

## How to do a Web Print

1. In your internet browser address bar (Chrome/ Internet Explorer/Mozilla), type in huprint:9191/app
2. At the PaperCut login in screen login using the same credentials that you would use to login into a school computer or to Moodle.
3. Once logged into PaperCut, select Web Print on the left side, second choice from the bottom, above Log out.
4. Select Submit a Job.
5. The Library is already selected for you on the select a printer screen. Click Print Options and Account Selection in the bottom right. **Note: Students who bring their own device and have to use the Web Print feature can only print to the Library printer in black and white. If you want to print something in color you would have to use one of four computers in Library near the silent work area room or use another student's computer.**
6. In options set the number of copies you wish to print. Then select upload documents in the bottom right
7. Click upload from computer on the Select documents to upload and print screen. Navigate to where the file is saved, select it and then click open. Next click Upload & Complete in the bottom right. **Note: Web print only accepts PDF version of files. See below for how to save or convert files to PDF**
8. The next screen will show you the status of your job. When it says finished you can pick up your job from the printer.

## Saving or converting files to PDF

### Google Docs and Google Sheets

To save a Google Doc or Google Sheet as a PDF, select File, then download as, and select PDF Document (.pdf). Your file will download right away and will be saved in your downloads folder of your computer.

### Microsoft Word/Excel/PowerPoint ect

With your Microsoft office file open go to File then select Save As. Name your file and then in the Save as type drop down menu select PDF.