

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) but **ONLY if connected to the school's wifi.**

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 own NAME in the document title.

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

ONLY PDF documents work for the web print process.

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

Login 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 menu, and then click on [Submit a Job >>](#)

Step Five: Select a Printer

Click on the FIRST choice: [papercut\SD33-PrintOnDemand \(virtual\)](#) - then click on 2. Print Options and Account Selection >>

Step Six: OPTIONS

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

Step Seven: 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 (scroll down if necessary) and click on "Upload & Complete."

Step Eight: Release from Queue

First it will say "rendering document" and then 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 Nine: Choose a Printer

Scroll DOWN - almost to the end of the screen - until you see the options for our school.

There are FIVE 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-North-MP5054	M038 - MSMS	 OK
m038lss01\M038-Office-MPC4504ex	M038 - MSMS	 OK
m038lss01\M038-UpperSouth-MP6054	M038 - MSMS	 OK
m038lss01\M038-WestPod-MP5054	M038 - MSMS	 OK

Step Ten: Go get your printing from the library!