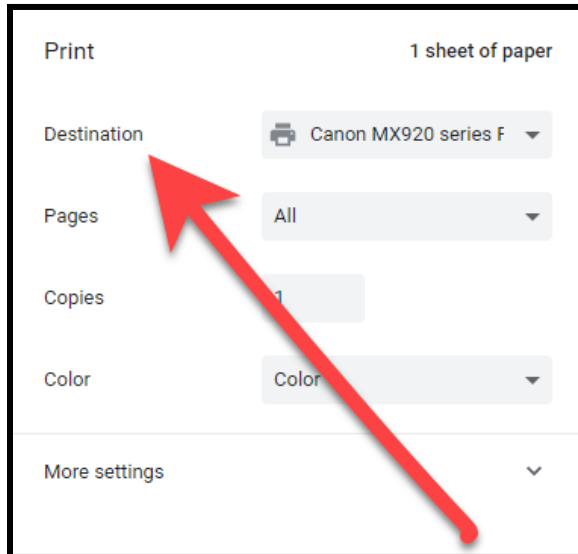


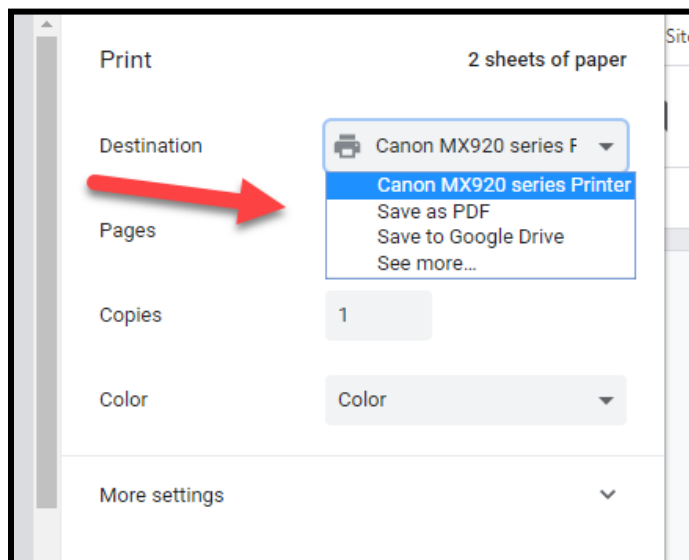
Printing assignments when there is no printer.

Printing when using Google

Once the assignment is completed, click the print button and locate the “Destination” tab



Select the dropdown menu for “Destinations” and select “Save as PDF” or “Save to Drive”

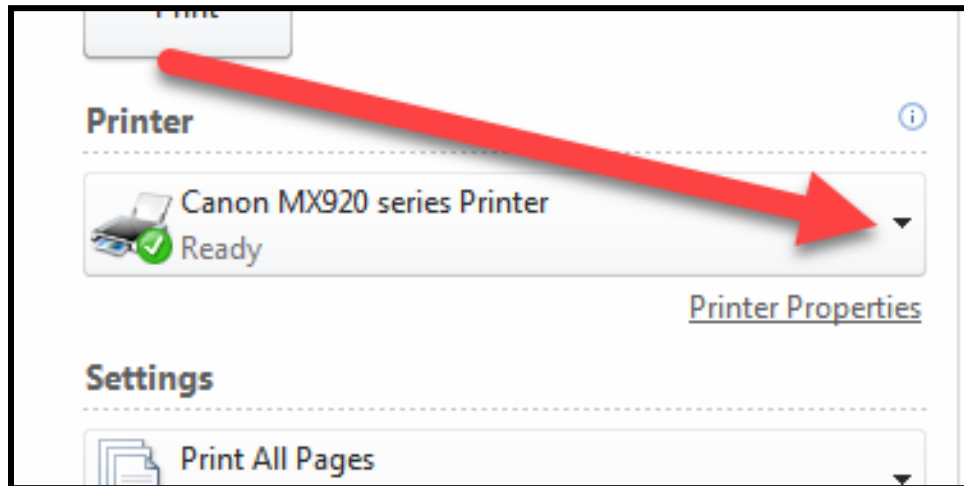


If you select PDF then you must save the file to your computer and submit it as an email attachment

If you select DRIVE then the file will save automatically in your drive and then you can share it.

Printing when using Microsoft

Once the assignment is completed, click the print button and locate the “Printer” dropdown arrow



Once the dropdown menu has opened select “Print to PDF”

If you select PDF then you must save the file to your computer and submit it as an email attachment