
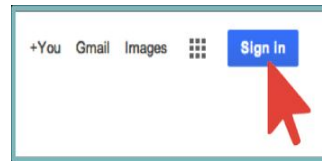


## How to Print a Document from Google Drive in the library:

- Log into the library desktop computer with your ACMS account and password (example: aa9999 --initials and four digits, **no** @ttusd.org)


- Open Chrome  on library desktop computer
  - or open Safari  and go to: **google.com**

- **Sign in** to your Google drive account



- Go to your Drive and open document to be printed



- Click on the picture of the printer (top left corner of page) 
  - Choose **PRINT FROM MY COMPUTER**
  - If your document opens in Preview (another window)
  - Click **FILE** on the top menu bar and choose **PRINT** at the bottom

- Click on print button,  destination is: ACMSLIBHP2 or ACMS\_LibraryHP1

- Log out! Push in your chair! And pick up your paper from the printer by the first computer (reach over counter--self-serve)