**Google Cloud Print Instructions for Users**

Note: Cloud Print is a beta service from Google, which means that it is new and they are experimenting with it. Because of this, there's a chance that it might not work perfectly all the time. Hopefully, Google will make the service more stable over time, but if you encounter issues with the service, please use the library computer for printing instead.

The Google Cloud print system works best with Google Chrome (CloudPrinting Gmail emails or web pages only works with Google Chrome). [Here is the download link for Google Chrome](https://www.google.com/intl/en/chrome/browser/).   
However, if you don’t have or want Google Chrome, there are still ways you can upload your files and print them.

You must be logged into your Google account to setup or use CloudPrint.

This system works great for web pages, Gmails, Google Docs in your Google Drive, Word documents, PDF files and most traditional files. We have seen printing issues with more complex documents like large/complex Excel spreadsheets. In those cases we have two alternatives.  The first is to simply save or print the file to PDF format, and then uploading that to Cloud Print.

**How to Setup Cloud Print**

**Step one**: **Log into your Google account.**

You must be logged in, or log in to, Google account first for this to work.

**Step Two: Add the printer to your Google Cloud Print printers.**

**Click one of the links below** to add the printer:

[Santa Clara County Law Library Printer](https://www.google.com/cloudprint/addpublicprinter.html?printerid=127d5d51-fd2b-6599-f33d-93d7c8a9726b&key=1460081720)  
  
Simply click on a link above, and when prompted click the ADD PRINTER link as shown below:  
  
Once you add a printer to your Google account, you can CloudPrint to these printers.

**How to Print with Cloud Print**

Unfortunately you cannot simply click FILE PRINT from your application software and print to a Google Cloud Print Printer. To use these printers there are three ways you can print:

1. You can use the [Google Cloud Print web page](http://www.dominican.edu/academics/resources/technology/printing/google-cloud-print-instructions-for-users#-span-style--height-----em---how-to-use-cloud-print-to-print-a-file-on-your-hard-drive---span-) to upload a file on your hard drive. The Google Cloud Print system will magically print your file to the printer you select. This option works with any browser (Internet Explorer, Firefox, Safari,...).
2. All [Google enabled applications](http://www.dominican.edu/academics/resources/technology/printing/google-cloud-print-instructions-for-users#-span-style--height-----em---how-to-cloud-print-from-a-google-application-in-chrome---span-) (Gmail and Google Docs), have a print function that can print to a Google Cloud Printer when you are using Google Chrome. You have to have Chrome for this option.
3. You can print [any web page from Google Chrome](http://www.dominican.edu/academics/resources/technology/printing/google-cloud-print-instructions-for-users#-span-style--height-----em---how-to-print-any-web-page-from-google-chrome---span-), but Chrome needs to be logged in with the Google account that was used to add the printers.

The instructions for each method are below.

**How to Use Cloud Print to Print A File on Your Hard Drive**

If the document/file you want to print is not a Google Document, you can print it by using the upload feature. Please be aware that printing Excel spreadsheets can be problematic. Printing Word, PDF files and images works perfectly.

1. Go to the Google Cloud Print control page at [**https://www.google.com/cloudprint#jobs**](https://www.google.com/cloudprint#jobs) . Make sure you are logged in with the Google account you used when adding the printer.
2. Click on the RED PRINT link.
3. You will be prompted to upload a file. Simply select the file to print, upload it, and that’s it!
4. Walk to the Print Release Copier in the Copy Room and follow the instructions posted to print your document. Select the filename that is your document and print that. Please note to remember the filename that you printed!

**How to Cloud Print from a Google Application in Chrome**

Printing from GMail, Google Docs or Google Drive is very simple.

1. Open your document in Google Chrome.
2. Find the print function in GMail or Google Docs.
3. You will be presented with a Google print box and on the top left will be a button for the destination as shown below. If the default destination is not the printer you want, click the CHANGE button.
4. You will then see a list of printers that are accessible and at the bottom of the list will be a group of ‘Google Cloud Print’ printers. Assuming you added the printer correctly, you should see it listed. Simply click on it so your destination is that printer and then click PRINT.
5. Walk to the Print Release Copier in the Copy Room and follow the instructions posted to print your document. Select the filename that is your document and print that. Please note to remember the filename that you printed!

**How to Print Any Web Page from Google Chrome**

You can use Google Cloud print to print from any device (laptop, iPhone or Android device) that runs Google Chrome. Here are the steps:

1. Start Google Chrome and make sure that Google Chrome is logged in with the Google account you used to add the printer.
2. From the print dialog box simply select the cloud print printer.
3. Walk to the Print Release Copier in the Copy Room and follow the instructions posted to print your document. Select the filename that is your document and print that. Please note to remember the filename that you printed!