

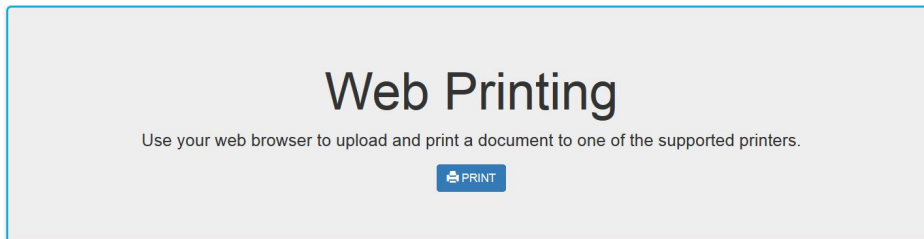
Webpage Submission Printing

Submit your print through the following web page ([HTTPS://print.utexas.edu](https://print.utexas.edu))

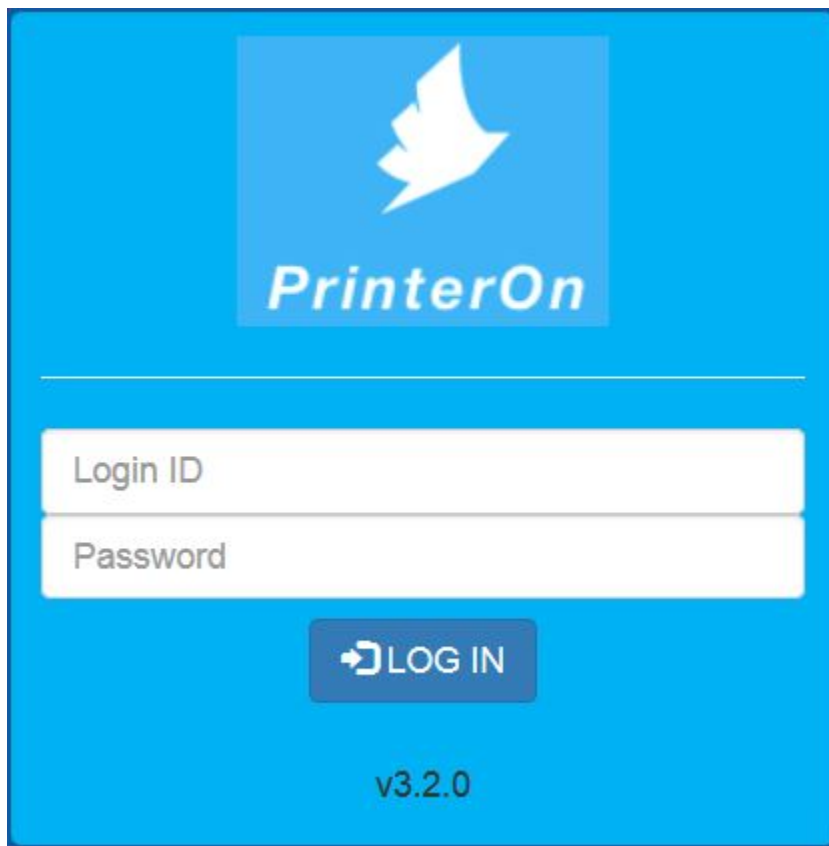
Notes:

- If you are attempting to access the Web Submission Page from off campus, please visit first connect to the [UT VPN](#) to access our network.
- File Size Limit for Web Printing: **50mb**
- Make sure your file is an **optimized PDF**
- Duration your print job will stay in your queue: **24hrs**

1. [Web Printing](https://print.utexas.edu) ([HTTPS://print.utexas.edu](https://print.utexas.edu))
2. Select **Print**



3. **Login with your EID and password**



- a. Once logged in, proceed to Steps 1, 2, and Job Submission.
4. **Choose a Printer**
- a. Select the appropriate "Follow You Printer" for your document.
5. **Select your document and options**

Select your document and options

Selected Printer: Follow You Printing

Document Browse... No file selected.

Web Page

Copies

Page Range

[Another Printer](#) [CONTINUE](#)

- a. Document
 1. Browse for the document you intend to print
 2. Web Page: Specify the web page to print
 3. Note: You can print either a document or a web page but not both simultaneously
 - b. Specify the number of copies you need
 1. Default number of copies is 1
 2. Maximum number of copies is 10
 - c. Page Range
 1. Leave the page range fields blank to print all pages
 2. Specify the page range to print specific pages
6. **Page Settings**

Page Settings

Selected Printer: Follow You Printing 85X11.DW

Paper Letter (8 1/2 x 11 in)

Duplex Double Sided (long)

Orientation As Saved

[Another Printer](#) [CONTINUE](#)

Preview

- a. Paper: Is set according to the printer you have selected.
- b. Duplex: Specify Single Sided or Double Sided (long) or Double Sided (Short).
- c. Orientation: Specify the orientation of your print. "As Saved" will send your print as you have saved it.

7. Job Submission

The image displays two sequential screenshots of a web application interface for job submission. Both screenshots have a blue header bar with the text "Job Submission".

Top Screenshot: Processing Job

- Header: Job Submission
- Section: Processing Job
- Time Elapsed: 00:17
- Status: Your request is currently being processed.
- Selected Printer: Document
- Job ID: 1001206
- Follow You Printing: onlinerna.pdf
- Navigation: Two buttons at the bottom, "Another Printer" and "Another Job".

Bottom Screenshot: Complete

- Header: Job Submission
- Section: Complete
- Time Elapsed: 00:26
- Status: (Implied completion)
- Selected Printer: Document
- Job ID: 1001206
- Follow You Printing: onlinerna.pdf
- Navigation: Two buttons at the bottom, "Another Printer" and "Another Job".

8. Select "Choose a Printer" at the top navigation or choose "Another Printer" at the bottom left at any time to start over.