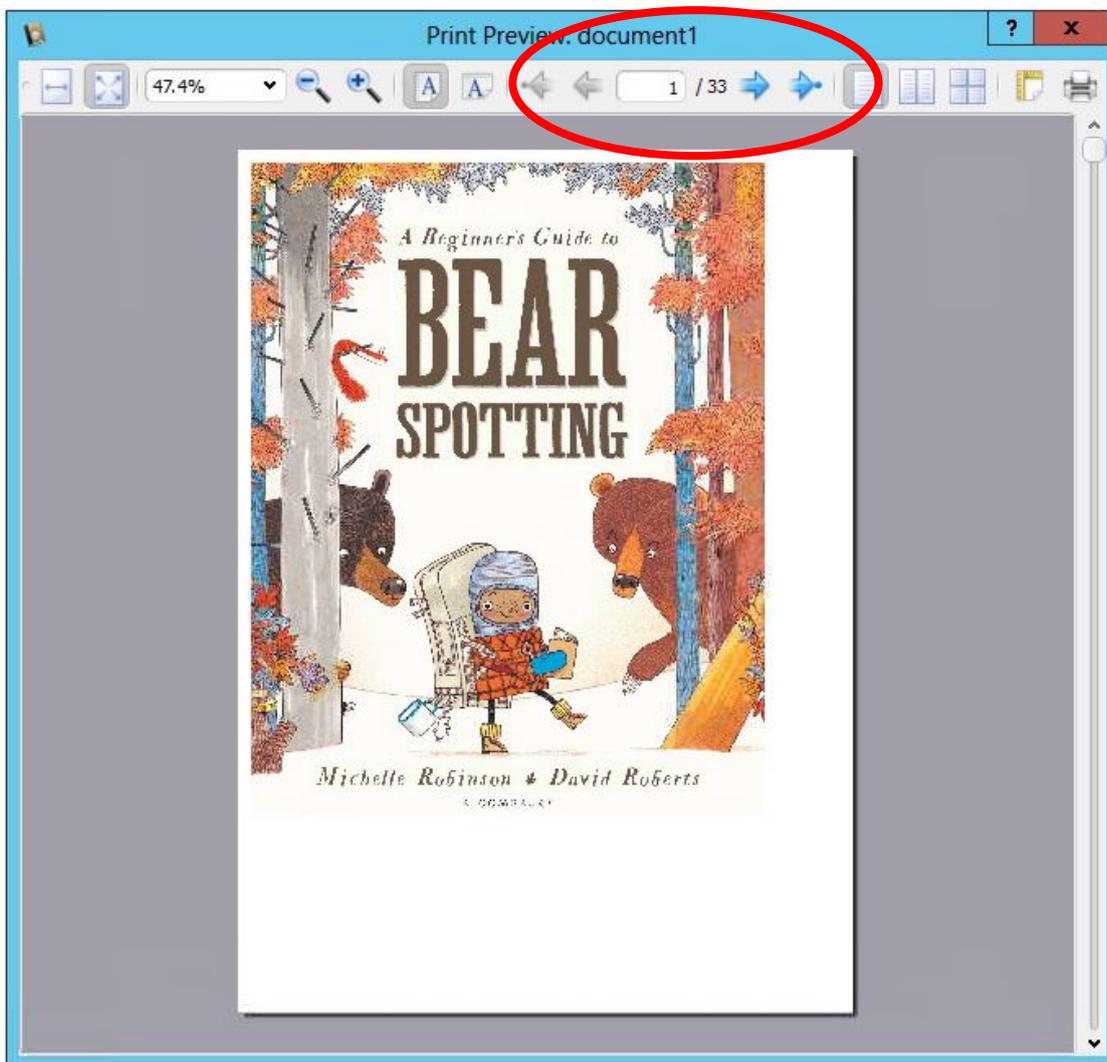
3. **Click on the _Print_ icon (top right…)**
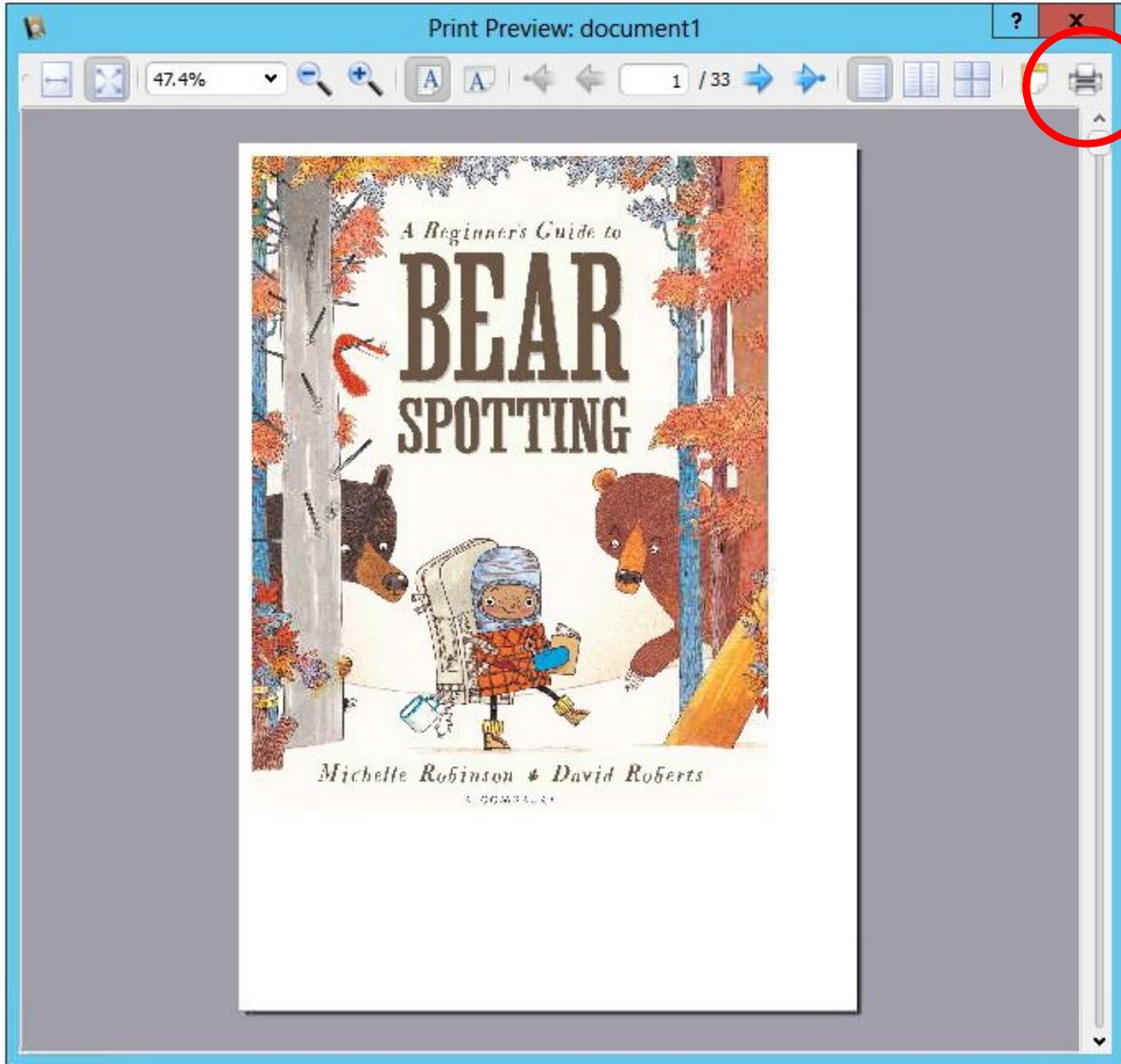
4. Enter the page numbers (i.e. the ones you noted from the *Print Preview* step)

- In the *Page Range* section, select the *Pages* option and then enter the specific page numbers you want to print (e.g. pages 5-6). Note, it is not possible to enter multiple page ranges for ePUBs (e.g. 1-3, 5-8)

  THIS IS VERY IMPORTANT – if you do not add specific page numbers you will end up printing out the whole book!

- Leave everything else in the Print box as it is
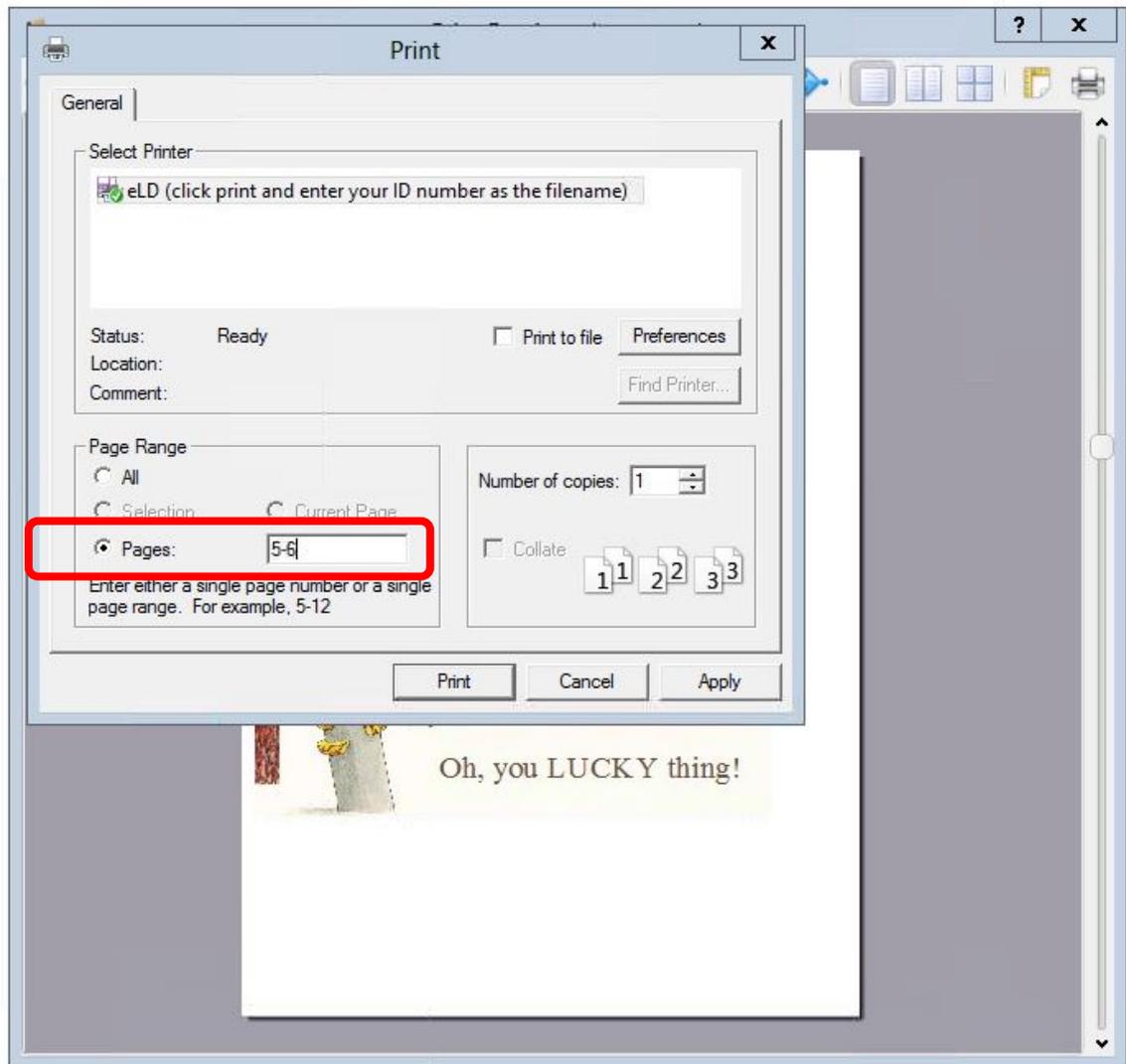
5. **Click *Print***
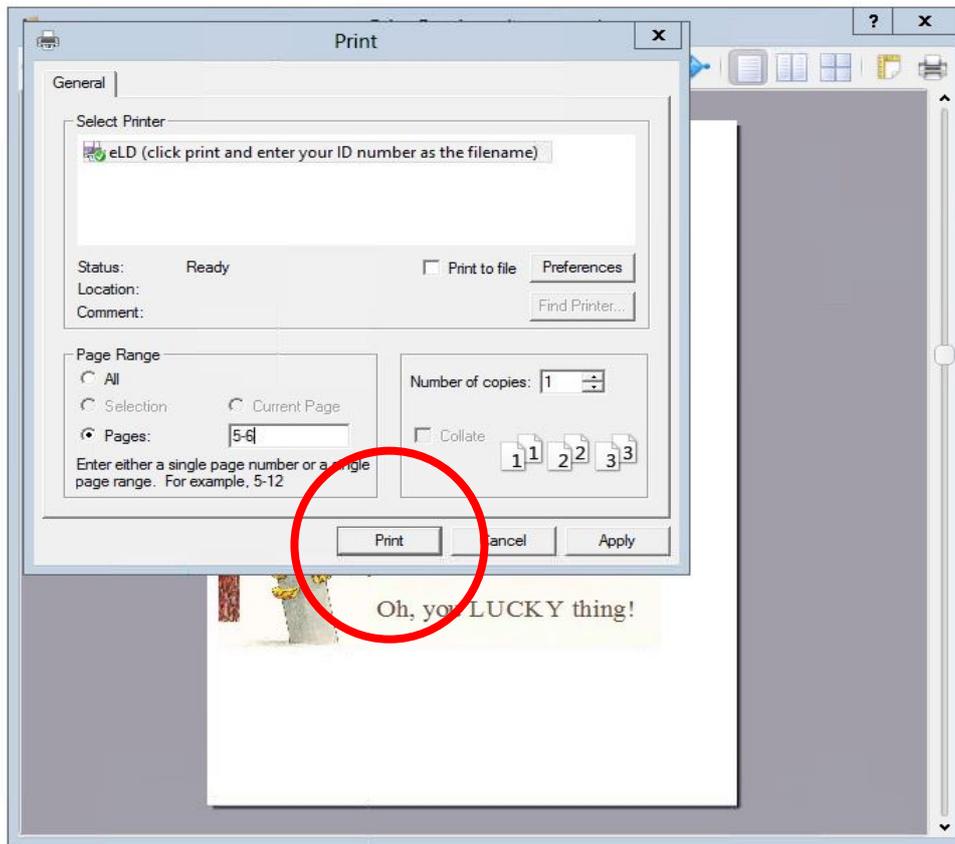
- The following page should appear (please note you may need to scroll up to reveal the full menu on the left hand side of the page):
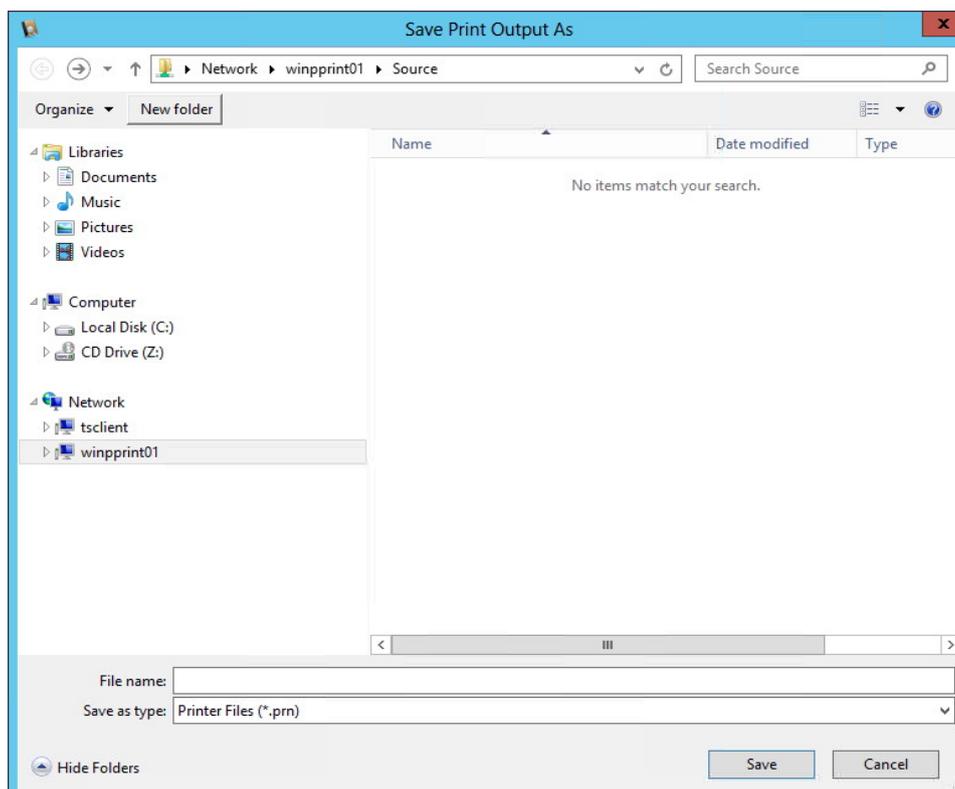
6. **Click _Documents_ and then double click the _EldUK Printing_ folder**

    - **DO NOT** enter any information in the *File name* field until you have completed this step!
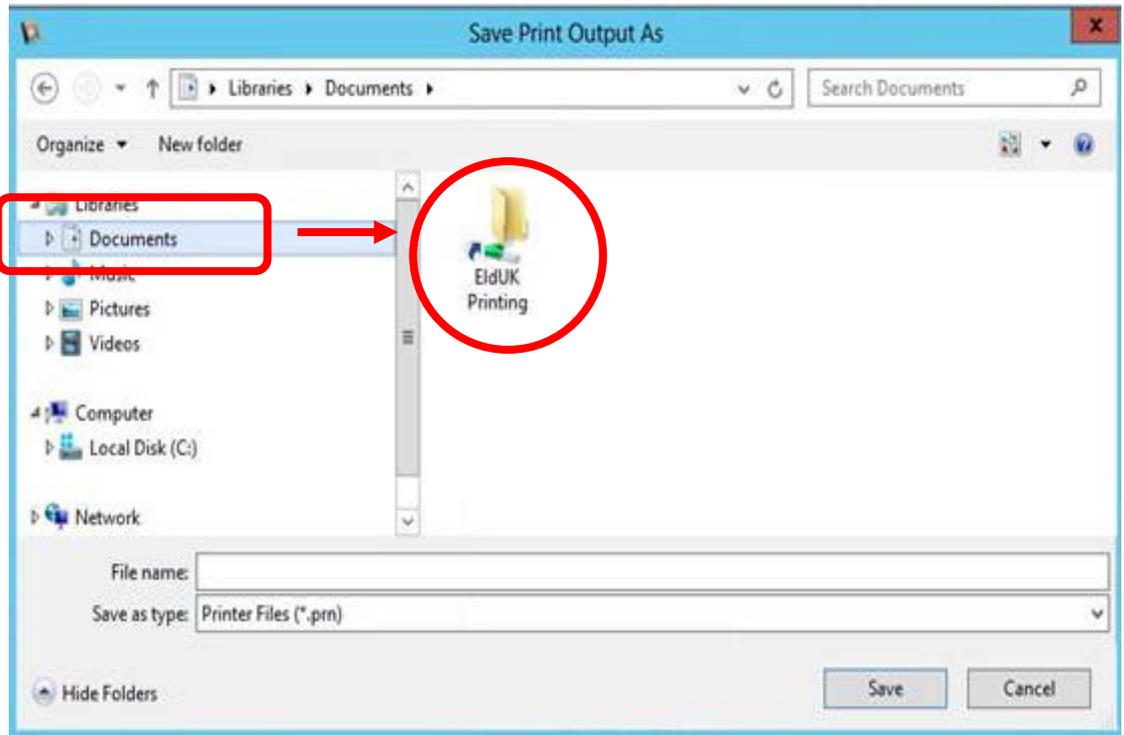
7. **Enter your Datapac Account Number in the _File Name_ box and then click _Save_**

   - Your Datapac Account Number will be one of the following:

     - Your 8 digit **student number** (if you are a registered student in TCD)
     - Your 8 digit **staff number** (if you are a registered member of staff in TCD)
     - Your 9 digit **Visiting Reader ID number** (if you are a registered Visiting Reader)

   - Once you have entered your Datapac Account Number and clicked _Save_, your print job will be sent to the online print queue where it will be stored for up to 24 hours until you release it at any Datapac printer

   - Please note: you will not see any notification to confirm that your print job has been sent to the online queue when you click _Save_
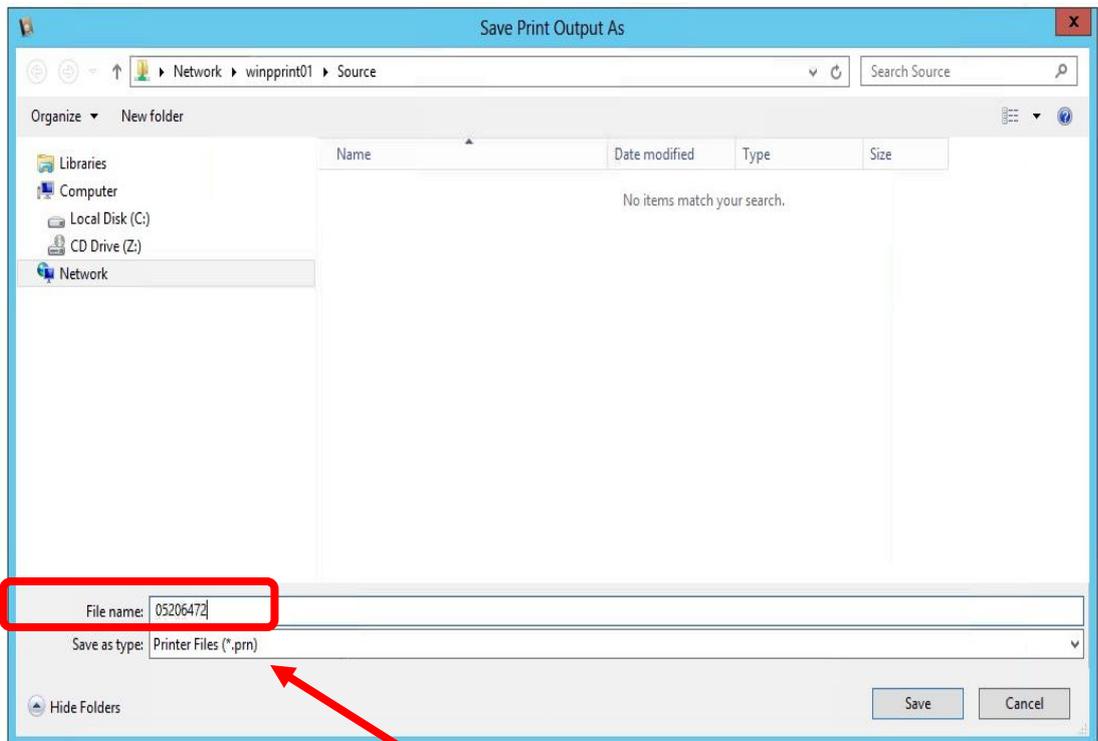
Don't change the "Save as type" field

8. **Go to any Datapac printer on campus, tap _Pull Print_ and login using your Datapac Account Number and PIN**
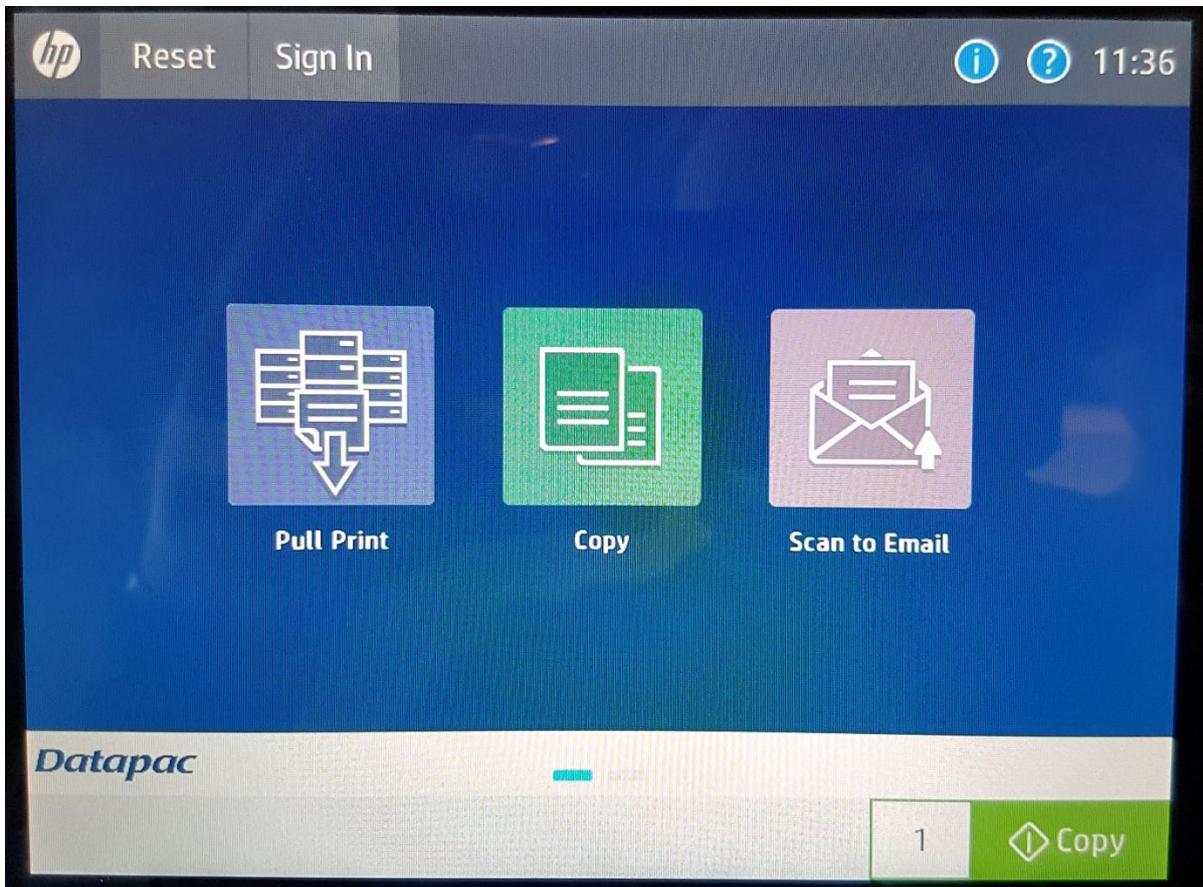
- Your document should be there waiting for you to be released for printing.

- And that's it! You can now print UK eLD EPUBs.

HOW TO PRINT PDFs

Printing PDF materials received via UK eLD is more straightforward than ePUBs as they are formatted in a way that means the page numbers on PDF documents correspond to the page numbers within the UK eLD interface. This effectively eliminates the need for the *Print Preview* step above (Step 1 on page 3).

To print a PDF:

1. **Click the Print icon**
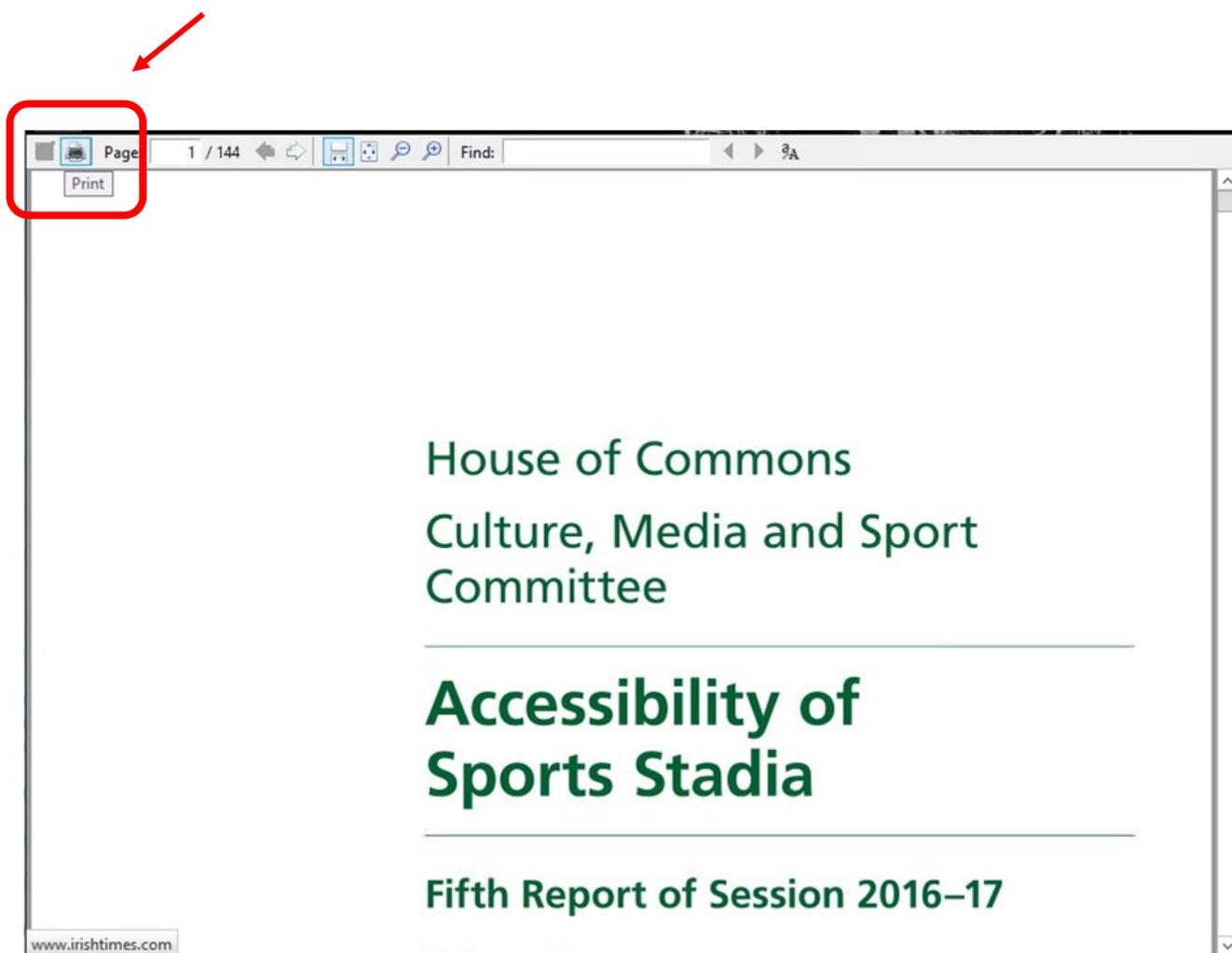
2. Enter the page(s) you want to print

- In the *Page Range* section, select the *Pages* option and then enter the specific page numbers you want to print (e.g. pages 5-6)

  THIS IS VERY IMPORTANT – if you do not add specific page numbers you will end up printing out the whole book!

- Leave everything else in the Print box as it is
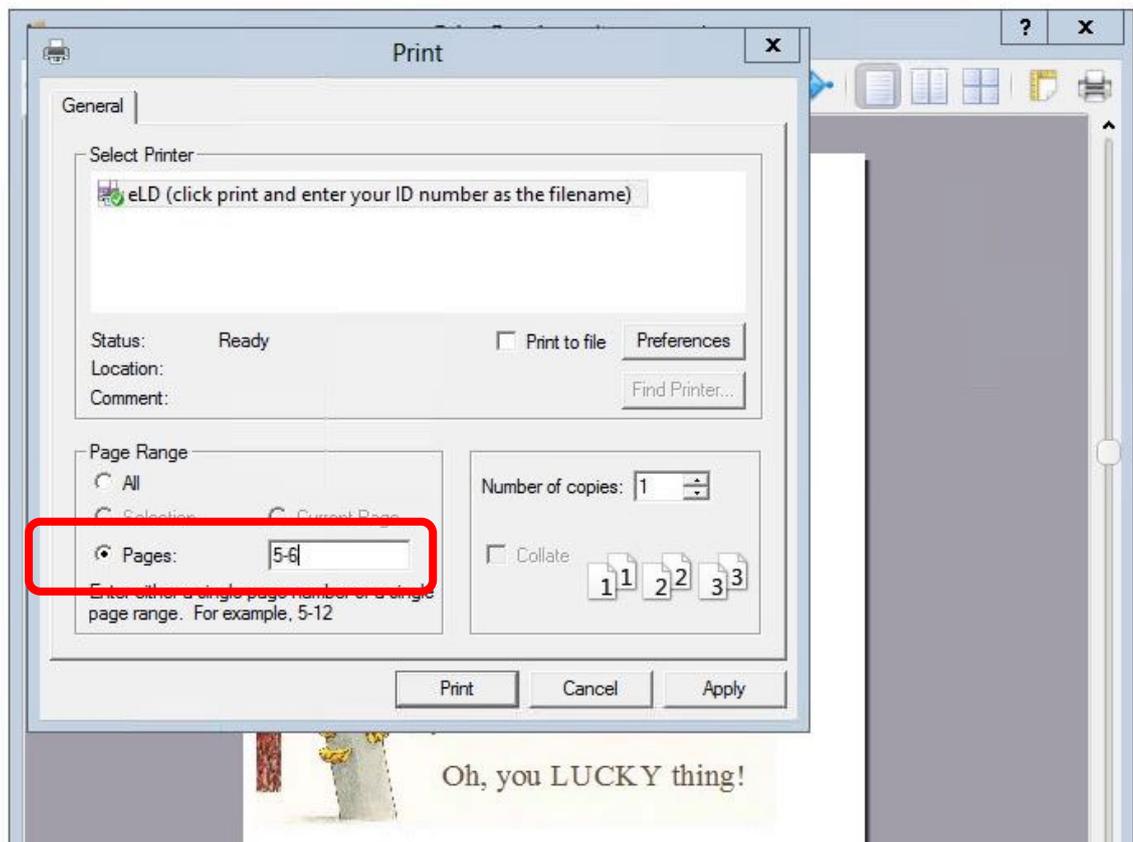
3. Follow the steps as above for ePUBs from Step 5 (page 7 above) – the process is identical from this point on.

That's it!