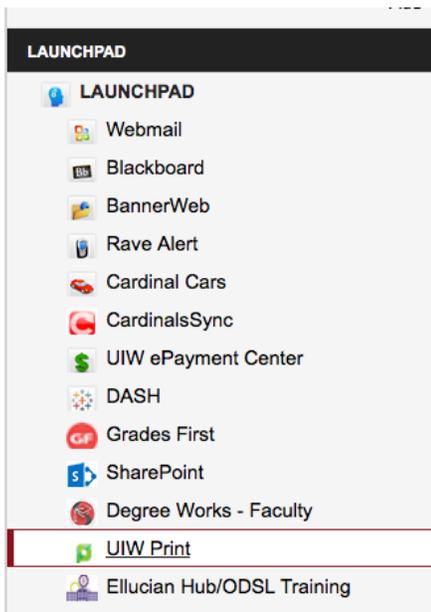


You can print from virtually anywhere with the web print service. This service can be accessed from any computer with and internet connection.

1. Login to the MyWord portal (<https://my.uiwtx.edu/>) with your UIW username and password.

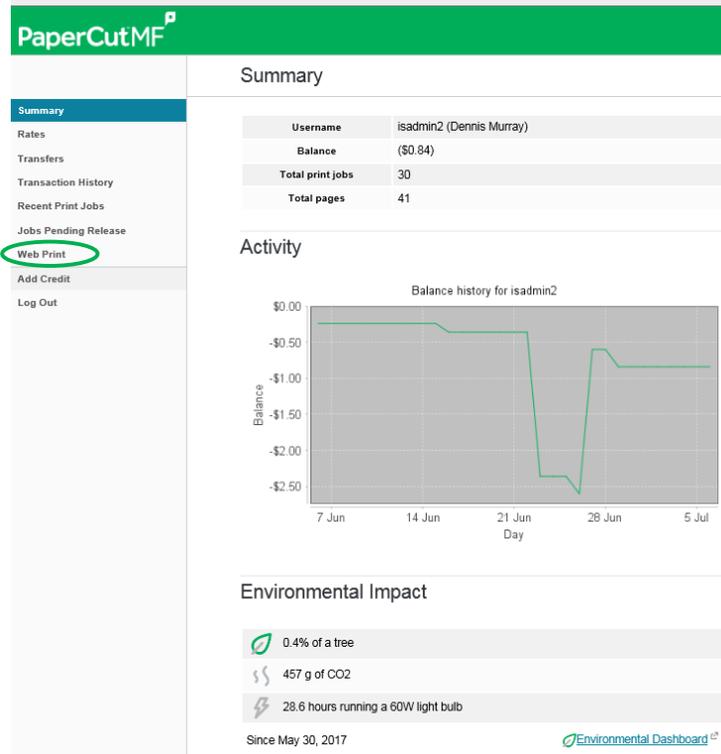


2. Select "UIW Print" on left side of the page under LAUNCHPAD.

3. Log in with your UIW username and password.



4. Choose web print from the left side options.



PaperCutMF

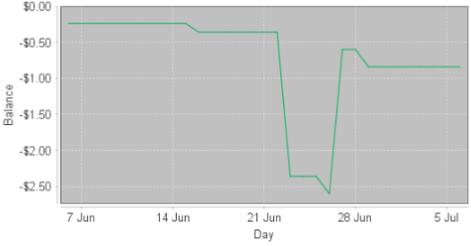
Summary

- Summary
- Rates
- Transfers
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print**
- Add Credit
- Log Out

Username	isadmin2 (Dennis Murray)
Balance	(\$0.84)
Total print jobs	30
Total pages	41

Activity

Balance history for isadmin2

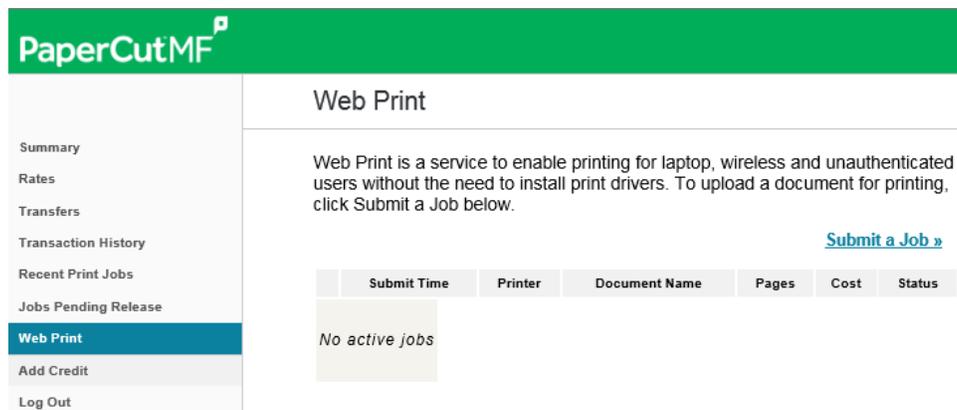


Environmental Impact

- 0.4% of a tree
- 457 g of CO2
- 28.6 hours running a 60W light bulb

Since May 30, 2017 [Environmental Dashboard](#)

5. To upload a document for printing, click Submit a job.



PaperCutMF

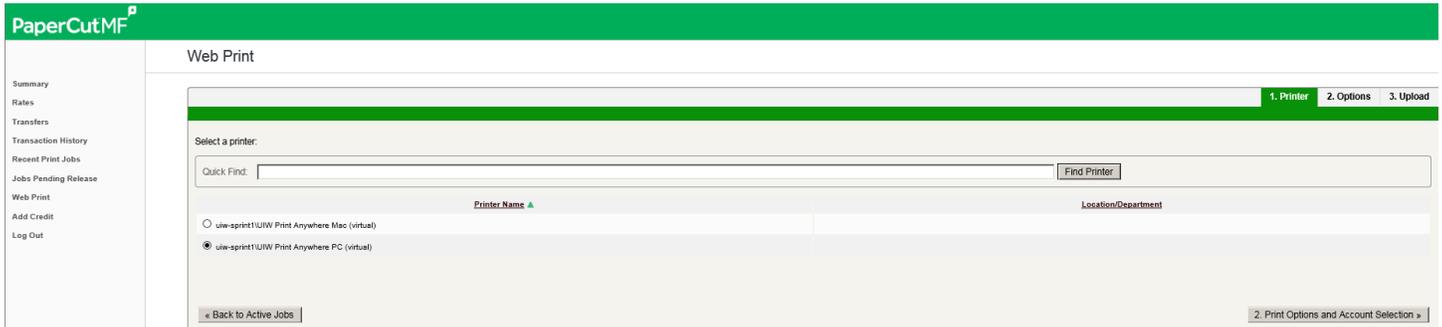
Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click [Submit a Job](#) below.

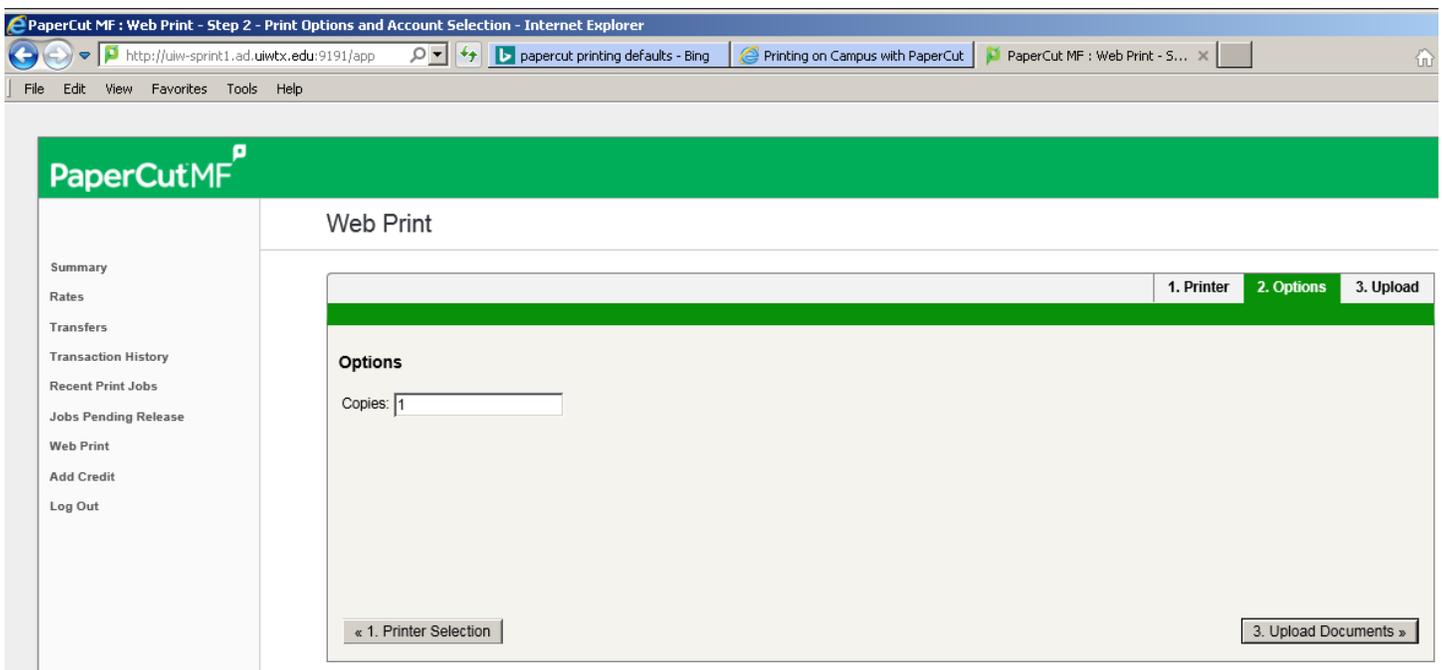
[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

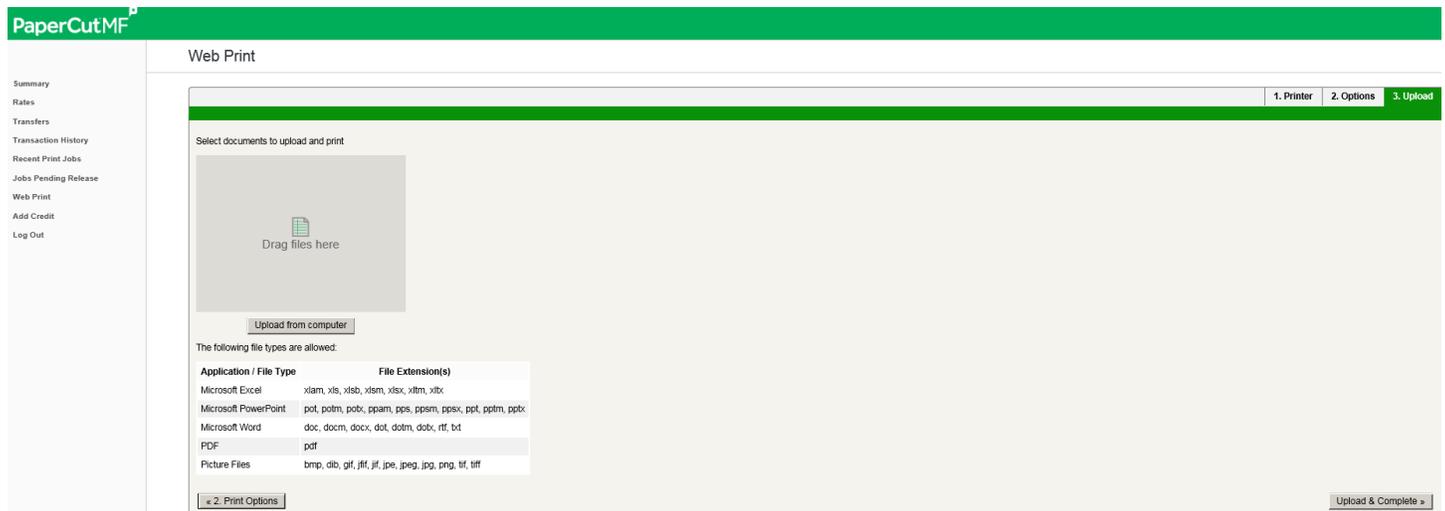
6. Select one of the print anywhere printers, Mac or PC based on the computer you are using, and then click "2. Print Options and account selection".



7. Choose the number of copies you need and then select Upload Documents.



- You can drag-and-drop files, or browse and select files by choosing upload from this computer. Then choose Upload & Complete.



- Your document(s) will be placed in the hold queue and you can then choose a printer to log in and print the document. Remember your documents will only be available for 24 hours. If not printed in that time the document will be deleted from the queue and you will have to reprint.
- Also of note there are only certain file types that can be used for web print. Most common files such as Word, PowerPoint, Excel, PDF, and pictures will all print.