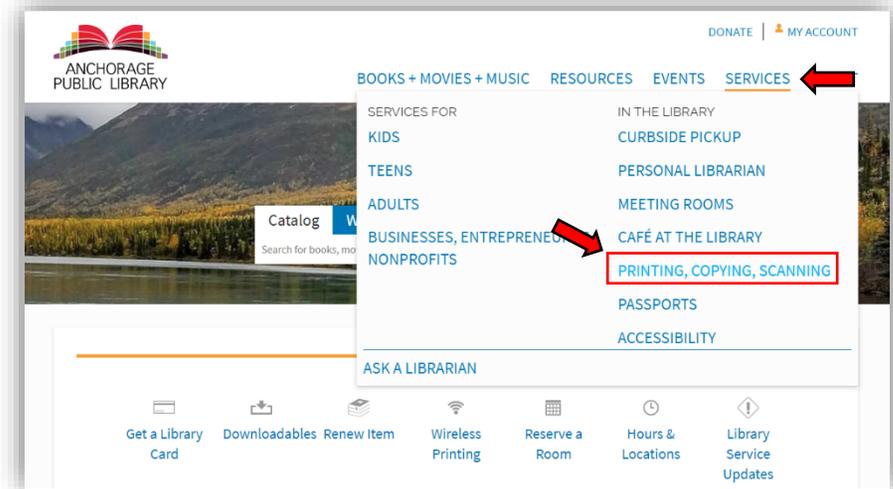# PRINTING HOW-TO: Web Printing from a Computer

Step 1:

From the home page, *www.anchoragelibrary.org*, use the drop-down menu under **SERVICES** and click on **PRINTING, COPYING, SCANNING**.

Step 2:

Click on **wireless printing instructions** to reach the prining links.
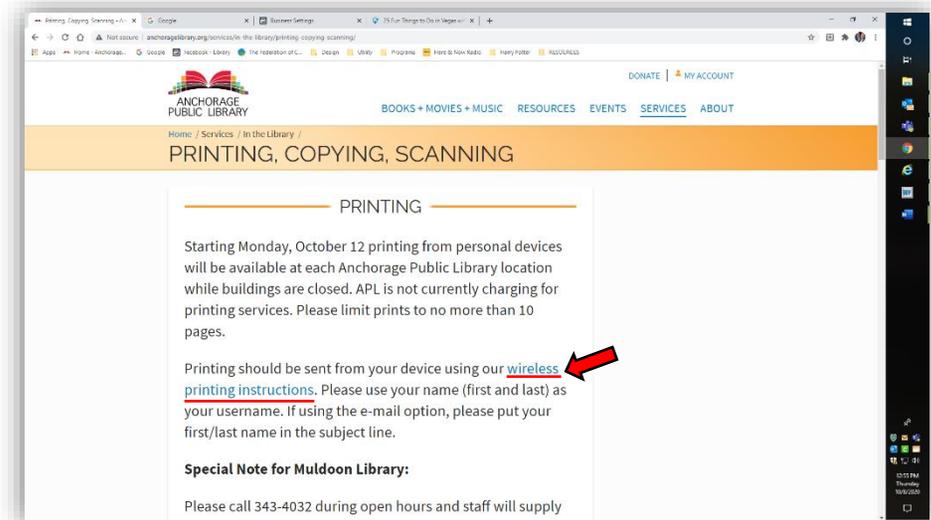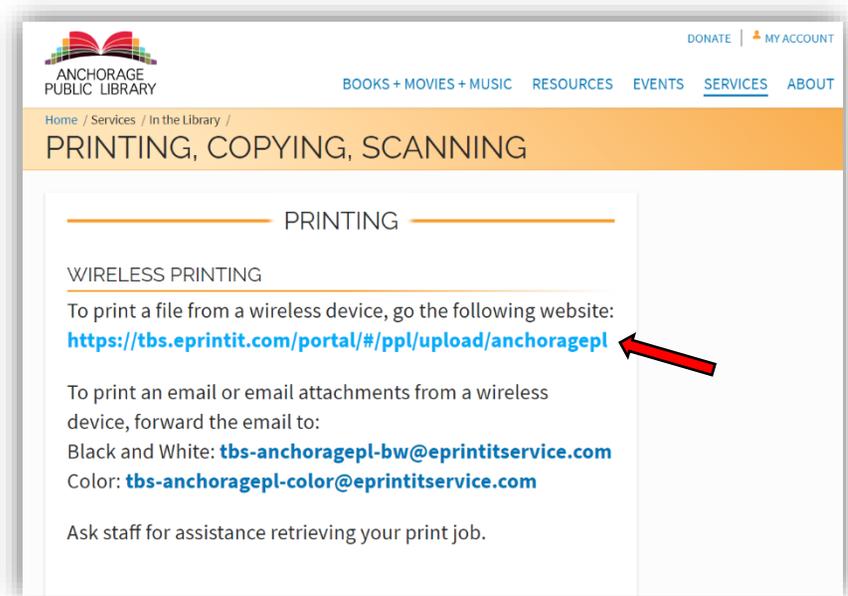
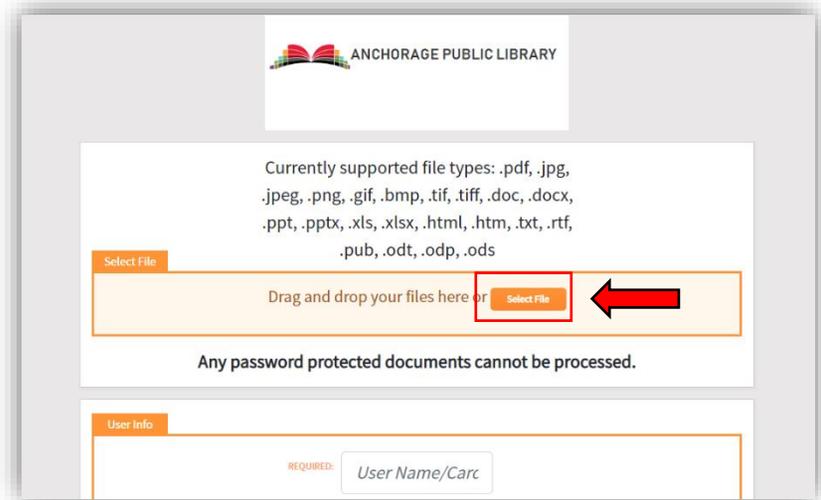# PRINTING HOW-TO: Web Printing from a Computer

Step 3:

Click on the link at the top of the printing page.
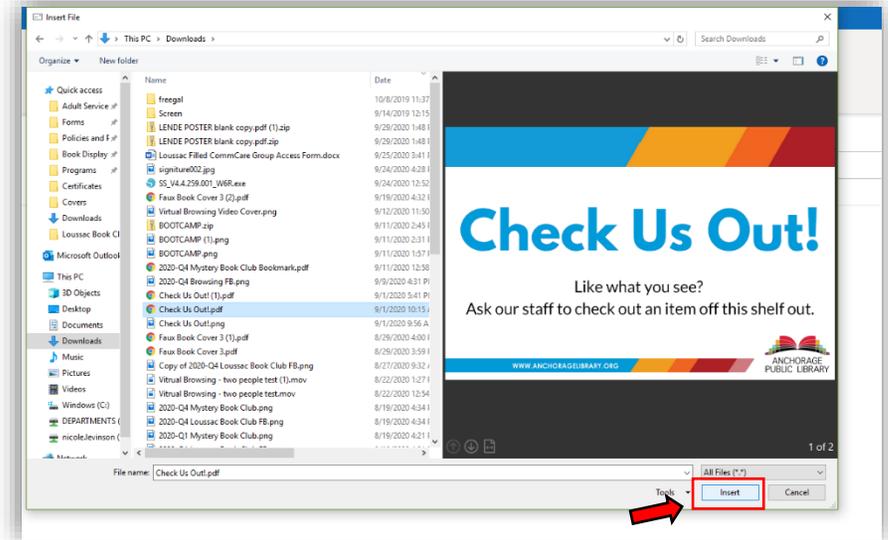

Step 4:

Select the orange **Select File** button.

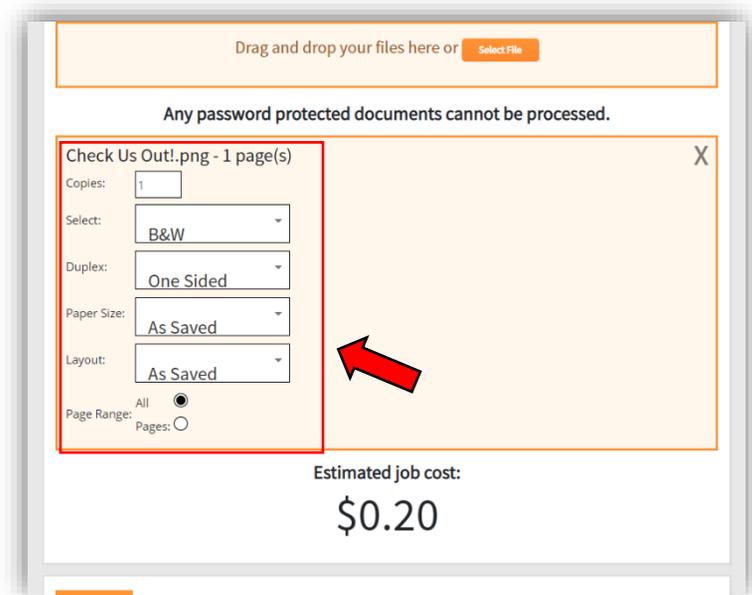# PRINTING HOW-TO: Web Printing from a Computer

Step 5:

Select the file which you want to print and click **Insert** or **Attach**.

Step 6:

Use the drop downs in the next section to adjust your number of copies or ink selection.

PRINTING HOW-TO: Web Printing from a Computer

Step 7:

Type your first and last name in the **NAME** field as well as the Location Code for where yuou would like to pick up your print job.

> Loussac Library – LL
> Muldoon Library – MD
> Mountain View Library – MV
> Chugiak Eagleriver – CE
> Gerrish Girdwood - GR

You may choose to enter additional information but your name is required.

Step 8:

Check to make sure all of the information you entered is correct and press **Submit**.

PRINTING HOW-TO: Web Printing from a Computer

Step 9:

You will receive a confirmation in a pop up. Follow the library protocol as posted on the APL website for retrieving your print job.