Pay for Print System ePRINTit and using File/Print to Upload to Your ePRINTit Account when using Windows OS

Note: File/Print allows you to select only the pages you want to print.

Step by Step Instructions

1. Create or open and view the document you want to print.

2. Next, go to the *File* menu and select **Print.**

3. When the *Print* window appears, select **ePrintIt**. You may now choose which pages you want to print and upload to your ePRINTit account for printing. Then click on the **Print** button.

4. In a few seconds *(you need to be patient)*, the **ePRINTit** window will appear. Review the document to make sure this is what you want to print and then click on **Approve Job** to upload. Otherwise click on **Cancel Job**. Use either the **arrows** or the **scroll bar** to look through the pages in your document.

5. In the window that appears, enter your *CWID* in the field next to **Student ID**. Enter the password you set up for your *ePRINTit* account in the field next to **Password**. In the field next to **Document Name**, you may replace the default file name with whatever file name you want. However, please note, **some characters are not acceptable in file names such as: quotes: single (') and double (") */ \ ! & #% [ ]( ) + ~ $**

Only one period (.) is allowed in a file name, just before the extension file type.
   Example: FHmap.PDF

Note: The minimum number of Characters required in a file name is: 2. When the file name is less than 5 characters the upload process adds 'xxx' to the file name.

You <u>do not</u> need to enter an *Email* address.

Please note, each file name must be unique. If you upload the same file name as what already exists in your eprintit account, it will be overwritten.

Now click on the **Next** button.

6. The *upload status bar* appears next.

7. When the *upload is complete,* click on the **Close** button at the bottom right.

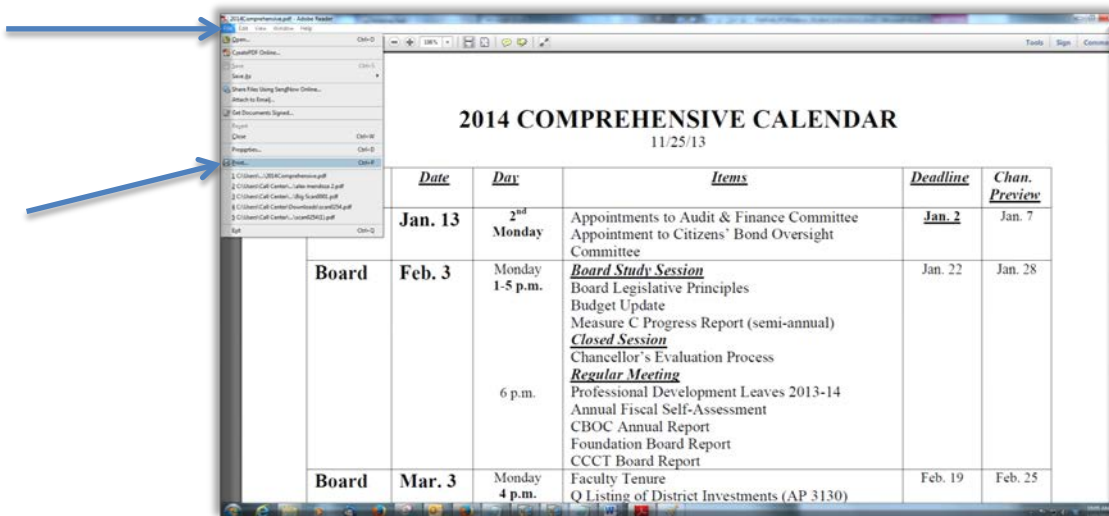8. Your document will be available for printing shortly.

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Instructions with Images

1. Create or open and view the document you want to print. The example below shows an existing PDF document using Adobe Reader.
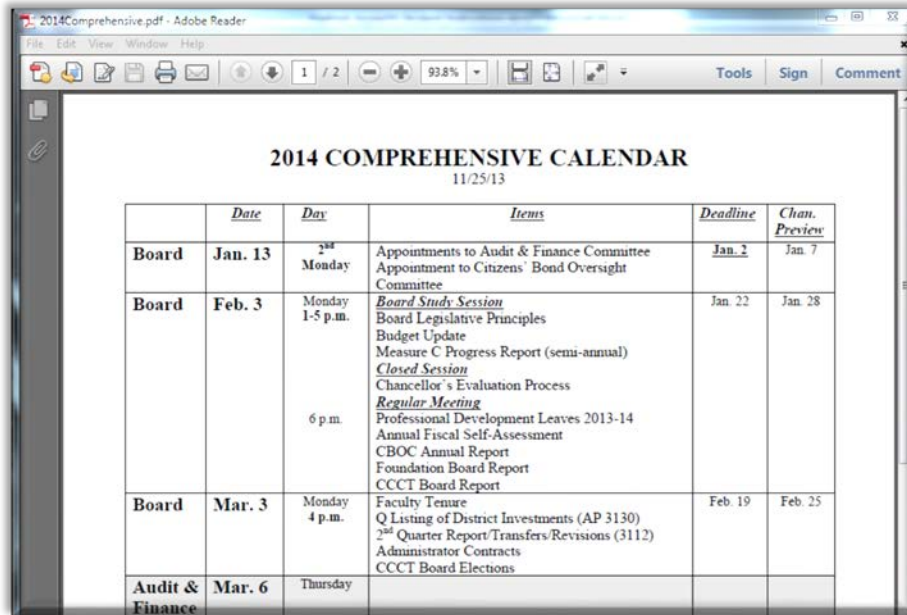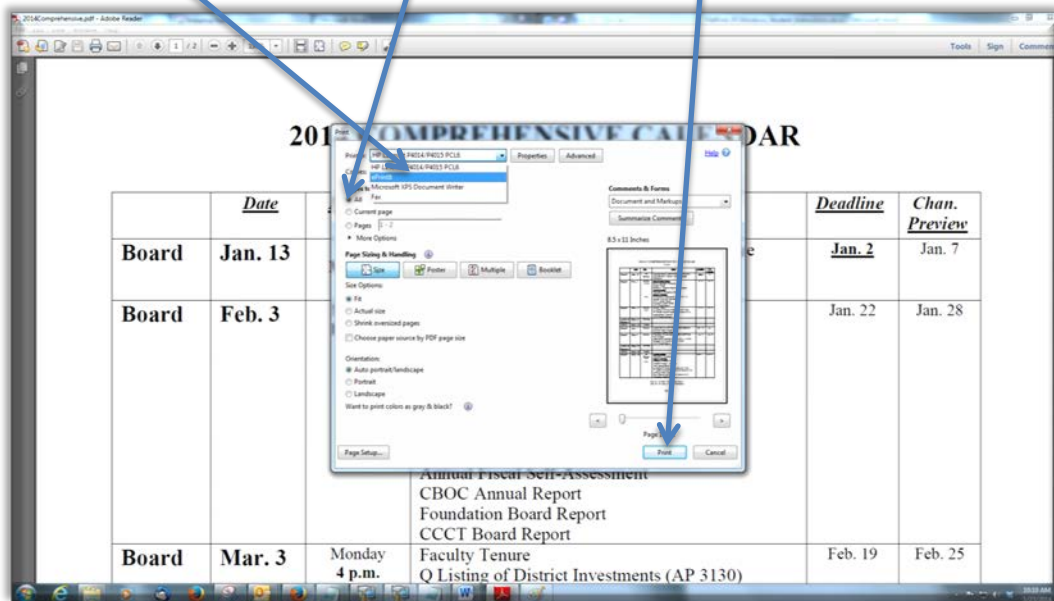

2. Next, go to the *File* menu and select **Print.**

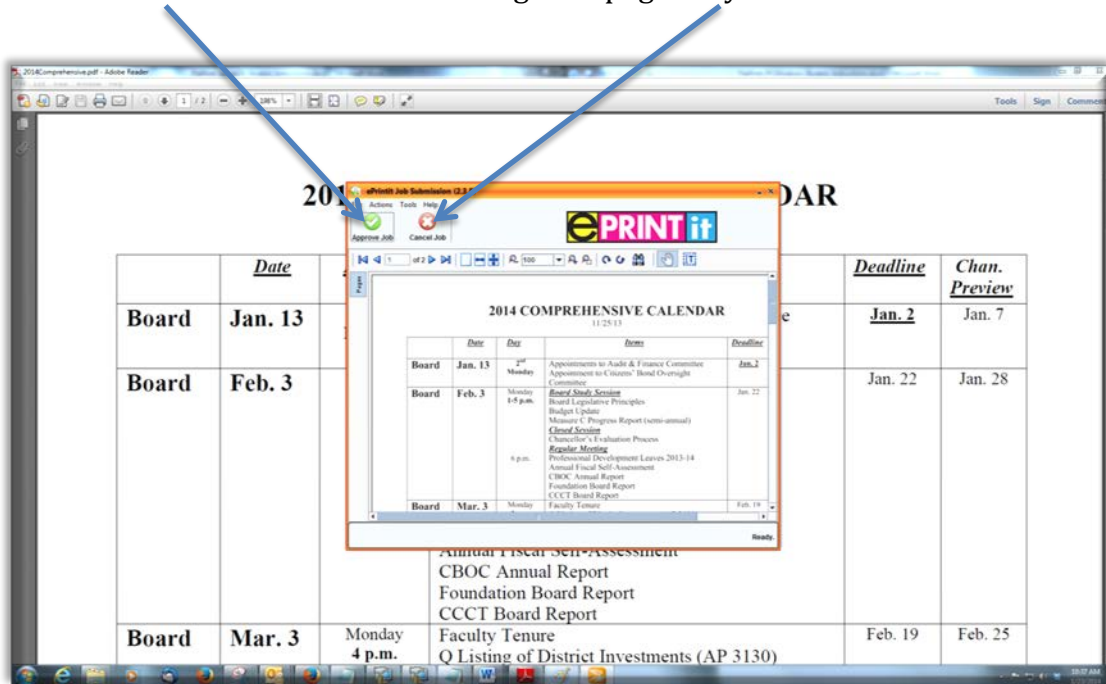# Pay for Print System ePRINTit and using File/Print to Upload to Your ePRINTit Account when using Windows OS

3. When the *Print* window appears, under the printer drop down menu select **ePrintIt**, you may now choose which pages you want to upload to your ePRINTit account for printing. Then click on the **Print** button.

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4. In a few seconds (you need to be patient), the **ePRINTit** window will appear. See below. Review the document to make sure this is what you want to print and then click on **Approve Job** to upload. Otherwise click on **Cancel Job**. Use either the **arrows** or the **scroll bar** to look through the pages in your document.

5. In the window that appears, enter your CWID in the field next to **Student ID**. Enter the password you set up for your ePRINTit account in the field next to **Password**. In the field next to **Document Name**, you may replace the default file name with whatever file name you want. However, please note, some characters are not acceptable in file names such as:

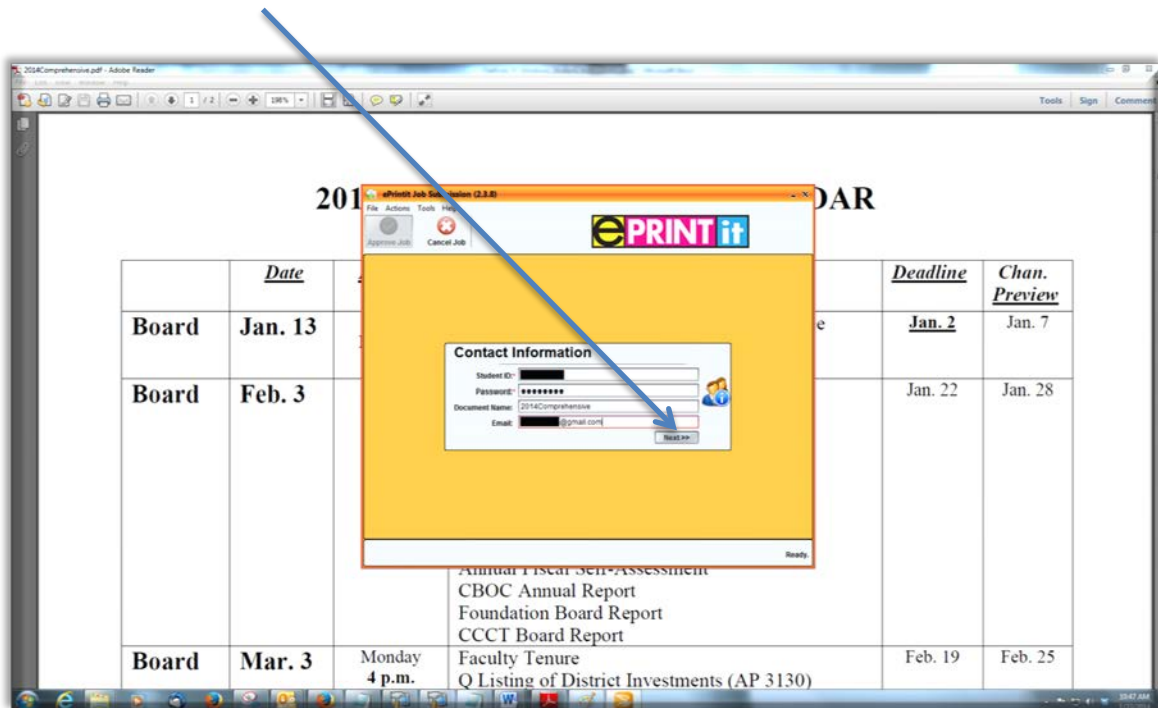**quotes: single (') and double (") */ \ ! & #% [ ]( ) + ~ $**

Only one period (.) is allowed in a file name, just before the extension file type. *Example: FHmap.PDF*

Note: The minimum number of Characters required in a file name is: 2. When the file name is less than 5 characters the upload process adds 'xxx' to the file name.

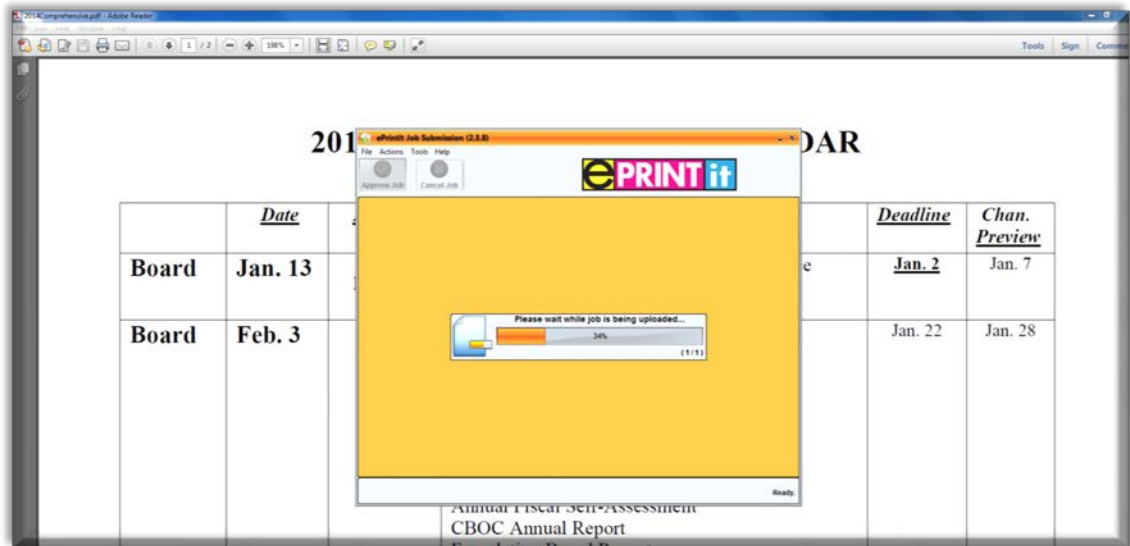You <u>do not</u> need to enter an ***Email*** address.

Please note, each file name must be unique. If you upload the same file name as what already exists in your eprintit account, it will be overwritten.
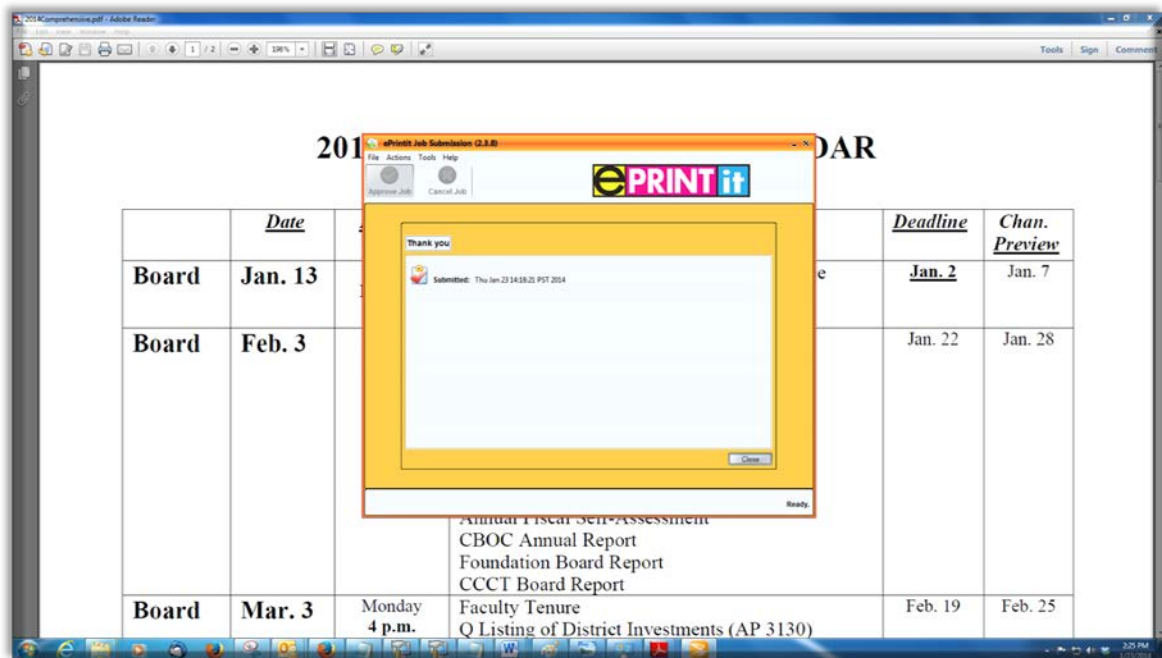
Now click on the **Next** button.

6. The image below shows the *upload status bar* that appears next.

7. When the *upload* is complete, the following will appear. Click on the **Close** button at the bottom right.

8. Your document will be available for printing shortly.