

# ePRINTit Quick Start Guide

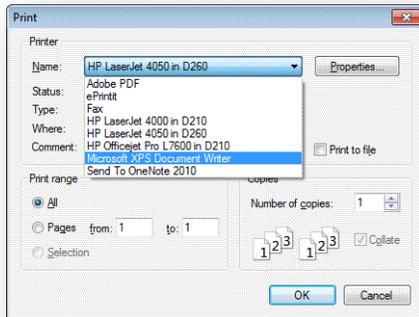
1

- ✓ Save the document or web page as a file type that is supported by ePRINTit. The supported document types are: PDF, DOC(x), XLS(x), PPT(x), RTF, TXT, XPS and image files (JPG).
- ✓ The following characters are not allowed in file names: / \ : \* ? " < > |. Periods (.) are not allowed except right before the file extension.
- ✓ The file name must be 5 characters or longer.
- ✓ Password protected documents will not print. See below on how to create a copy that is not password protected.

1. **Get a new student identification card to activate your account.**
2. Log into MyPortal, select the Students tab and scroll to the ePRINTit Account link to get started.
3. Log in with using your 8-digit student ID as both the username and password.
4. Use the Add Funds tab to add money to your account using a credit card. After you add funds to your account, be sure to change your password to a more secure one.
5. Send the document to your ePRINTit account using either of the methods below:
  - a. Sending them as attachments from your Preferred Personal e-mail account to [fhda@eprintit.com](mailto:fhda@eprintit.com). (Maximum file size is 15 MB.)
  - b. Uploading (maximum file size is 15 MB.) the document(s) to your ePRINTit account (<https://fhda.eprintitusa.com>).
  - c. Save the document on a USB device, (maximum file size is 30 MB.) such as a memory stick.
  - d. On the college computers, simply print by selecting ePRINTit as the printer.
6. Go to any ePRINTit print station and print you document.

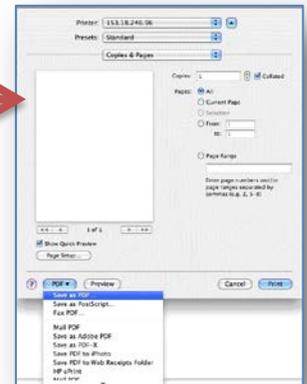
## Printing Web Pages

Display the web page you wish to print and select the File/Print menu.



On an Apple computer select .pdf as the printer name. The computer will let you name the resulting .pdf file and direct where it should be saved.

On PCs running Windows XP or Windows 7 select Microsoft XPS Document Writer as the printer. When you click the OK button, the system will ask you to name the document and where to save it. It will be saved as an .XPS file which can be uploaded into your ePRINTit account.



## Printing Documents from Other Applications

Most applications allow you to save your document as one of the support file types. You will usually find "Save As" in the "File" drop-down menu.

### Create Non-Password Protected Version of Document

You cannot print documents that are password protected. In order to print them, you need to create a copy of the document that is not password protected.

#### On a Windows computer:

1. Open the document on your computer after entering the password.
2. Now **Print** the document selecting .xps as the printer.
3. The system will ask you for a file name and where to save it.

#### On an Apple Computer:

1. Launch the "Preview" application. It is installed on all campus computers.
2. Open the PDF and enter the password.
3. Save the document as a PDF. You can give it a different name to make things clear.