How to Make an Enlarged Copy on the Copier

For Students who are Visually Impaired

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| Step 1: Obtain 11x17 paper.  A pack of white 11X17 paper | Step 2: Open the side to manually load.  A printer opened to the left side. |
| Step 3: Place paper on tray.  Hand placing a piece of paper in the printer tray | Step 4: Place original paper horizontally and face down on the copy bed.  Paper laid face down on a printer |
| Printer settings on a screen | Step 5:   1. Select the **“Reduce/Enlarge”** 2. Select **“bypass”** for paper size 3. Enter **135%** (you can select “number keys” to manually enter or use up/down arrows) |
| Step 6: Press “OK”  Printer screen with settings | Step 7: Check to ensure the page copied correctly.  A piece of paper recently copied |

\* Remember to reset the copier when you have finished.