

**President's Corner: Google Cloud Print**  
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## **Introduction**

Google Cloud Print is a free service introduced a few years ago to support printing from various devices—Chromebooks, PCs, mobile devices—to a printer via the cloud. The only requirements are that you have a Google account, a printer, and an Internet connection. Some printers are certified *Cloud Ready*, meaning they can be made available for cloud printing by providing your Google account credentials. Other printers, including those that are connected directly to a computer or local network rather than the internet may also be set up for cloud printing as *classic printers*. Consult your printer's manual or follow the appropriate link at the end of this article to see if your printer is Cloud Ready.

(I will use "GCP" in this article as shorthand for "Google Cloud Print.")

## **Setup**

To set up Google Cloud Print, you will need to do the following:

1. Install and then open Google Chrome.
2. Visit [www.google.com/cloudprint](http://www.google.com/cloudprint).
3. Sign up for a Google account (if you don't already have one).
4. Log into your Google account.
5. Add a "classic" or "Cloud Ready" printer.

Once you have added a printer, you may manage the device by viewing, sharing, deleting, or renaming it. You may also view details of and delete any pending print jobs.

A bonus feature is that you may share a printer with other people so they may print to it as well. When you share a printer, Google will ask for the user's email address. The user will then receive an e-mail notification asking for acceptance of the invitation. Once accepted, the user may send jobs to your printer. This may be useful for a business environment, in which printers are shared by co-workers, sharing photos with family, or even sharing printers with your network of home computers. You may keep the list of users private and allow them permissions to manage print jobs. GCP is scalable for large organizations; Google uses it to manage thousands of printers for its employees.

## **Using Google Cloud Print**

When printing from Google Chrome, the list of available printers will include those that are registered with GCP (assuming you are logged into your Google account). Select the one you wish to print to, choose from various options such as the number of copies, color output, and page range, and then click Print. Another bonus feature is that you may "print" to Google Drive, which will save the web page as a PDF in your Google Drive cloud storage. A printer will show as offline if it is not connected to the internet or, in the case of a classic printer, the host computer it is connected to is powered off or not connected to the internet. You may print to it, but the job will be held until the printer becomes

available.

Support for Google Cloud Print is built into Chrome, ChromeOS, and the Chromebook. For other programs such as e-mail, Mozilla Firefox, Microsoft Word or Adobe Reader, you will need another piece of software to print to a GCP printer. Various apps exist for mobile devices such as Android and Apple iOS. Apps also exist for Mac OS and Windows. For Windows, the easy, free solution is to download and install the Google Cloud Printer driver (see Useful Links below). You will need Google Chrome to download the installer. Once installed, a virtual device named "Google Cloud Print" will be added to your printers folder. To use it, select the print command in the program, select the GCP printer, and then click Print. After logging into your Google account, you will be redirected to the GCP page where you select which printer to use and then click Print. You may "print" to Google Drive as well as a physical printer, just as you can from Google Chrome.

### **Useful Links**

YouTube Overview by Google: <https://www.youtube.com/watch?v=1A5zvYda7Eo>

YouTube Overview by Dotto Tech: <https://www.youtube.com/watch?v=fxOUwrMtDTQ>

How It Works: <https://www.google.com/cloudprint/learn/howitworks.html>

Google Cloud Print Home: <http://www.google.com/cloudprint>

Help Center: <https://support.google.com/cloudprint>

Getting Started: <https://www.google.com/cloudprint#printers>

List of Cloud Ready printers: <https://www.google.com/cloudprint/learn/printers.html>

Supported Apps: <https://www.google.com/cloudprint/learn/apps.html>

Google Cloud Print Driver for Windows: <https://tools.google.com/dlpage/cloudprintdriver>

Download Google Chrome: <https://www.google.com/chrome/browser/desktop/index.html>