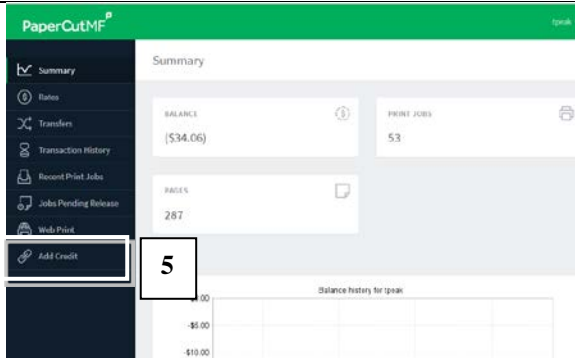# UIW Print from the Web

You can print from virtually anywhere with the web print service.
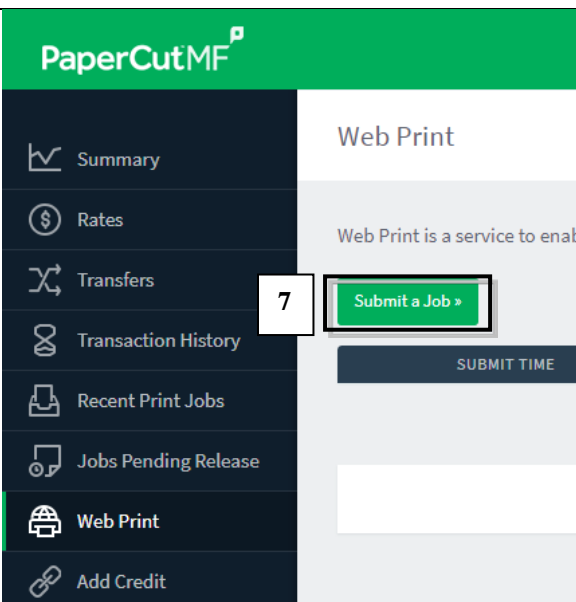
Install the Software
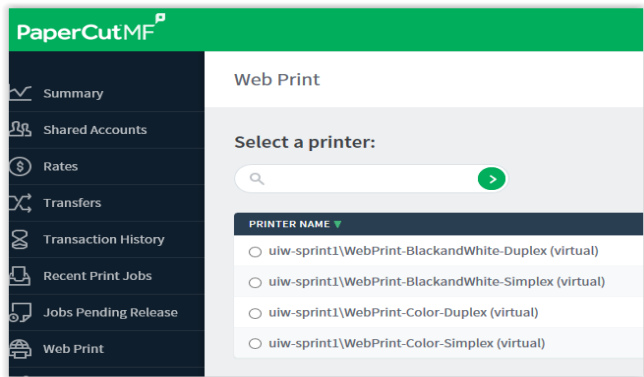

1. To access the web print service, go to https://uiwprint.uiwtx.edu
2. Enter your **UIW login credentials** (*username and password*)
3. Click **Login**

4. The *Summary Page* opens
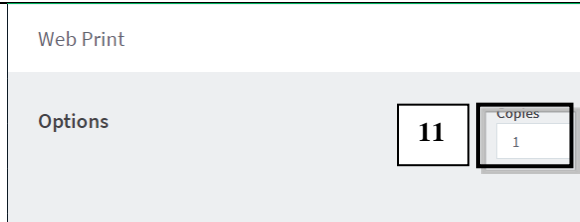5. Choose **Web Print** from the left side

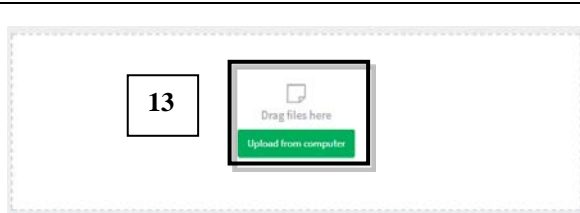7. To upload a document for printing, click **Submit a Job.**

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9. Select the printer that meets your requirements for duplex/simplex and color or black and white.
10. Click the **Print Options and Account**

11. Choose the *number of copies you need*
12. Click the **Upload Documents** button on

the right

13. You can drag-and-drop files into the *Drag files here* section, or click the **upload from this computer** button
14. Click the **Upload & Complete** button on

the right

15. Your document(s) will be placed in the *hold queue*
16. *Choose a printer* to log in and print the document.

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