HOW TO PRINT BIOLAB 1081L MANUAL AT CLERMONT COLLEGE:  

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Students of Biology Lab 1081L have been having trouble printing out the manual from the Biology website. Here are detailed instructions for printing (and binding) of the manual:

1) Go to Biology Main Page (http://biology.clc.uc.edu/)  
2) Click “Biology Courses”  
3) Click “S Biology Lab 1081L” (It may be in RED.)  
4) Highlight “Print PB” (at the top of the page), “Print 1081L” will appear.  
5) Click “Print 1081L”  
6) Click “Print Protocols” (In tan, just below the title)  
7) Click “PRINT THIS DOCUMENT” (in small BLUE print at the top of the page)  
8) Click “Properties”  
9) Click “Finishing” tab at the top of the page.  
10) Select Print Style: “2-sided Printing”  
11) Select Binding Location: “Short Edge (top)” (Just below Print Style.)  
12) Click “Quality”  
13) Select “Color Mode:” “Color” (if desired)  
14) Click “OK”  
15) Click “Print” (Ensure that you have 25 sheets of paper in the printer.)  

THEN...  

16) Carefully cut the packet in half (5.5 inches wide) (Most copy establishments (like Staples) will do this for about $1.50)  
17) Have the cut packet spiral bound (about $4.50) at most copy establishments, like Staples.)  

This manual should be brought to lab every day of the class.