

# We

# how to Send Prints via Web Print



**print** made easy

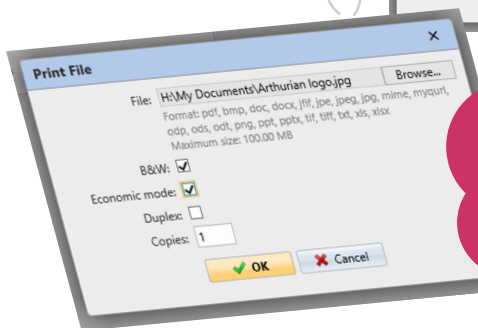
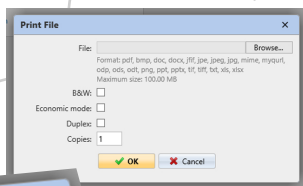
## Log in to MyQ

Visit the MyQ portal, found at  
[cardiffmet.ac.uk/printcredit](http://cardiffmet.ac.uk/printcredit)

In the bottom left hand corner of the screen  
click **“Print File”**



Click the **“browse...”** button



*Remember the  
maximum filesize  
is 100mb!*

Select your print options. Here we've chosen:  
**1 copy, black & white, single sided**

Now you can **log into any copier on campus**  
to print out your work

We

# Anfon Printiau trwy Argraffu Gwe



*Argraffu wedi'i wneud yn rhwydd*

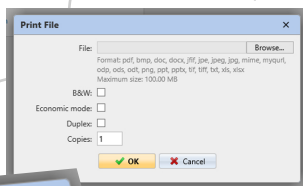
## Mewngofnodwch i MyQ

Ewch i'r porth 'MyQ', yn  
[cardiffmet.ac.uk/printcredit](http://cardiffmet.ac.uk/printcredit)

Yng nghornel chwith isaf y sgrin,  
**cliciwch ar 'print file'**



Cliciwch ar **"browse..."**  
y botwm



*Cofiwch uchafswm  
maint y ffeil  
mewn 100mb!*

Dewiswch eich opsiynau argraffu.

Yma rydym wedi dewis:

**1 copi, du a gwyn, un ochr**

Nawr gallwch chi **logio i unrhyw argraffwr ar y campws**  
i argraffu eich gwaith