



Printing

What devices can I print from?

- ◆ Laptops, tablets, and smartphones
(Send print jobs from **your browser**; printing is **not available with apps.**)

What types of files can I print?

- ◆ Word files, Excel files, PowerPoint slides, PDFs, picture files, and some webpages

Follow these steps:

1. Go to www.printeron.net/ridgefield/main
2. Select a printer option:
Black - Letter; Color - Letter
Black - Legal, Color - Legal
3. Enter your **email address.**
4. **Browse for the file OR type the URL**
of the webpage(s) you want to print.
5. Click the **arrow button.**
6. Click the **green print button.**
7. Proceed to the Library **Print Release Station.**
If you don't have a library card, please go to the Adult Services desk for print release.
8. Click **"Release a Print Job."**
9. Enter your **email address.**
10. Your print job will be displayed on the screen.
11. Click **"Print."**
12. Click **"Pay from AAM Deposit Account."**
13. Enter your **library card number.**
14. Click **"Pay from AAM Deposit Account."**

To Print Password Protected Content

This applies to any site that requires a login, such as email, bank accounts, and concert tickets.

- ◆ **Save your document** (tickets, bank statements, etc.) **as a PDF** **OR**
- ◆ **Forward your email** to one of the following library printer addresses:

ridgefield-library-bw@printspots.com
ridgefield-library-bw-legal@printspots.com
ridgefield-library-color@printspots.com
ridgefield-library-color-legal@printsports.com

- ◆ Follow steps 7 through 14 above.

How do I save a webpage as a PDF?

1. Use **Google Chrome** to bring up the webpage.
2. **Right-click** on the screen and select **"Print"** OR press keys **Ctrl + P.**
3. Click the **"Change"** button (to change the destination) and then click **"Save as PDF."**
4. Click the **"Save"** button, **name your file,** and select the **drive/file location.**
5. Your file will be saved as an Adobe Acrobat document (which is a PDF.)