Transcript for Foundational Skills Video: How to print a selection of pages from a Word document using PayForPrint (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 selection of pages from a Word document using the PayForPrint system at the University of British Columbia.

A selection of pages means that you are printing a number of pages, not necessarily in sequence. For example, you could print pages 1-3, 5, 7, and 9 from a 10-page document.

When you upload your document to Webprint, there is no option that lets you specify a selection of pages when you print your document. Instead, you need to save the document in that format in a Word document first, and then upload this new document to Webprint.

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

1. Open the Word document that you want to print.
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.
5. Click the option for "page range" and input the page numbers you want to print. So, if I wanted to print the first page and the 3rd and 4th, I would say 1, and 3-4. If you are unsure if you have chosen the correct range, you can look at the preview.
6. Once you have chosen your selection of pages, click the button in the bottom left that says "PDF."
7. This will give you a drop-down menu. Choose the option "Save as PDF."
8. 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 "1, 3-4" at the beginning, since it's the first, 3rd and 4th pages, and then I will click save.
9. This document should now appear on my desktop, and it has the selected 3 pages.
10. So now I will take this new PDF document and upload it to Webprint by clicking "Submit a Job."

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