

Instructions for printing from personally owned laptop

- Open your web browser to <https://printing.canton.edu>
- Login with NetID (Username) & Password
- Click on Web Print – located in column on left of screen
- Click on Submit a Job
- Select printer in Southworth Library
- Click on Print Options and Account Selection located in lower right of screen
- Click on Upload Documents located in lower right of screen
- Document can be ‘dragged’ to print area or ‘uploaded’ from computer
- Click on Upload & Complete in lower right of screen
- Log Out of Web Print when done

These file types are allowed from Web Print:

- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- .pdf (portable document format)