

# PRINTING WITH WEB PRINT

**1** Go to <https://print.libraries.sa.gov.au> and select the “**Web Print**” option

**2** Log in with your library card number

## WEB BROWSER FILE UPLOAD

**3** Select and upload file for printing

**4** Change the attributes as needed (Colour, B&W etc.)

Go to **7**

## Or EMAIL

**5** Select “**Send Email Attachment**” tab to register your email address

**6** Send an email to [webprint@libraries.sa.gov.au](mailto:webprint@libraries.sa.gov.au)  
Ensure you're sending this email from an email address which is registered in your library account already

**7** Visit a library within 24 hours to release your print job

**8** Scan your library card at the photocopier and select “**My Prints**” to release your print job

\* Money can also be loaded onto your library card via credit card at the web print website by selecting My Monitor (\$)