

Scan this for video instructions



## Student Printing @ Prespatou on a MAC

[http://www.prespatou.prn.bc.ca/?page\\_id=379](http://www.prespatou.prn.bc.ca/?page_id=379)

To Print a document at Prespatou do the following

In the program you want to print from select *File > Print*

Select the PDF button in the lower left hand of the print dialogue

Select Save as PDF...

Save the PDF with a meaningful name in a place you can easily find it

In a web browser go to the address below

**[s06dc.sd60.prn.bc.ca:9191/app](http://s06dc.sd60.prn.bc.ca:9191/app)**

Login with your District Wide Login account (usually firstname.lastname and student #)

Click on *Web Print* in the left hand menu

Click on the *Submit a Job >>*

Use the radio button to select your printer

Click on the *2. Print Options and Account Selection >>*

Click on the *3. Upload Document >>*

Click on the *Choose File* button and select your PDF document.

Click on *Upload & Complete >>* which will submit your job for printing.

Click on *Log Out* in the left hand menu if you are done printing

Pick up your print job!

Please check with your teachers on electronic options for submitting your assignments.

