Google Cloud Print

How to Set Up Cloud Print

Step One: Log into your Google account.

You must be logged in to a 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 one of the Loutit printers that are currently accessible via Google Cloud Print:

- [LDL - Circulation Desk](#)
- [LDL - Public Computing](#)
- [LDL - Reference Desk](#)

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 Cloud Print to these printers. Keep in mind this printer will only be installed on the Google account you logged in with.

How to Print with Cloud Print

Unfortunately you cannot simply click File Print from your application software and print to a Google Cloud Printer. There are 3 ways to use these printers:

1. You can use the Google Cloud Print web page to upload a file from your hard drive. This option works with any browser (Internet Explorer, Firefox, Safari, etc).

2. All Google apps (Gmail and Google Docs), have a print function that can print to a Google Cloud Printer when you are using Google Chrome. You must be using Chrome for this option.

3. You can print any web page from Google Chrome, 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 From 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. MS Word, PDF files and images work perfectly.

1. Go to the Google Cloud Print control page. (Make sure you are logged in with the Google account you used when adding the printer.)
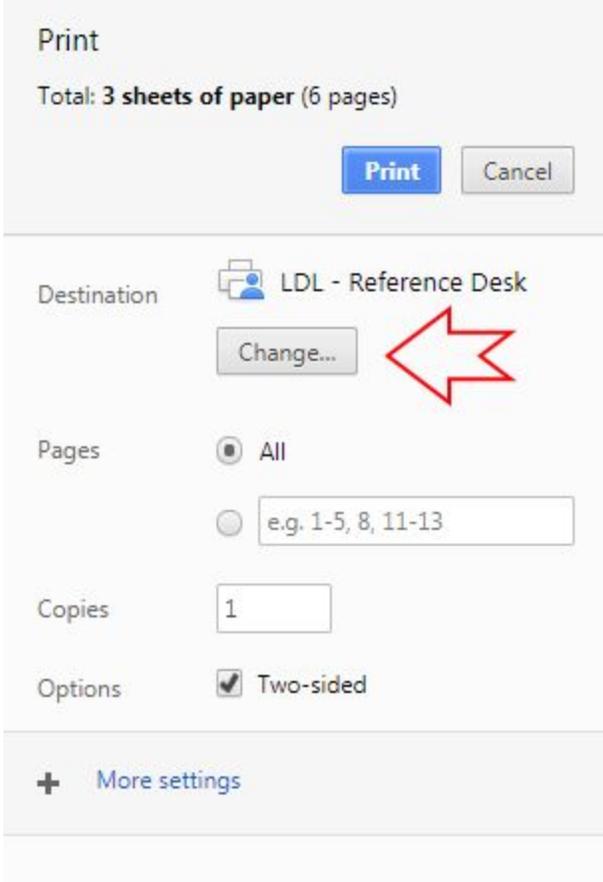
2. Click on the red PRINT button.
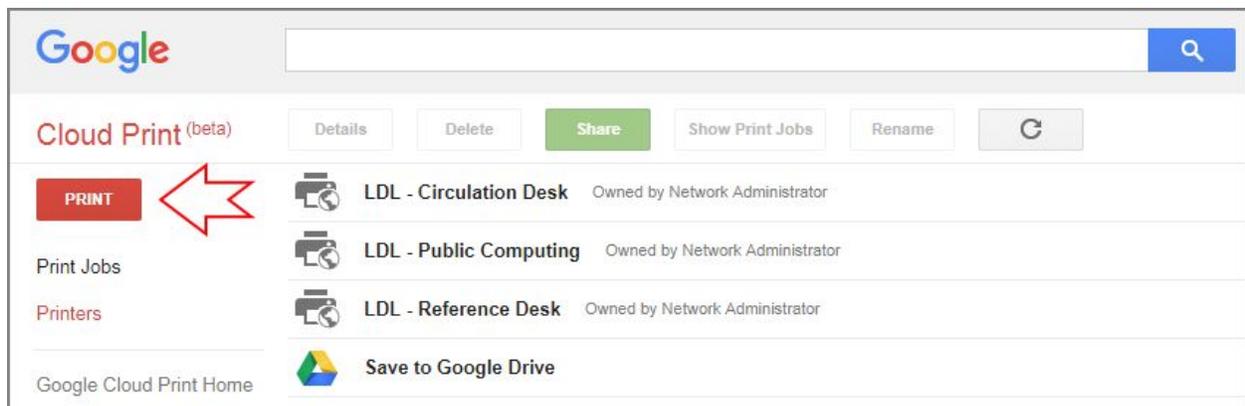
3. You will be prompted to upload a file. Simply select the file to print, upload it, and that's it!

How to Cloud Print from a Google App in Chrome

Printing from Gmail or Google Drive is very easy.

1. Open your email/document in Google Chrome.

2. Find the print button 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. If the printer was added correctly, you should see it listed. Simply click on it so your destination is that printer and then click PRINT.
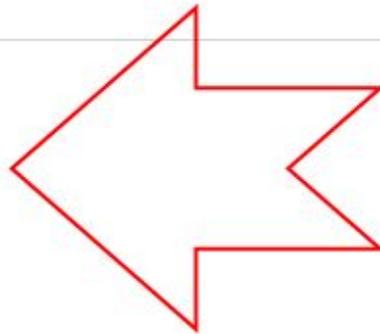
How to Print Any Web Page from Google Chrome

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. Click on the 3 dots in the upper-right corner of Chrome and find the Print button. On a laptop you can press Ctrl+P.

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

Print

Total: **3 sheets of paper** (6 pages)

[Print] [Cancel]

Destination   [📇] LDL - Reference Desk

[Change...]

Pages   ● All

         ○ [e.g. 1-5, 8, 11-13]

Copies   [1]

Options ☑ Two-sided

＋ More settings

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. If the printer was added correctly, you should see it listed. Simply click on it so your destination is that printer and then click PRINT.

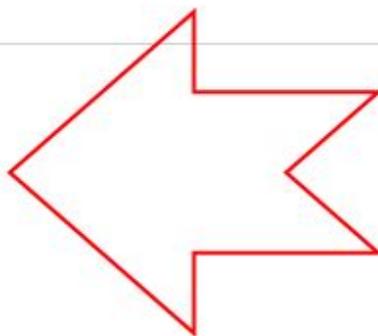Select a destination   ✕

Showing destinations for   [▼]

🔍 Search destinations

Recent Destinations

 ⎙ LDL - Reference Desk

 ⎙ LDL - Public Computing

 ⎙ LDL - Circulation Desk

Google Cloud Print   Manage...

 ⎙ LDL - Reference Desk

 ⎙ LDL - Public Computing

 ⎙ LDL - Circulation Desk

 ☁ Save to Google Drive

                                                        [Cancel]