

## When Paperless is Not an Option

Course length: 1 Hour

Course type: Instructor led, hands-on learning

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### Course Details

Unsure if you know how to use the features of printers you are able to access or confused by when to use the KU Copy Center versus an off campus print shop?

This hands on workshop gives you a chance to learn how to duplex, set up book printing, create publications for different layouts (postcards, flyers or posters) and learn the options available for almost anything you may need to print.

Topics include:

- Printer setup & configuration
- Paper selection
- Application choice based on desired output
- Troubleshooting
- Multi-dimensional printing (3-D & 4-D)