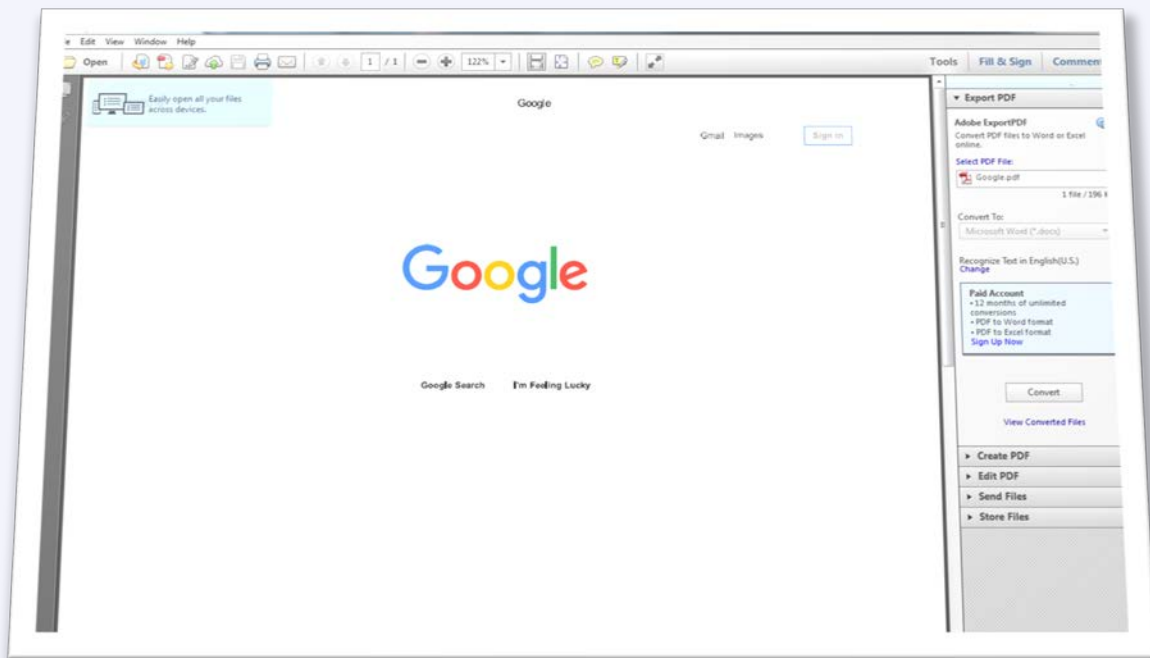


Windows & MAC (using Chrome)

# How to Print a Webpage Using WebPrint



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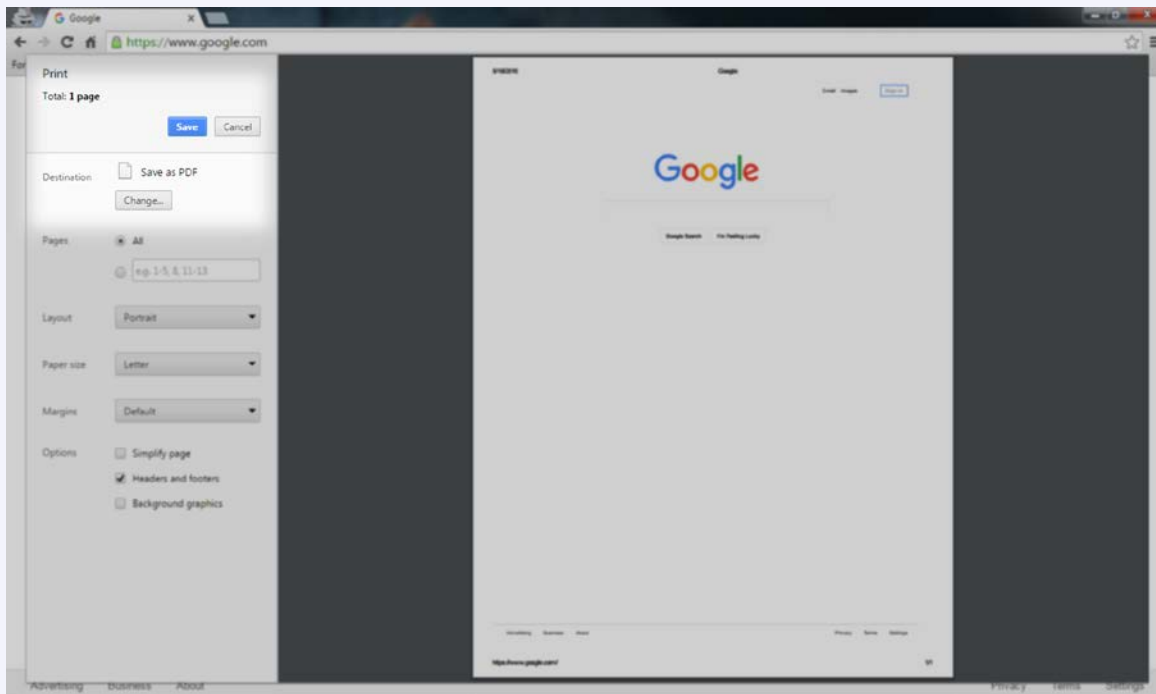
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## Overview

The Duquesne WebPrint system is a file printing system. Simply, that means you upload document files to [webprint.duq.edu](http://webprint.duq.edu) for printing. This can be confusing when you want to print a webpage since a webpage is not like a Microsoft Word Document, or an Adobe PDF document. This short guide describes how to print a webpage using Chrome in any Windows or MAC. The following few sections will be demonstrating how to save your webpage into a compatible file for the Duquesne WebPrint system before uploading the saved file for WebPrint.

## Windows

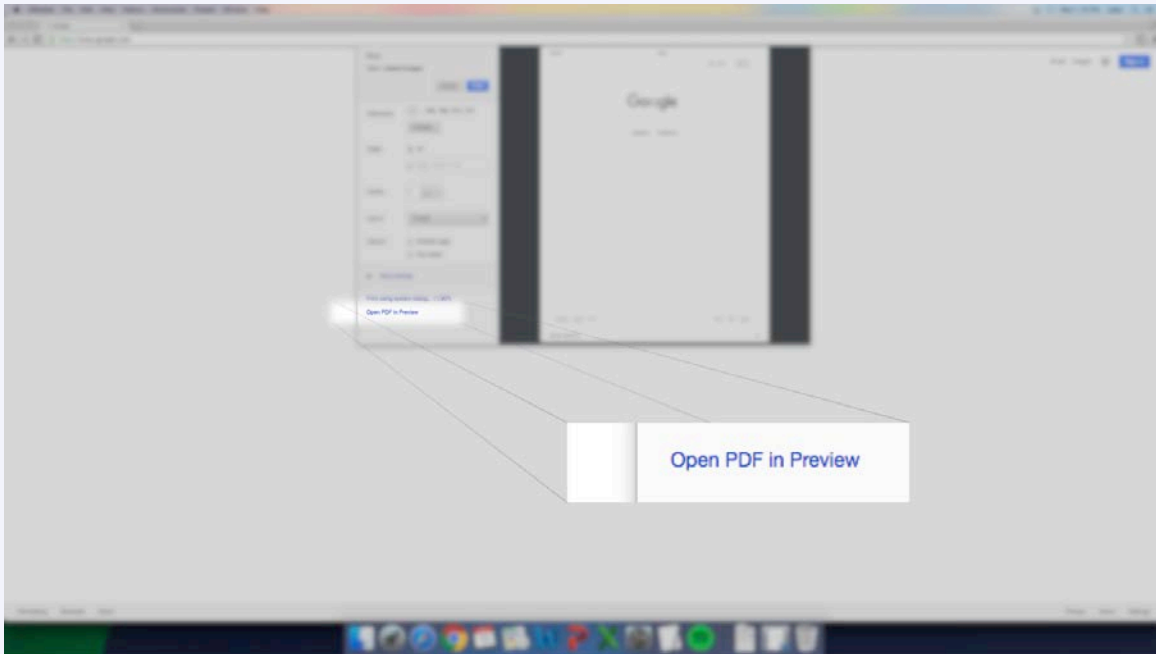
1. Press **Ctrl+P**
2. Change your **destination** to Save as PDF
3. Click Save



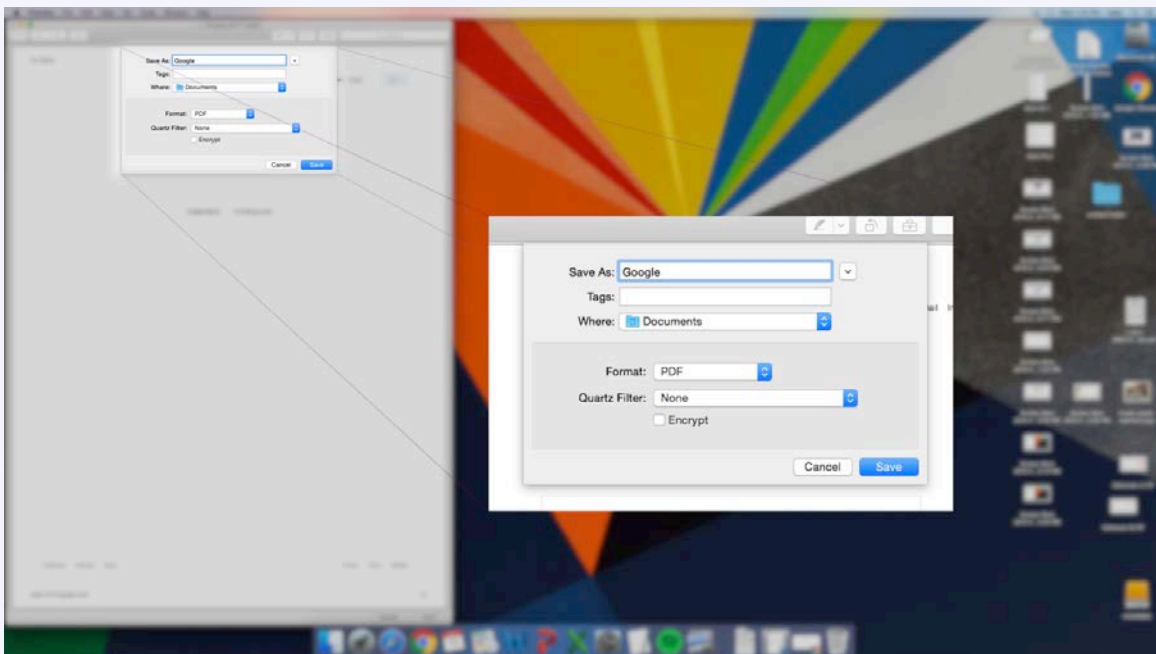
# MAC

\*If the following option does not appear, please see **MAC (Alternative)** section below.

1. Press Command+P
2. Click Open PDF in Preview



3. Press Command+S
4. Save as: File name and Where: Location
5. Click Save



## MAC (Alternative)

1. Press Command+P
2. Click Save as PDF...

