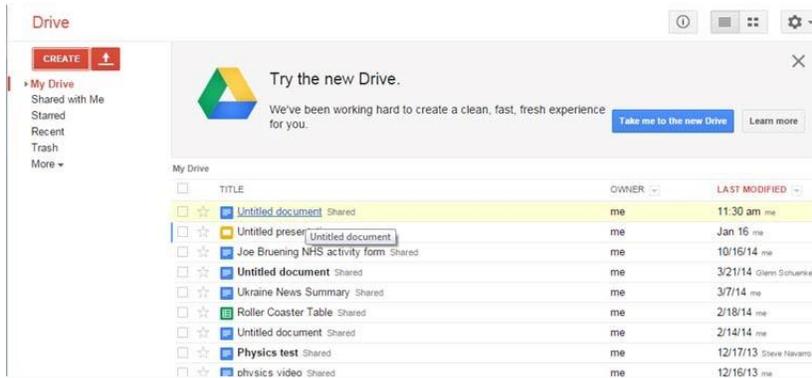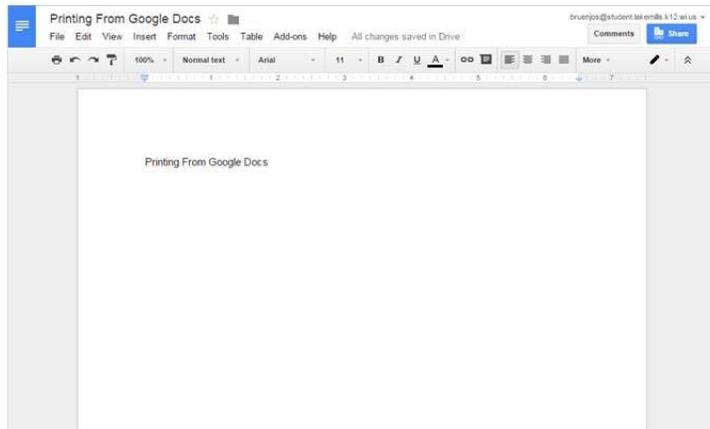# Using printer   email address to print from Google Docs

Basic Printing Procedure:

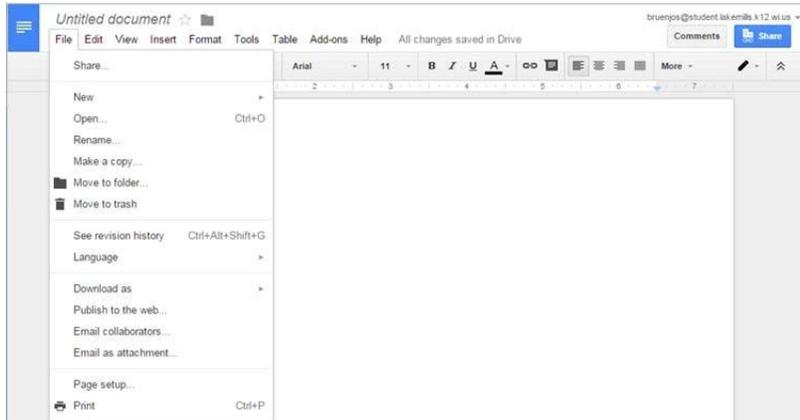1. Enter Google Drive and select the document you would like to print.

2. Open the document.

3. Click **File**.

4. Select **Email as attachment**.

5. Enter the address of the printer you are emailing to and click **Send**.

Current email addresses include:

Email as attachment

Attach as

PDF ▾

To (required)

printer address here @lakemills.k12.wi.us

Subject

Printing From Google Docs

Message

☐ Send a copy to myself

Send   Cancel

6. Go to printer and pick up copy.