

Welcome to the TWU Library tutorial: How to use GoPrint

Where are GoPrint stations?

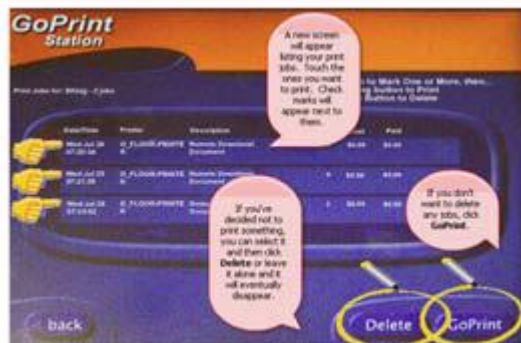
- Children's Library, Ground Floor
- Reference/Information Area, 1st Floor
- By the Woman's Collection, 2nd Floor

Using GoPrint

- From the computer station, go to File menu and select Print. Make sure your document will print out the way you want it to (e.g., landscape or portrait, etc.)
- Make any adjustments that you need to make, then click Print.
- Print out as many documents as you need, they will be saved for you to print all at once.
- Go to one of the GoPrint stations.
- Find your Portal user name on the screen. Make sure to choose the right user id. Touch your user id on the screen:



- A new screen will appear listing your print jobs. Touch the ones you want to print. Check marks will appear next to them. If you've decided not to print something, you can select it and then click Delete or leave it alone and it will eventually disappear. If you don't want to delete any jobs, click GoPrint.



- Now you are ready to print. Press the *Touch Here to Confirm and Start the Printing* button. Your items will print on one of the nearby printers. Remember, you can use the back button at any time during the process.



Still have questions?
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