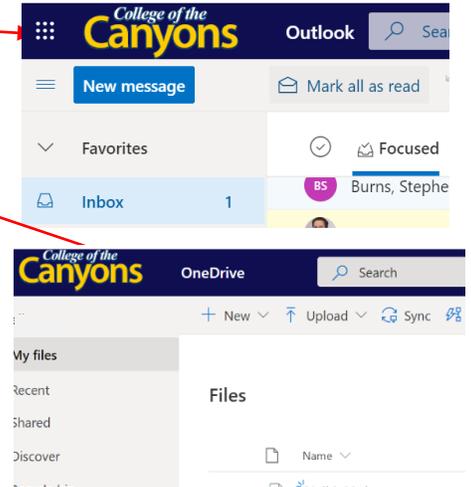# How to Submit Large Files for Printing
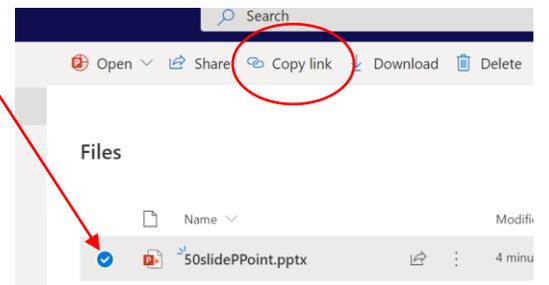
Download file from Canvas (or wherever it is located)

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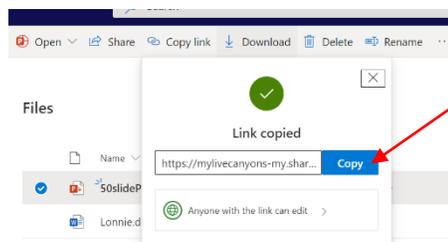
1. Open your Canyons email from a webrowser (Chrome, Firefox, etc.)
2. Click on the App launcher:
3. Click on the OneDrive App
4. Click on the 'Upload' (files) option:

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: ❓

[Choose Files] 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:

`https://mylivecanyons-my.sharepoint.com/:p:/g/personal/ronna_randall_ca`

**Printing Options**

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