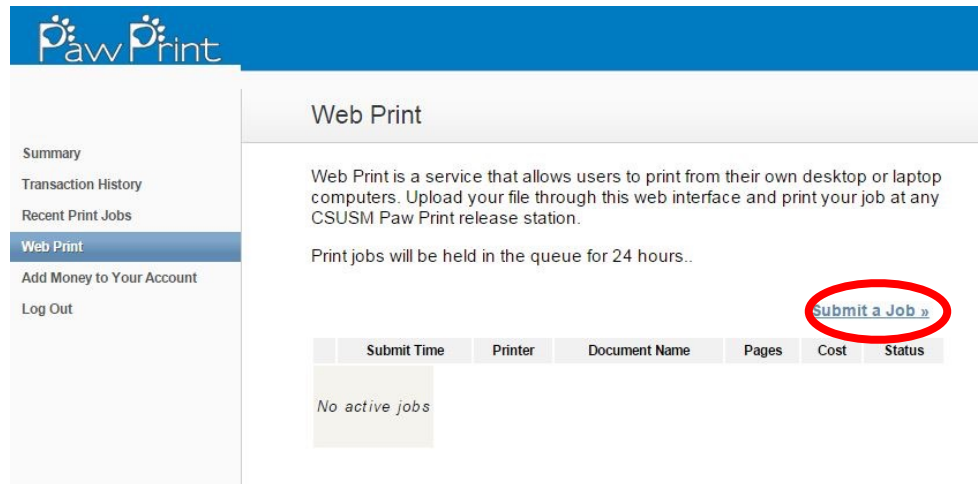


Printing from UVA, QUAD and Personal Devices to Paw Print

Now you can print from the UVA and Quad without using a print card. To do so just follow these instructions:

1. Go to the Paw Print webpage: <http://pawprint.csusm.edu>
2. Log in with your campus username and password
3. To print a file, go to the "Web Print" tab
4. Click on "Submit a Job"



5. You will need to select the type of printer you want to use: black/white or color
 - a. If you're printing black and white, select **"print4csusm"** (12 cents per page)
 - b. If you're printing in color, select **"print4csusmColor"** (25 cents per page)
6. Type the amount of copies you want to print and click on "Upload Documents"
7. There are two options to submitting a file:
 - a. Click and drag your file to the box saying "Drag files here" or select "Upload from computer" and find the location where your file is located.

****Keep in mind, you will ONLY be able to print the following types of files****

Application / File Type	File Extension(s)
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
PDF	pdf
XPS	xps

8. Once you have submitted your file, you will be able to see it in the gray box.
 - a. You can print multiple files during the same submission.
9. Select "Upload & Complete"
10. You will see your files and the cost of printing. The status should be "Held in a queue"
11. At this point you can go to the UVA or Quad Paw Print stations to print your job.
(If you chose to print in color, you will need to go to a station that has a color printer)