

Transcript for Foundational Skills Video: How to print a range of pages from a PDF with Pay For Print (Webprint)



Chapman Learning Commons

Hi folks, my name is Madeleine and I'm working with the Chapman Learning Commons.

Today I will show you how to print a range of pages from a PDF document using the PayForPrint system at the University of British Columbia.

A range means you are printing a number of pages in sequence, for example pages 1-5 of a 10-page document.

When you upload your document to web print, there is no option that lets you specify a range of pages to print instead of the whole document. Instead, you need to save the range of pages you want to print as a PDF first, and then upload this new PDF to Webprint.

This tutorial will show you how to do this on a Mac.

1. Open the document that you want to print - it does not have to be in pdf format.
2. At the top left of your screen, click the "File" button.
3. On the drop-down menu, near the bottom, click the "print" option. You will get this popup.
4. Where it says "pages" you will see that currently the option for "all" has been chosen. Click the option for "from" and input the page number you want to start at, and where it says "to" input the page number that you want it to stop at. So, if I wanted to print the first 5 pages I would say from 1 to 5. If you are unsure if you have chosen the correct range, you can look at the preview.
5. Once you have your range, click the button in the bottom left that says "PDF".
6. This will give you a drop-down menu. Chose the option "save as PDF".
7. Then a popup will ask you to name this document. If you do not rename it, it will keep the same name as the original document and replace it. So, I will rename it by adding 3 at the beginning, since it's the first 3 pages, and then I will click save.
8. This document should now appear on my desktop, and it is only 3 pages long.
9. Now I will take this new PDF document and upload it to Webprint by clicking "submit a job".

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