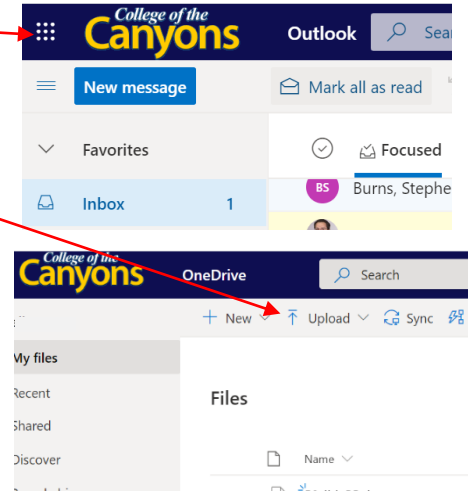


How to Submit Large Files for Printing

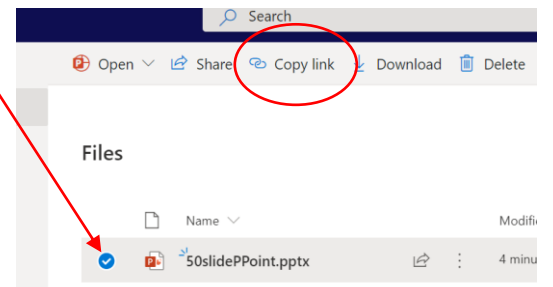
Download file from Canvas (or wherever it is located)

Upload it to your COC OneDrive :

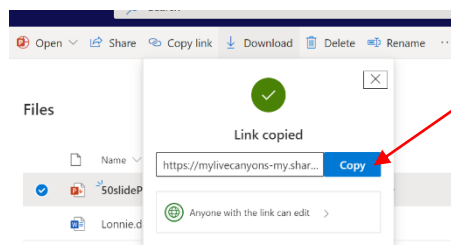
1. Open your Canyons email from a web browser (Chrome, Firefox, etc.)
2. Click on the App launcher:
3. Click on the OneDrive App
4. Click on the 'Upload' (files) option:



5. Choose the file from your computer to upload to OneDrive
6. Once uploaded, select the file and then click 'Copy link'



7. Choose 'Copy', then go to the **Printing Order form**



8. Paste the link in the Printing Order Form in the area indicated below, complete the form and submit:

File(s) to be printed: ?

No file chosen

Unlimited number of files can be uploaded. Reminder there is a limited to the amount of pages printed per week: 80 B/W and 50 Color

If your file will not upload because it is too large, upload the file to your OneDrive or Google Drive account and copy a sharable link:

Printing Options

You can also use Google Drive or another Cloud based file storage.