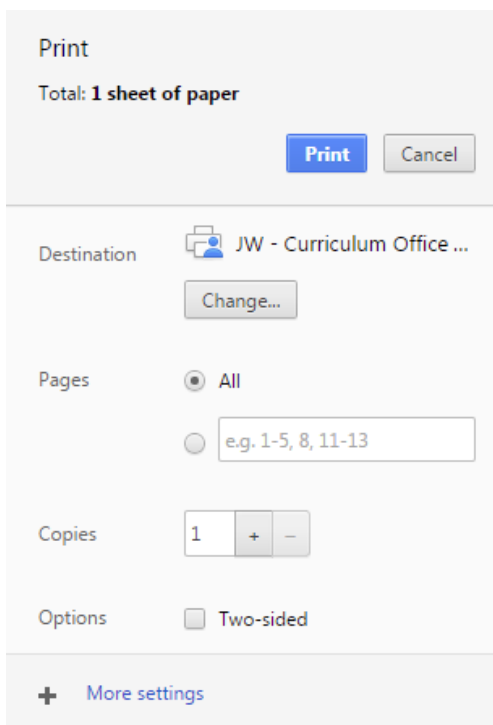


# GOOGLE CLOUD PRINTING\*

(\*Google continually reminds us that its “Cloud Printing” is still in “beta” version, so please be patient. This is a great time to start creating/sharing files digitally rather than printing everything!)

## PRINTING FROM SCHOOL:



The screenshot shows the Google Cloud Print settings panel. At the top, it says "Print" and "Total: 1 sheet of paper". There are "Print" and "Cancel" buttons. Below that, the "Destination" is set to "JW - Curriculum Office ..." with a "Change..." button. The "Pages" section has radio buttons for "All" (selected) and "e.g. 1-5, 8, 11-13". The "Copies" section has a numeric input set to "1" with "+" and "-" buttons. The "Options" section has a checkbox for "Two-sided" which is unchecked. At the bottom, there is a "+ More settings" link.

When your Chromebook is connected to the CKSD Chrome wi-fi network, you should be able to click on the “print” icon, or go to “File” (scroll down to the bottom of the File Menu) and Print - then choose your local building printers. If you do not see the printer that you need (we are still new at all of this) you can call X1750 (help desk) and they can attach the printer to your menu.

## PRINTING FROM HOME COMPUTER:

1. Log in to your CKSD Google account on Chrome - *must be on a PC on your home network - not on your Chromebook*
2. Click on the three little lines in the upper right corner:
3. Go to “settings”
4. Choose “show advanced settings”
5. Scroll down to “Google Cloud Print”
6. Choose “manage”
7. Choose “Add a printer” - only works if you have a wireless networked printer connected to your home PC

Help? <https://www.youtube.com/watch?v=fxOUwrMtDTQ>