# Want to print from your laptop to the ERTC printers?
# Follow these easy steps:

Step One: Be sure your file to print is saved in or exported to PDF format. You cannot print webpages or other unsupported formats through this method without first converting or exporting the file to PDF Format. Only Black and White printing is available at this time.

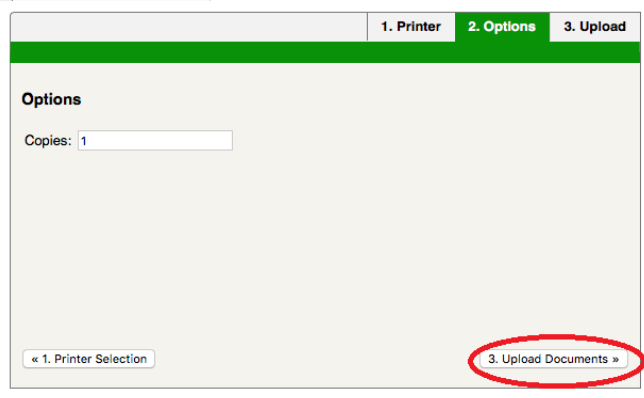**Step Two:** Direct your web browser to the following web address: http://bit.ly/ertcprint

Step Three: Log in using your University of Louisville ULink log-in and password.
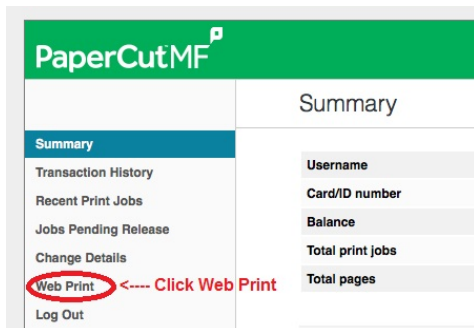
Step Four: Click "Web Print" on the left hand menu.
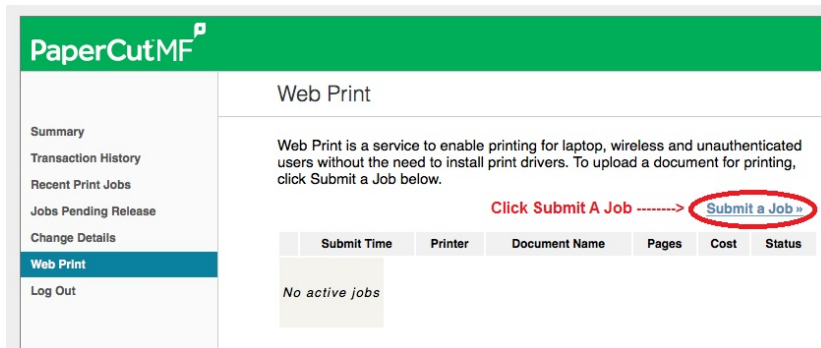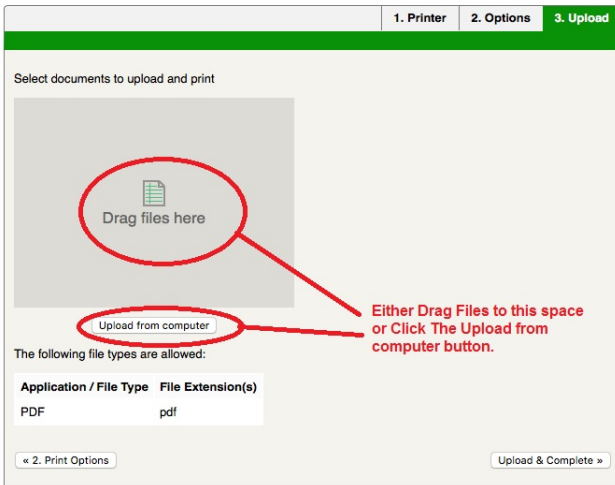
Step Five: Click "Submit A Job."
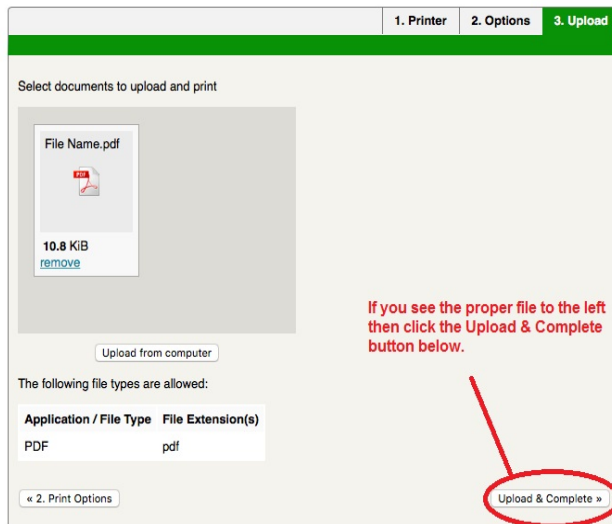
Step Six: Click Upload Documents.

See reverse side to continue

Web Print

Step Seven: Either drag-and-drop your PDF file to box marked "Drag files here" or click the "Upload from computer" button and browse to the location of the PDF file you wish to upload and print.

Web Print

Step Eight: Ensure the proper file is listed in the box and then click the button marked "Upload & Complete >>"

Web Print

Step Nine: You will see your files queued up. Come to the counter in room 201 and ask us to print your document for only ten cents per sheet.

Questions? Comments? Concerns? Suggestions?
E-Mail the ERTC Staff at ertcres@louisville.edu