

Printing Documents on Campus or Your Computers

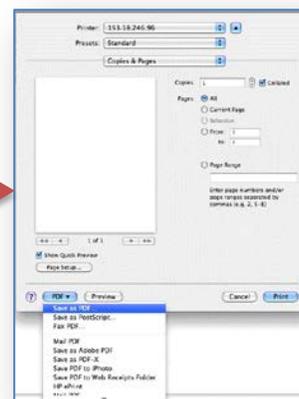
- ✓ Save the document or web page as a file type that is supported by ePRINTit. The supported document types are: PDF, DOC(x), XLS(x), PPT(x), RTF, TXT, XPS and images files (JPG).
- ✓ The following characters are not allowed in file names: " (quotes) ' (single quotes) * / \ & # % [] () + ~ \$. Periods (.) are not allowed except right before the file extension.

1. 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. (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>) or save the document on a USB device, (maximum file size is 30 MB.) such as a memory stick or thumb drive.
2. Go to any ePRINTit print station and print you document.

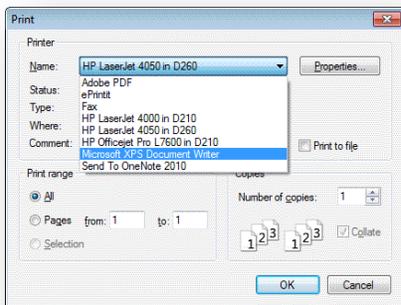
Printing Web Pages

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

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 what to name the document and where to save it. It will be saved as an .XPS file which can be uploaded into you 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.

Where to find an ePRINTit Release Station

- De Anza College**
Bookstore
Campus Center Lobby
ESL Lab
Kirsch Center
LCW Computer Lab (two available)
Library (two available, first and second floors)
Science Center

- Foothill College**
Campus Center Dining Room 2300
Smart Shop Room 2016
Media Center Room 3600
PSME Tutoring Center Room 4217
PSEC Building 4400KCI Building 4000