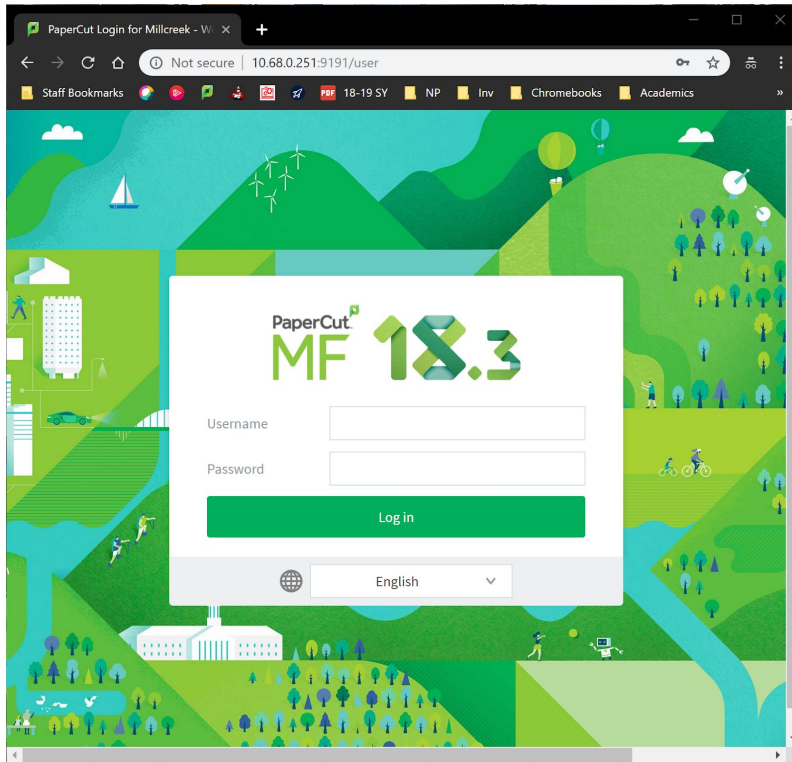
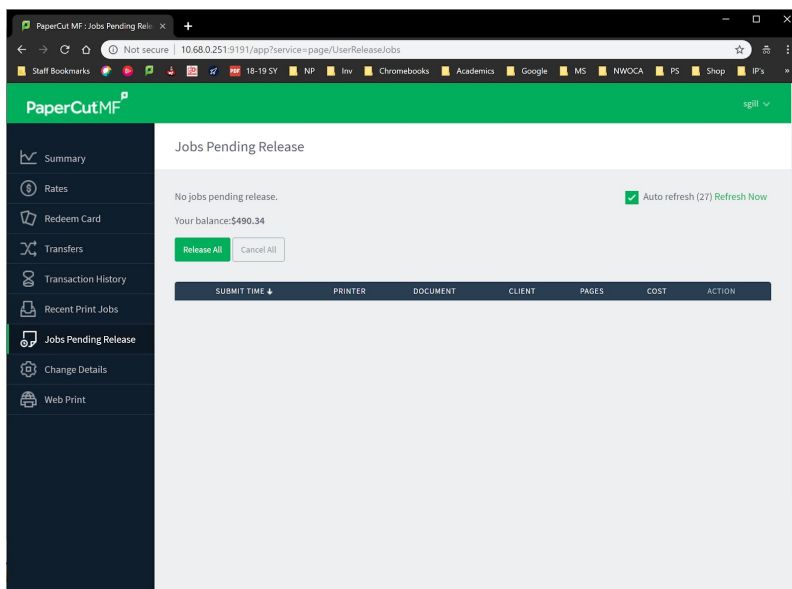


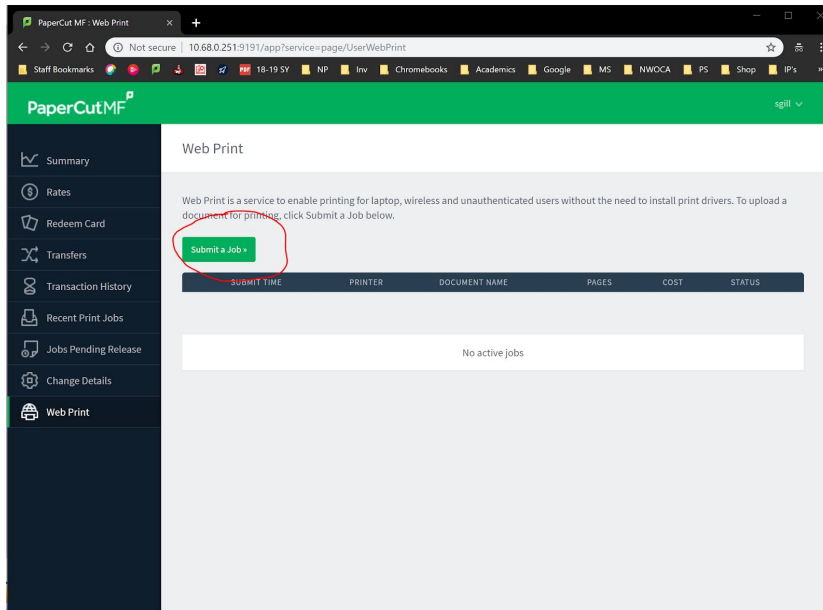
## How To Submit a Print Job:



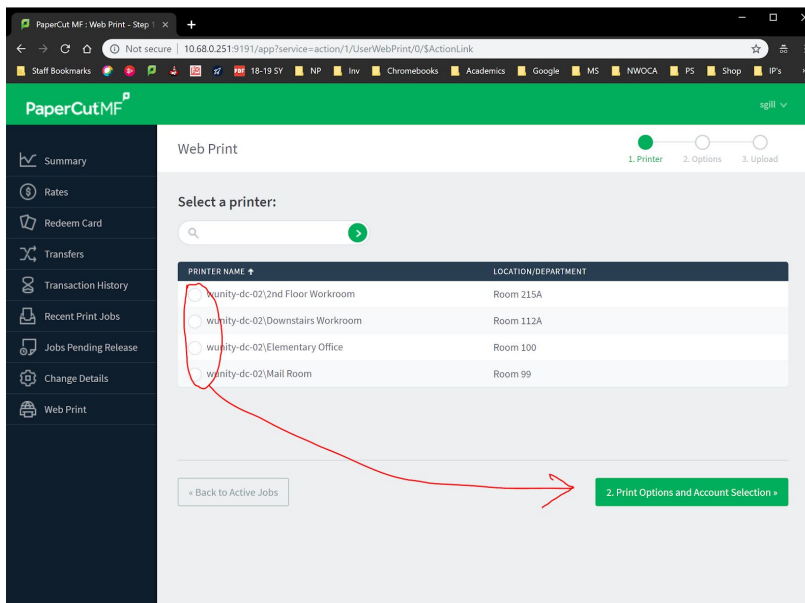
Go to **10.68.0.251:9191/user** in your Chrome browser and sign in.



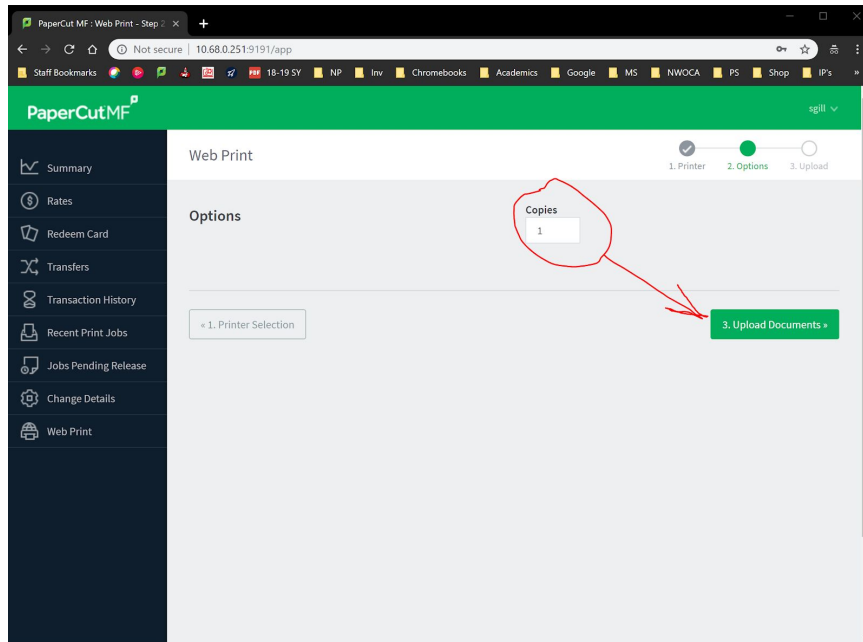
Go to “Web Print” in the bottom left hand corner



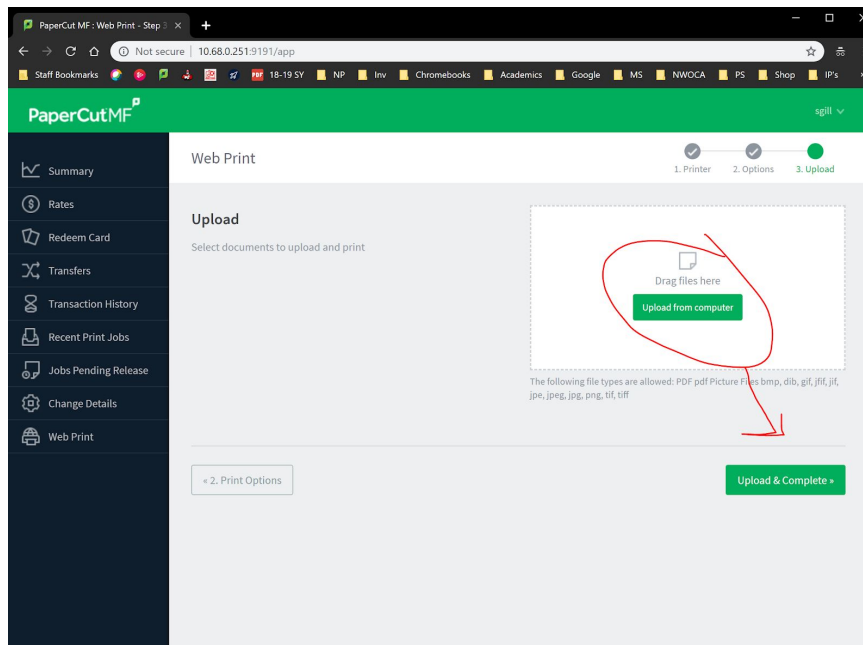
Click “Submit Job”



Select the Printer location you would like to print to, and then press “Print Options and Account Selection”

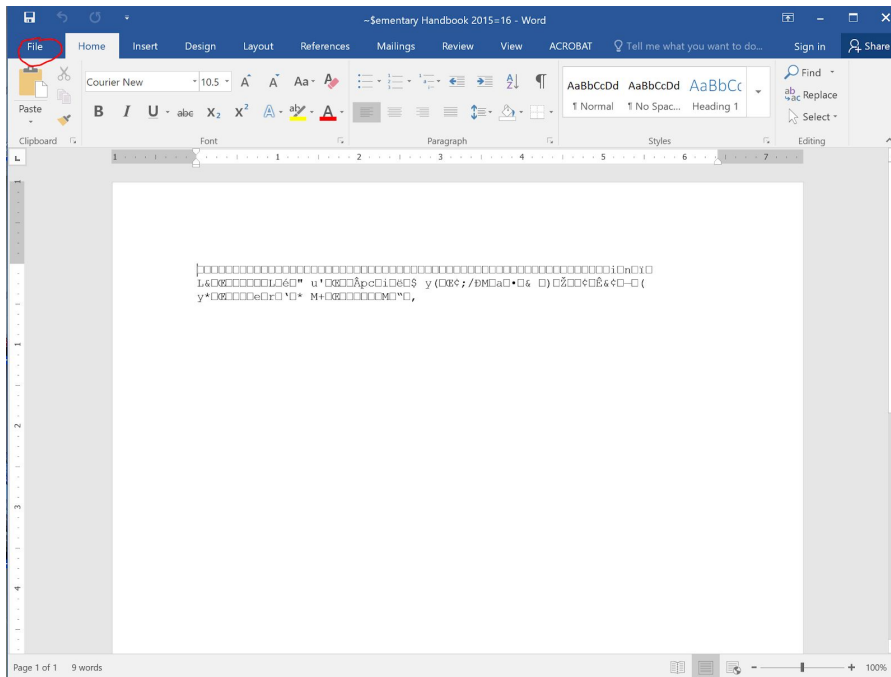


Indicate how many copies you would like, and click “Upload Documents”

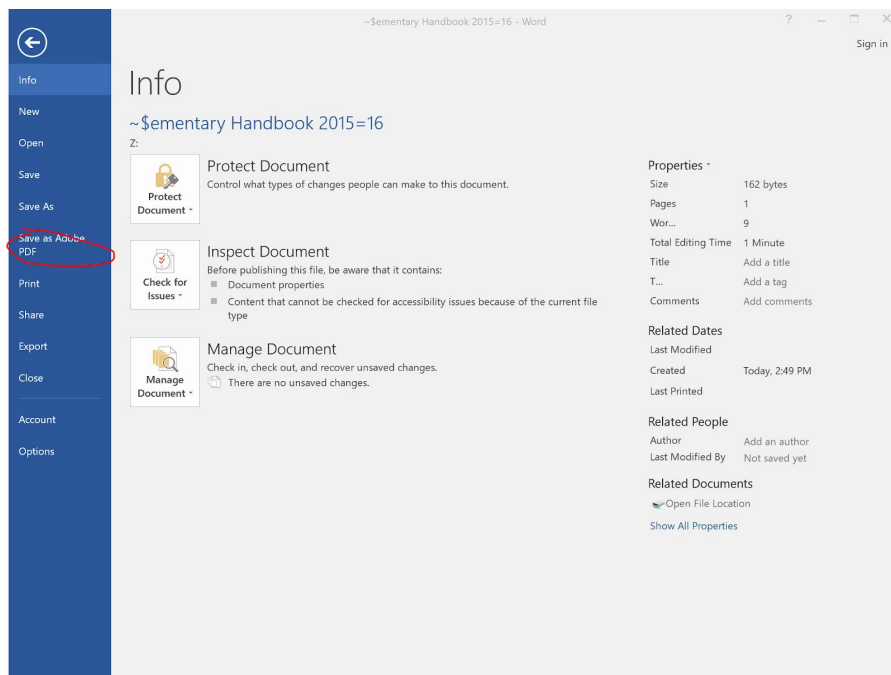


Here is where you will upload your documents. It only accepts PDFs and images, so you will need to convert your Word documents to PDFs. After your file is selected, click “Upload and Complete” and you’re set to print!

# How to Convert a Word Document to a PDF:



Click “File” in the top left corner



Click “Save as Adobe PDF” and your Word file is now a PDF!

## How to Save a Report as a PDF on Hawthorne:

- Click “Print” on the report page.
- It will prompt you to save it as a PDF in a location in your files.
- Once you save it, it can be submitted to print via the Web Print instructions above.