

How to Use a Printer*

Do you want to print a copy of the document or image that you see on the computer screen? To do that, you will use a printer, which is a separate piece of equipment that is usually connected to the computer.

***Note:** The instructions for this printer are specific to a brand and may vary for other brands and products.

Before you begin using the printer to print, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Use a Printer

A. Open the Document

Open the document you want to print.

For help, see:

Graphics Skill 1.1: To start the paint software

Multimedia Skill 1.1: To start multimedia software

Spreadsheets Skill 1.1: To start spreadsheets software, or

Word Processing Skill 1.1: To start word processing software

Note: The skill name will change depending on the Help Guide version being used.

B. Select the Print Command

Click File. Then, click Print.

Note: For Microsoft®Office 2007 users, click the **Office Button**. Then, click **Print**.

For help, see:

Graphics Skill 1.2: To use the Menu bar (Paint/Home tab)

Multimedia Skill 1.2: To use the Menu (Ribbon) bar

Spreadsheets Skill 1.2: To use the Menu (Ribbon) bar, or

Word Processing Skill 1.2: To use the Menu (Ribbon) bar

C. Select the Print Options

- 1. A Print window pops up. To select the printer you want to use, click the arrow in the Name list and select the printer.**

Note: For Microsoft®Office 2010 users, when you click the File tab, you will notice a Backstage view. In the **Printer** section, click the arrow to select the printer you want to use.

Note: You will notice that the box has a drop-down menu or a list which may allow you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list is displayed, scroll to the printer that you want. Highlight your choice, and then click on it.

Create a Presentation

2. To select the page you want to print, select either:

"All"/ "All pages"/ "Print All Pages" (all pages of the document)

"Current Page" (print the page which is open on the screen), or

"Pages" which allows you to indicate, by page number, the individual pages that you would like to print.

Note: For more detailed instruction of how to print in a spreadsheet application, see Spreadsheets Skill 9.1: To print a spreadsheet.

For more detailed instruction of how to print in a multimedia application, see Multimedia Skill 9.1: To print your presentation.

If your content covers only one page, then by default, that page will be automatically selected for printing. You may skip this step and move to Step 3.

3. To select the number of copies that you want to print, click the up arrow in the **Number of copies list**.

Note: For Microsoft® Office 2010 users, click the up arrow in the **Copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

4. Most people will use the "default" settings. **However, you can also choose to modify some of the settings by clicking on Properties or Preferences.**
5. **Select the layout of your document. Choose Portrait (Orientation) or Landscape (Orientation), as per your choice.**
6. **Select the paper size from the options listed, if that option is provided.**

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several paper size choices. Just click on the down arrow and move your cursor to the option you would like to choose. Highlight your choice, and then click on it.

D. Print Your Document

Click OK or click Print.