How Library Stuff Works Videos: How to Print

Have something you need to print? Don't worry, it's easy!

Before you can print, you need to load money on your 'PrintSmart' account.

Go to the library website, and scroll down to 'Print/Copy/Scan' under Popular Links.

From here select 'Visit Printsmart'

On the next page click 'Log in to PrintSmart' and use your Mac ID to log in.

Once you're logged in, select 'Add funds' from the left sidebar.

You can add value to your PrintSmart account from any computing device, using debit or credit cards, in five, ten, twenty or fifty dollar increments.

If you don't have a debit or credit card from a major institution, talk to the Mills service desk staff to learn about your printing options.

When printing from a computer in the library, prepare your print job as you would normally.

Make sure you've checked your print options to ensure all settings are correct.

You will be asked for your Printsmart credentials: Your MacID and password.

A pop-up will appear which will show the description and costs associated with your print job.

Assuming they are correct, click print.

Then go to any public photocopier and log into the machine, either by typing your Mac

ID and password, or by swiping your student card.

Then highlight your print job.

Click print.

Your job is now printing.

When you`re done, remember to log out.

To print from a personal computer, such as your laptop, you must first save your document as a PDF.

Sign into PrintSmart, and go to 'Web Print.'

Select 'Submit a Job.'

Then select black and white or colour printing.

Click print options and account selection in the bottom right corner.

Input the number of copies you want and make sure 'Charge to my personal account' is selected.

Click the upload documents button in the bottom right corner.

Upload your document and click 'Upload and complete'.

Then go to any public photocopier, and retrieve your print job following the same steps.

Congratulations!

Now that your account is set up you can copy, print or scan at any of the public photocopiers in the libraries, the Mary Keyes residence, the Commons building, or the Ron Joyce Centre.