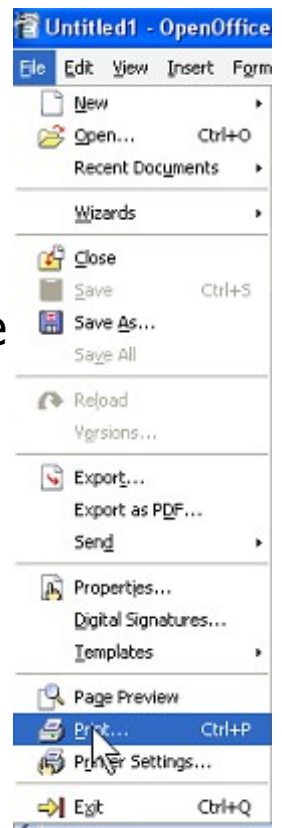


How to Print

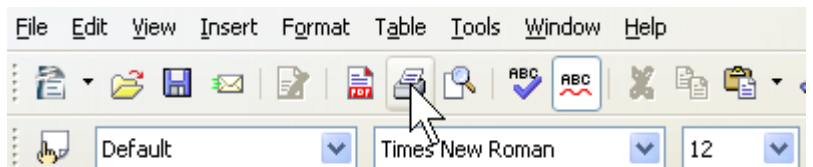
1. You've typed a letter, or taken a photo and uploaded it to the computer, and want it on paper. What do you do?
2. Ensure that your printer is connected to the computer, switched on and loaded with the correct paper. The very first time the printer is connected the computer should recognise it and you may be asked to follow installation instructions.

3. Open the document or photo in the program being used so that it is on the screen. Select the File Menu and you will find the option to Print. Click on Print. A Window appears which allows you the opportunity to select what and how many are to be printed. It should have the name of your printer in the Printer Name drop down menu.

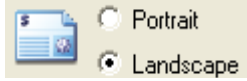
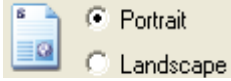


4. You also get the opportunity to select Options and Properties. Once set these should stay till changed. If it is an Ink Jet printer it will have a Maintenance Utility selection which allows checking of print quality and cleaning of the print heads.

5. There is usually a Print button in the Toolbar which you can use instead of the File menu once you've set the settings.



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6. If you want to see what the print will look like before printing, then first select Print Preview (if available) from the File Menu or Printer Properties. Sometimes you can select Draft which will save on ink while you get a readable print to check.
7. You may find that the layout is more suitable in Landscape form rather than Portrait.   Click on Properties and Layout to change this.
8. You may want to change the size or type of the paper used. Click on Properties and Paper to change this. You may have to make adjustments to the paper tray so that the paper slides through properly. Similarly, there may be an adjustment for thicker paper or printing on to a CD.
9. When printing photos you may be given the option to print multiple photos on the one sheet of paper. This can be set up on the screen before printing.
10. Problems such as running out of ink are highlighted with error messages. Follow the on screen instructions given.
11. Printer manufacturers like you to use their own brand of ink cartridge. But these are usually much more expensive than others available. Ask your usual source of help for alternatives and for places to recycle the old cartridges.
12. When printing, you can open a window which allows you to see the status of print jobs you have set up. Options eg to Pause or Cancel from the queue are given under the

Documents Menu. To view this window click on the Control Panel in the Start Bar and then double-click on Printers and Faxes and double-click on your printer name.

