

# WEB-BASED PRINTING

1. Go to <https://shadygrove.umd.edu/usgprinting> and enter your USG Logon ID.
2. Select the "**Web Print**" link in the left navigation bar.



3. To submit a print job click on the "**Submit a Job**".

Submit a Job »

4. Choose a desired "**Printer**" that you want to print and click on "**Print Options and Account Selection**".

2. Print Options and Account Selection »

5. Click on the green "**Upload Documents**" button to upload a file.

3. Upload Documents »

6. To finish the job click on "**Upload & Complete**"

7. Web-Based Printing supports the following formats:

Microsoft Excel xlam, xls, xlsb, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff