

# How to Print on Web Print

**Note:** At the moment, specific pages cannot be printed through Web Print directly without printing the whole document. For example, you cannot print only 3-5 pages of a 10 page document directly. To get around this issue, please save the specific pages you want to print in a separate document, upload that document to Web Print and then print.

This issue is being addressed with the vendor.

## Quick Access

[Instructions for printing through Web Print](#)

[Printing Tips](#)

## Instructions for printing through Web Print

### Step 1

Launch a web browser and go to <https://print.ryerson.ca>

### Step 2

Log on using your torontomu username and password.

### Step 3

Click **Web Print**.

Enter your my.ryerson.ca username and password to begin

Username

Password

Language English

Log in

## Step 4

Click **Submit a Job**.

The screenshot shows the 'Web Print' service interface. On the left, a sidebar menu includes 'Summary', 'Transaction History', 'Recent Print Jobs', 'Web Print' (which is highlighted in blue), and 'Log Out'. The main content area is titled 'Web Print' and contains a brief description: 'Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.' Below the description is a table with columns: 'Submit Time', 'Printer', 'Document Name', 'Pages', 'Cost', and 'Status'. A red circle highlights the 'Submit a Job »' button in the top right corner of this table. Below the table, a message says 'No active jobs'.

## Step 5

Select a printer.

The screenshot shows a 'Select a printer' page. At the top, there are three tabs: '1. Printer' (which is selected and highlighted in green), '2. Options', and '3. Upload'. Below the tabs, a section titled 'Select a printer:' contains a 'Quick Find:' input field and a 'Find Printer' button. The main list area has two columns: 'Printer Name' and 'Location/Department'. Three printer options are listed: 'acps-03B&W Printer (Duplex) - Web Print (virtual)', 'acps-03B&W Printer (Single Sided) - Web Print (virtual)', and 'acps-03Colour Printer - Web Print (virtual)'. At the bottom, there are two buttons: '« Back to Active Jobs' and '2. Print Options and Account Selection »'.

**Note:** The application does not require you to choose a specific computer lab. Once you send your print job, it will be available in every self-serve printer.

Click **Option 2. Print Options and Account Selection** and confirm the number of **Copies** you wish to print.

1. Printer   2. Options   3. Upload

Options

Copies: 1

« 1. Printer Selection   3. Upload Documents »

## Step 6

Click **Upload Document**.

## Step 7

Click **Browse** and select the file you wish to upload and print. The file must be saved in one of the supported file formats.

1. Printer   2. Options   3. Upload

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsx, xlsm, xltm, xltx
Microsoft PowerPoint	pot, potm, potx, pprm, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf

« 2. Print Options   Upload & Complete »

## Step 8

Click **Upload and Complete** to send the selected document to the printer. After a few seconds you should see “Your document was successfully submitted.”

## Step 9

Go to a self-serve release station to print out your documents.

Print jobs are held by the system for two hours. If they have not been released after this time they will be deleted.

## Printing Tips

- Specific pages from a document **cannot** be printed using Web Print. For example you cannot print only pages 4–7 of a 12 page document.
  - Workaround: Save the specific pages to a separate document and upload to it to Web Print.
- If you need to print an article from a Library databases, select the **Download as PDF** option if available. If that is not available, download the document as full text or as a Word document if possible. As a final option, you can highlight all the text, and copy and paste the content into a Word document for printing.