

Printing at the Library

Printing, photocopying, and scanning services are available at all [VPL locations](#). To print, you can use either WebPrint or Email to Print, which enables you to upload or send your document from your device, and then pick up your printed document at the library.

Visit <https://webprint.vaughanpl.info> and login with your VPL library card number.

Before coming to the library, please have the following:

- Your document uploaded or sent to WebPrint or Email to Print.
- Your library card (or library card number).
- Money loaded on your card. If you are not sure about the funds on your card, please reach out to us on our [Ask Us!](#) contact webpage.

How to upload a document to Web Print

1. Select the tab **File Print** to upload a document or **Web Print** if you are printing from a webpage.
2. Click on **Select files** to find a file on your device to upload your print job or paste in the URL of a webpage.
3. To customize the print settings, select the print job and click on **Change Job Attributes**. The default print settings are: one copy, all pages, black & white and one-sided.
4. Visit any VPL branch to release and pick up your prints.



How to use Email to Print

1. First time users will need to register an email address using [WebPrint](#).
 - Click on the "Send Email Attachment" tab.
 - Click the "Select" button and enter your email address.
 - Click the "Log out" button at the top of the page when you're finished.
2. Now you're ready to email to print from any device.
 - Compose an email to this email address: vplprint@vaughan.ca
 - Attach the document(s) you want printed. (Maximum 10 MB in size)
 - If there aren't any attachments, the email body will be printed instead.
 - The default print settings are: one copy, all pages, black & white and one-sided.
3. Custom print settings may be entered in the email's subject line.
 - For the number of copies, type "**copies=#**" (Example: copies=4)
 - For specific pages only, type "**pages=#,#,#...**" (Example: pages=1-3,7,9)
 - For colour prints, type "**print=colour**" or for black & white, type "**print=mono**"
 - For double-sided prints, type "**print=duplex**" or for single-sided, type "**print=simplex**"
 - Enter all settings in one single line separated by spaces.

Example subject line: `copies=2 pages=1,5-9 print=colour print=duplex`
Print 2 copies of your document, pages 1 and 5 to 9, in colour and doubled-sided.

4. Visit any VPL branch to release and pick up your prints.

Printing costs:

| Letter (8.5 x 11 in.) | | Legal (8.5 x 14 in.) | | Ledger (11 x 17 in.) | |
|-----------------------|----------|----------------------|----------|----------------------|----------|
| Black & white | 10 cents | Black & white | 10 cents | Black & white | 20 cents |
| Colour | 40 cents | Colour | 40 cents | Colour | 80 cents |

Prices are per one side and are subject to change.