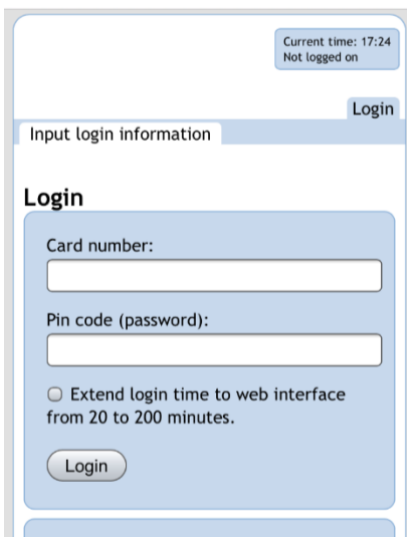# Library Printing Service: How to print from your own device

Here's how you can print documents to library printers from your own device using our Wi-Fi printing service. You can do this while in the library, from home or from anywhere else using a web-enabled device.

All types of device are supported: smartphones, tablets, laptops, chromebooks, home PCs, Mac computers, etc.

It's a good idea to check that you know the location of the files on your device that you wish to print before you get started.

Step 1 – Log into the service

Go to the netloan website here:

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You will need to be online to use this service: you can use the data on your device or use Wi-Fi where it's available.

Use your library card number and PIN to log into the netloan service.
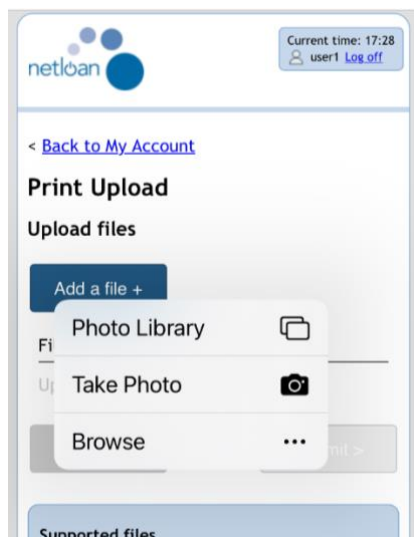
Select **Print a document**.

Then on the next page, click the **Get started** button.

Get started >

This will take you to the **Print Upload** page.

Step 2 – Selecting your document to print

Click the **Add a file +** button.

You can browse and choose any of the following document types to upload for printing:

- doc and docx
- PDF
- BMP, GIF, JPEG, JPG, PNG, TIF and TIFF

Your documents must not exceed 300 MB per file.
You can upload up to 5 documents to print each time.

Converting webpages and emails to PDF files for printing
To print a different type of document such as a webpage or email, first create a PDF version of the item. How to do this varies by device type – please see the attached guidance or ask staff for assistance if needed.

Step 3 – Submitting your documents

Once you have selected the document(s), you will be taken back to the **Print upload** page. Here you can view a list of the documents selected to print, add more or remove any you no longer wish to print.

When you are ready, click the **Submit** button and your documents are uploaded for printing.
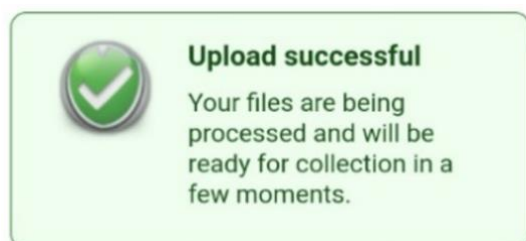
You will see this confirmation and a reference ID.

Step 4 – Making payment and collecting your printing

This last webpage will tell you how long you have to collect your print job from the library.

It will also tell you how to pay for and collect your printing. This is usually from a self-service kiosk and/or a member of staff in the library. At this point, you can decide how many copies to print, paper size and if in colour or black and white.

If you wish to upload more documents to print, please return to the homepage and repeat the steps above. Otherwise, you're done! Please log off to finish.

How to convert webpages and emails to PDFs for printing

iOS devices

Go to the webpage or file you wish to print, click the **Share** icon, select **Print**, then select or deselect the required pages in the print preview. Touch the screen on one of the page previews using two fingers together, pinch outwards and it will convert the file into a PDF. Use the **Share** icon to save the new PDF to a location on your device. You can browse to this location and select the file for printing at Step 2 above.

Android devices

To print a webpage, open the Android menu from the page you wish to print. This might be the three dots icon at the top of the screen or three horizontal lines at the bottom of the screen. Select **Print/PDF** or **Print** (you may need to scroll to see it), or **Share** then **Print**. Change printer selected to **Save as PDF**. Select which pages you wish to include, then click the **PDF** download icon. Select and/or note the location of the saved PDF document. You can browse to this location and select the file for printing at Step 2 above.

To print an email, open it and use the three dots at the top of the screen (or sometimes on the email itself) to see the menu. Select **Print** (you may need to scroll to see it), and then change printer option to **Save as PDF**. Select which pages you wish to include, then click the **PDF** download icon. Select and/or note the location of the saved PDF document. If needed, select **Save**. You can browse to this location and select the file for printing at Step 2 above.

N.B. This is a general guide only. Please bear in mind that Android menus and options may vary depending on phone settings, model or Android version. Please ask a member of staff if additional assistance is required.

Laptops and home PCs

Right-click on a webpage, select **Print**. On the print panel, under **Printer**, select **Save to PDF**. Select where to save the file to on your device and click **Save**. You can browse to this location and select the file for printing at step 2 above.

Saving Outlook emails to PDF can be achieved using the **File** menu, select **Print** and change **Printer** selection to save as a PDF. Click **Print** then **Save**. To save emails from a web browser (e.g. Gmail), right-click on the email, select **Print** and change the **Printer** selection to **Save as PDF**, then click **Save**.