



Print Wirelessly Using Web Print

This document provides instructions for printing a document and webpage using Web Print, the University’s wireless printing service. Upload a file to Web Print, select your destination printer and then pick up your completed print job from your selected printer.



Note: Your print quota will be used to complete print jobs with Web Print.

In this document

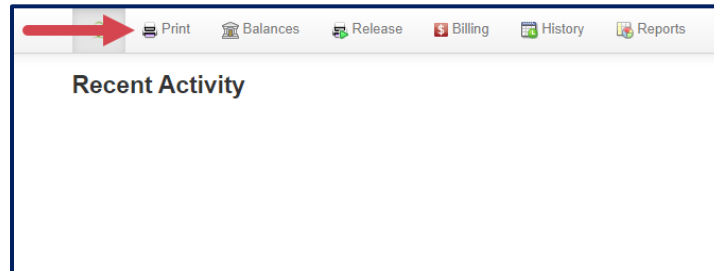
Print a document with Web Print

Print a webpage with Web Print (Windows OS)

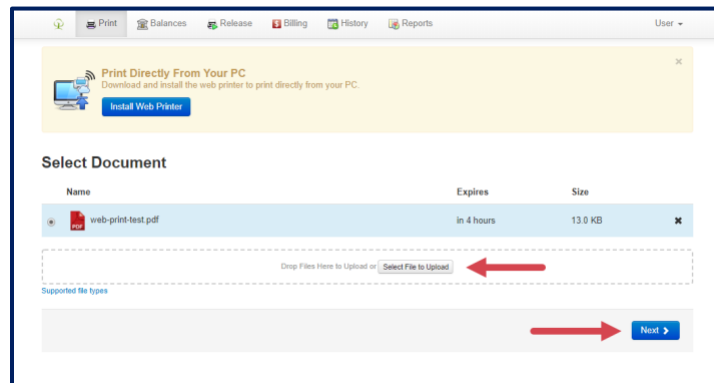
Print a webpage with Web Print (macOS)

Print a document with Web Print

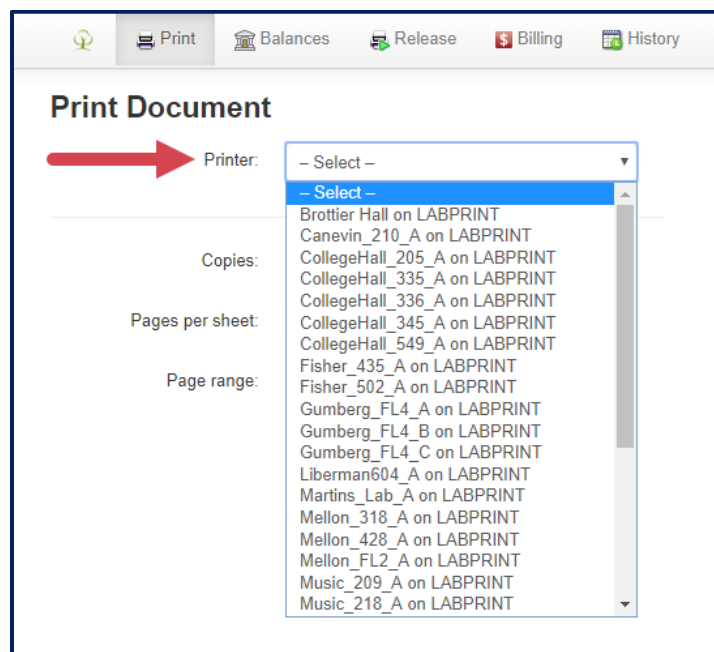
1. Go to duq.edu/webprint.
2. Sign in using your **MultiPass username and password**.
3. Select **Print** in the menu along the top to open the print options window.



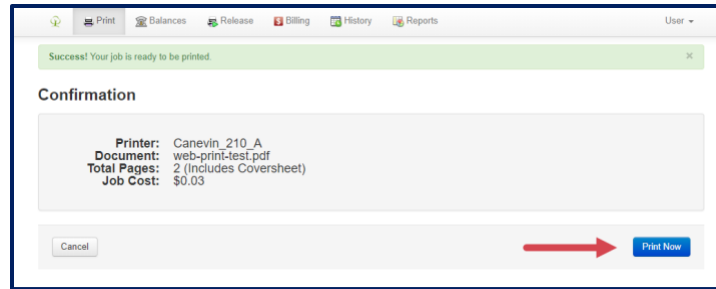
4. Upload the files you want to print and then click **Next**.



5. Select the printer you would like to print to using the dropdown menu and then click **Next**.



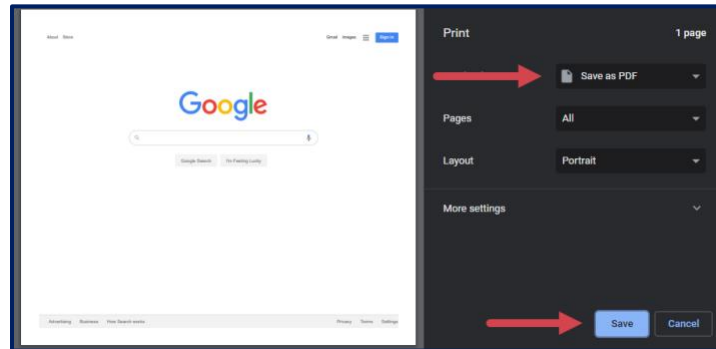
6. Click **Print Now** to send your print job to the selected printer.



Print a webpage with Web Print (Windows OS)

To print a webpage with Web Print, you need to save the webpage as a PDF file.

1. Go to the webpage you want to print and press **Ctrl + P** on your keyboard.
2. Change your destination to **Save as PDF** and then click **Save**.

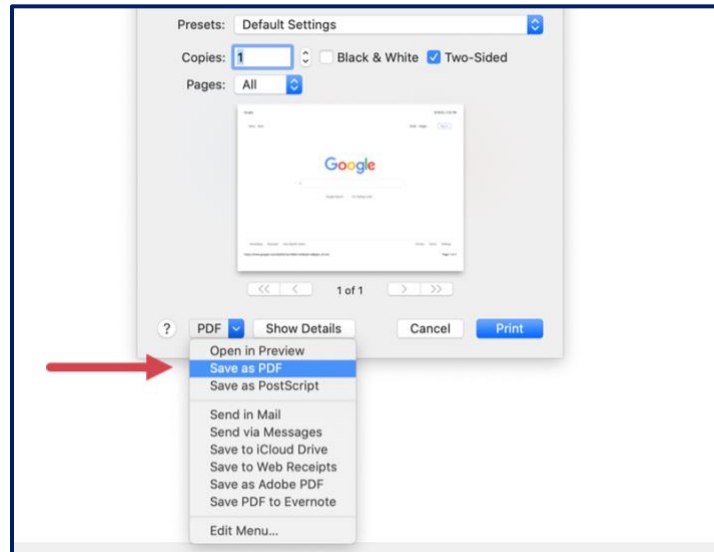


3. Once you have saved the webpage as a PDF, follow the steps listed in the [print a document with Web Print section](#) of this document.

Print a webpage with Web Print (macOS)

To print a webpage with Web Print, you need to save the webpage as a PDF file.

1. Go to the webpage you want to print and press **Cmd + P** on your keyboard.
2. Select **Save as PDF** in the PDF dropdown located in the bottom left corner and then click **Save**.



3. Once you have saved the webpage as a PDF, follow the steps listed in the [print a document with Web Print section](#) of this document.