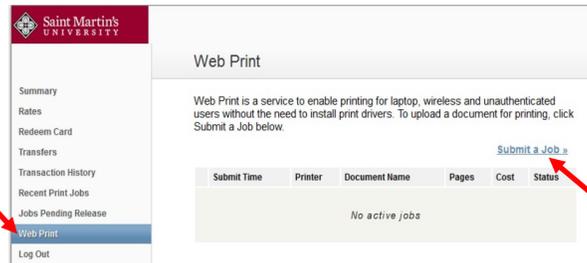# Webprint From your Personal Computer

Step 1. Save document on your computer

Step 2. Go to **print.stmartin.edu**

Step 3. Sign-in using your Saint Martin's user name and password (same as email and Moodle)

Step 4. Select Web Print

Step 5. Click **Submit a Job**

Step 6. Select
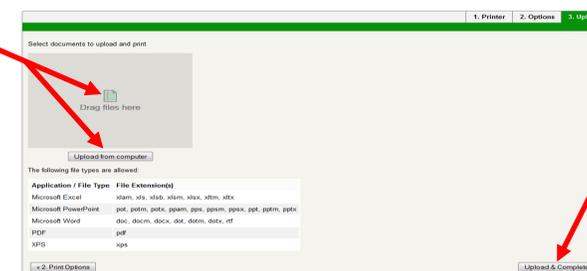color (**ps\Color Queue**)
or
black and white
(**ps\BW Queue**)

Step 7. Click on
Print Options and Account Selection

Step 8. Enter the number of copies you want

Step 9. Click on
Upload Documents

Step 10. Click on
Upload from Computer or
Drag your document to the
"**Drag File Here**" section

Step 11. Then click on,
Upload and Complete

Step 12. Go to **any Printer on Saint Martin's campus**

Step 13. **Log-in to your account or scan your ID card,** and print your document.

KEEP CALM and PRINT ON!

Webprint allowed file types:

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, PDFs, and XPSs.

Printing Prices:

B&W: $0.03 per page

Color: $0.10 per page