1. Go to: https://webprint.hertford.ox.ac.uk log in with your SSO username (e.g. hert1234).

2. Choose Web Print from the side menu.

3. Press Submit a Job.

4. Select the type of printing you want:
   - Hertford College BW = double-sided black and white
   - Hertford College Colour = double-sided colour
   - Single-sided BW = single-sided black and white
   - Single-sided Colour = single-sided colour

5. Press Print Options and Account Selection.
6. Specify number of copies and press **Upload Documents**.

![Upload Documents](image)

7. Drag and drop your documents onto the white square in the upload area, or click **Upload from computer** and browse to your documents. The documents to print are displayed above the white square.

WebPrint works with all Microsoft Office files e.g. Word, Excel, PowerPoint, PDFs and picture files like jpegs and tiffs.

8. Press **Upload & Complete**.

Your print job is now held in a queue and ready to be released from any of Hertford student printers:

- **Library**
- **JCR Computer Room** in NB 1 basement
- **MCR Computer Room**
- **Mary Warnock House Computer Room**

Your print job will stay in the queue for 72 hours.

![Web Print](image)