How to Web Print for Google Docs

Good news! We CAN print from the Chromebooks to the Xerox machines! These steps also work for any other computer (and possibly phones).

Step One: NAME the document! (students usually forget this step)

If you click in the document name field, it will automatically put in the first lines of the document for you. It is a good idea to have one's NAME on the document.

Step Two: DOWNLOAD as a PDF (don't print...download)

***ONLY PDF** documents work for the web print process. Also picture files, but for Google Docs, only PDF.*

Step Three: open a new tab to print.sd33.bc.ca

Log in using the SCHOOL credentials (same as logging into a desktop computer), which means logging in with your STUDENT number (or staff username)

Step Four: Choose Web Print from the LH menu, and then click on Submit a Job >>

Step Five: Options - Number of Copies

*The first screen just verifies how many copies (**default is 1**) - change if necessary, then click on **3. Upload Documents >>***

Step Six: Upload from Computer (Upload saved PDF document)

Click on** "Upload from Computer" underneath the big box that says "**Drag files here**" because it is difficult to drag on a Chromebook...so click the upload option. **THEN, choose the file that you just downloaded.
*Once you see your file in the box, move the cursor over to the bottom RH corner and click on "**Upload & Complete.**"*

Step Seven: Release from Queue

You will see your file waiting there, with the status "Held in a queue" - click on that status message and it will change to "print/cancel".
Click on "print."

Step Eight: Choose a Printer

*Scroll **DOWN** - almost to the end of the screen - until you see the options for our school.*
There are FOUR that start with M038 - MSMS.
All the others are for different schools and you will NOT be able to pick up your printing if you make this mistake!
*Choose the **LIBRARY** option (see below)*

m038lss01\M038-Library-MP5054	M038 - MSMS	🖨 OK
m038lss01\M038-Office-MP6054	M038 - MSMS	🖨 OK
m038lss01\M038-UpperSouth-MP5054	M038 - MSMS	🖨 OK
m038lss01\M038-WestPod-MP5054	M038 - MSMS	🖨 OK

Step Nine: Go get your printing from the library!