

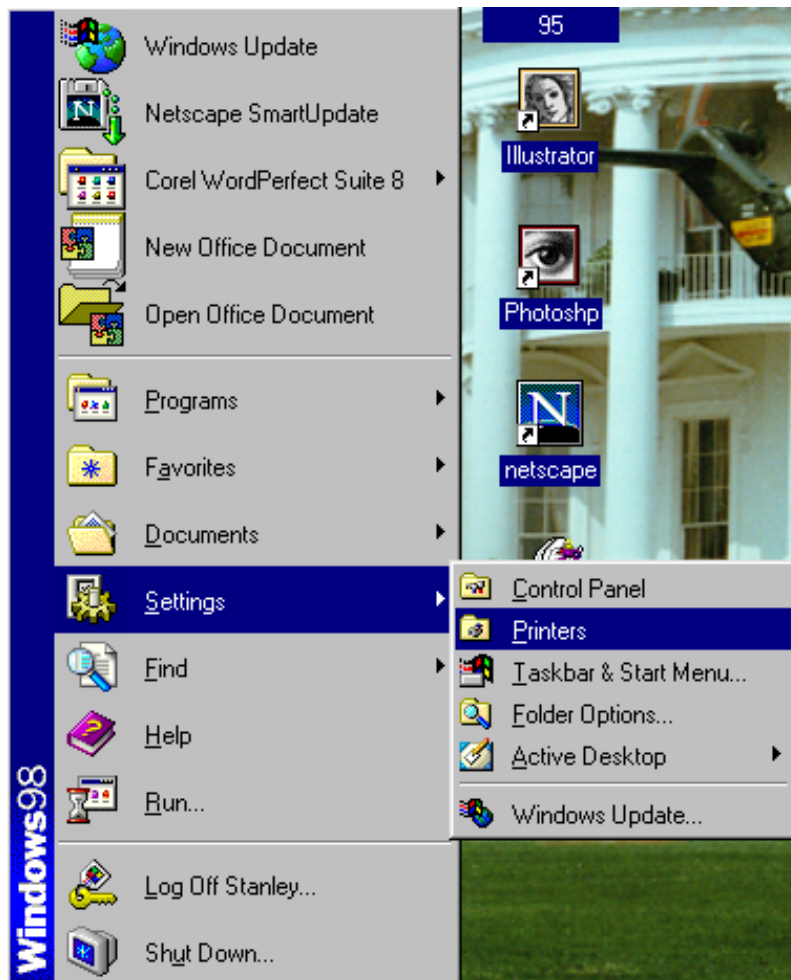


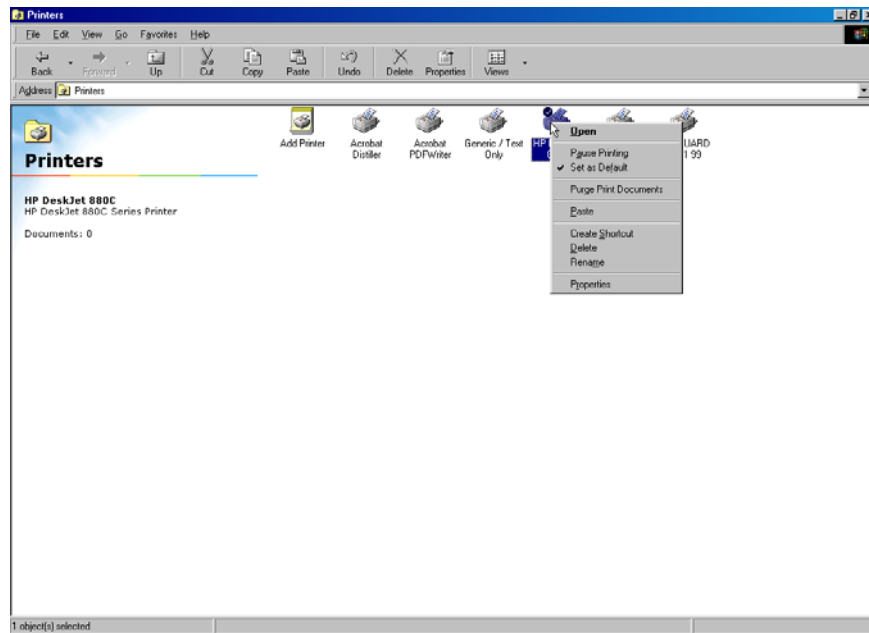
Printers

1. The Printers Window is where you can Add a Printer, Assign a default Printer and Delete Printers. You can get to the Printers Window several different ways. The first way is to Double Left Click the My

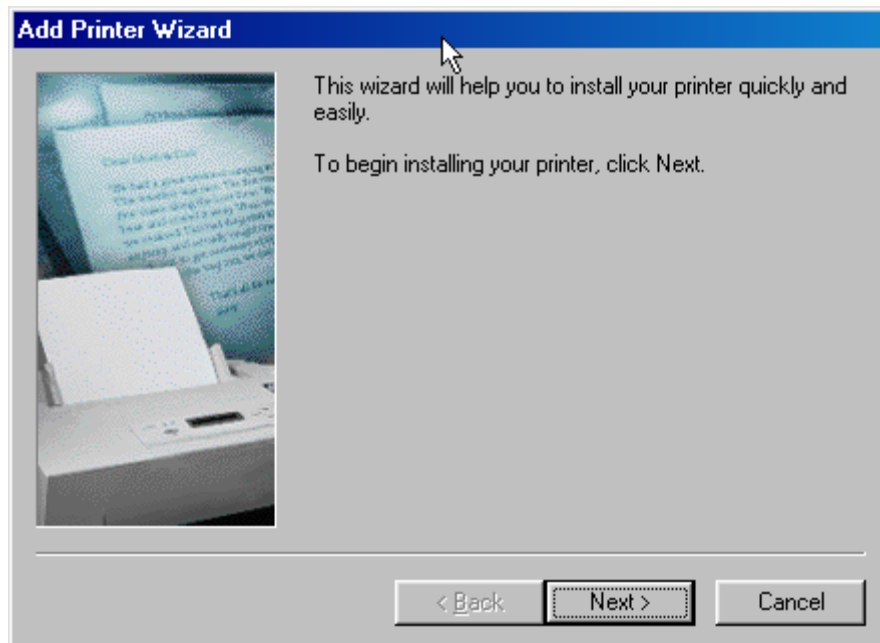
Computer Icon  on the Desktop. Then Double Left Click on the Printers Folder . Another way to get to the Printers Window is to Left Click on the Start Button. Move up to Settings then to Printers.



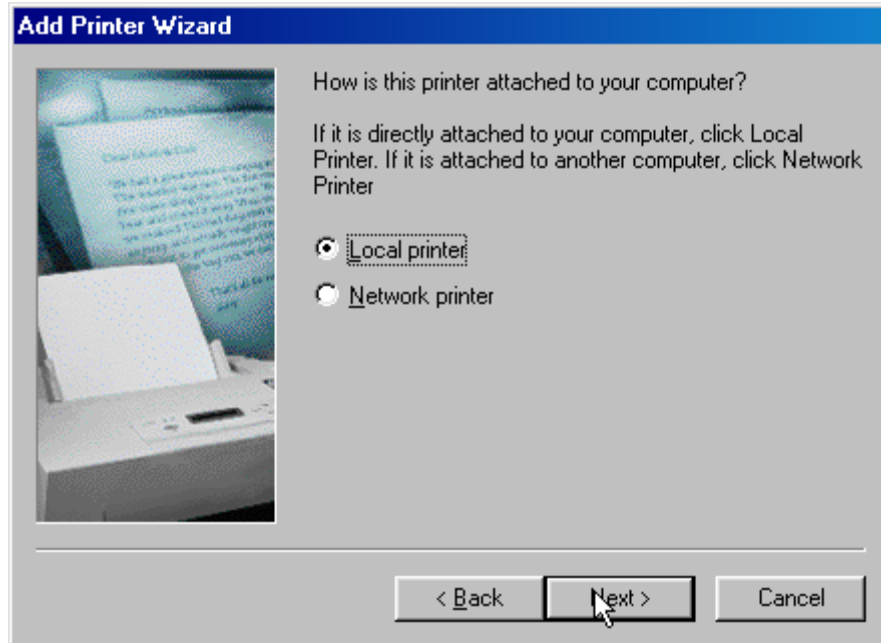
2. Both these ways will bring you to the Printers Window. Once there you can Delete Printers, Add Printers and Assign a Printer as the Default Printer. By Right Clicking on the Printer you will see a pop-up Menu to accomplish your task.



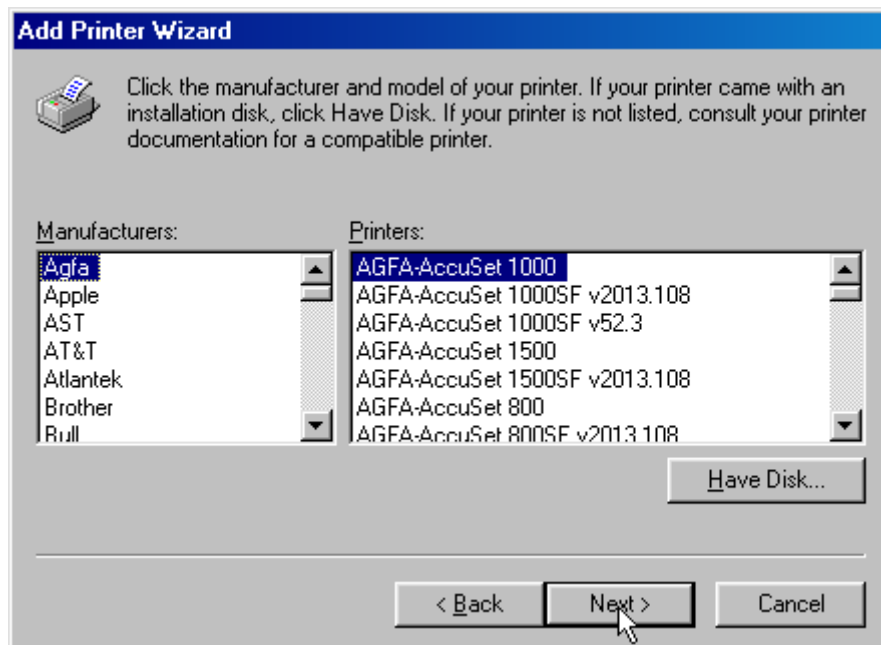
3. To Add a Printer, Double Left Click on the Add Printer Icon . This will bring up the Add Printer Wizard. Follow the steps through the Wizard to complete the install.



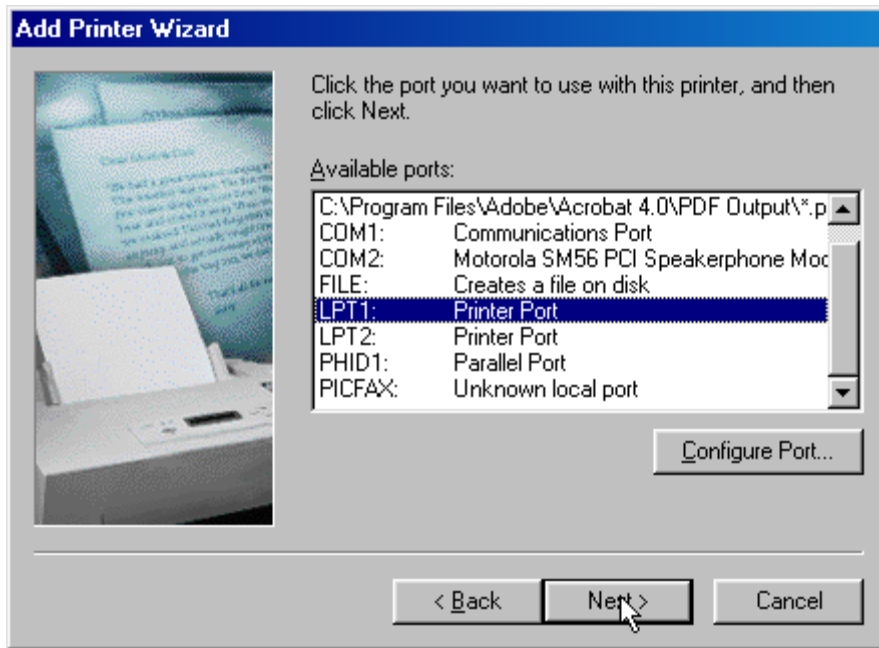
Click the Next Button to continue.



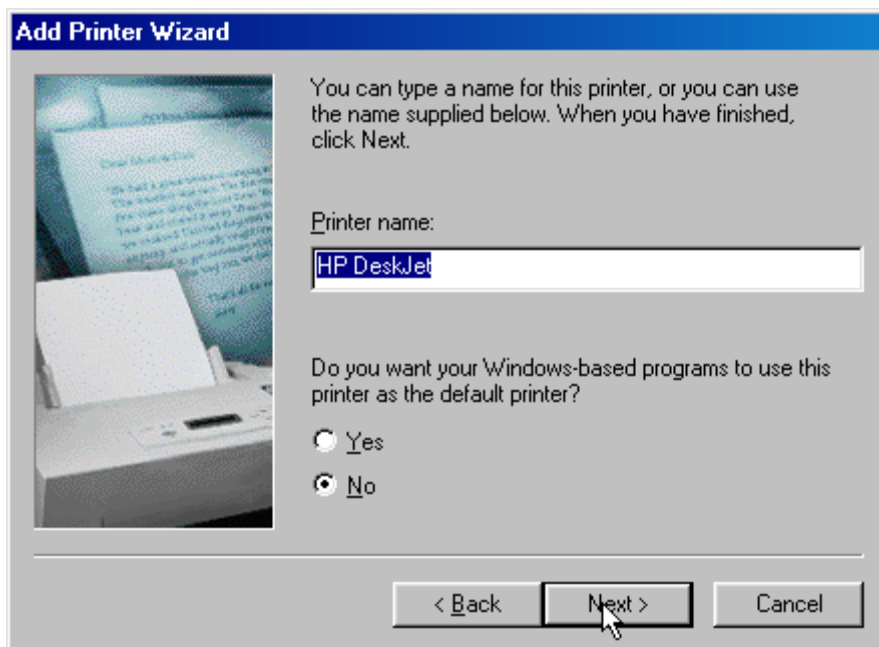
If the Printer is going to be used by just this computer, Select Local Printer. If this Printer is on a network, then Select Network Printer. When you are done Left Click on the Next Button. Your computer will now start to build a database for a new Printer.



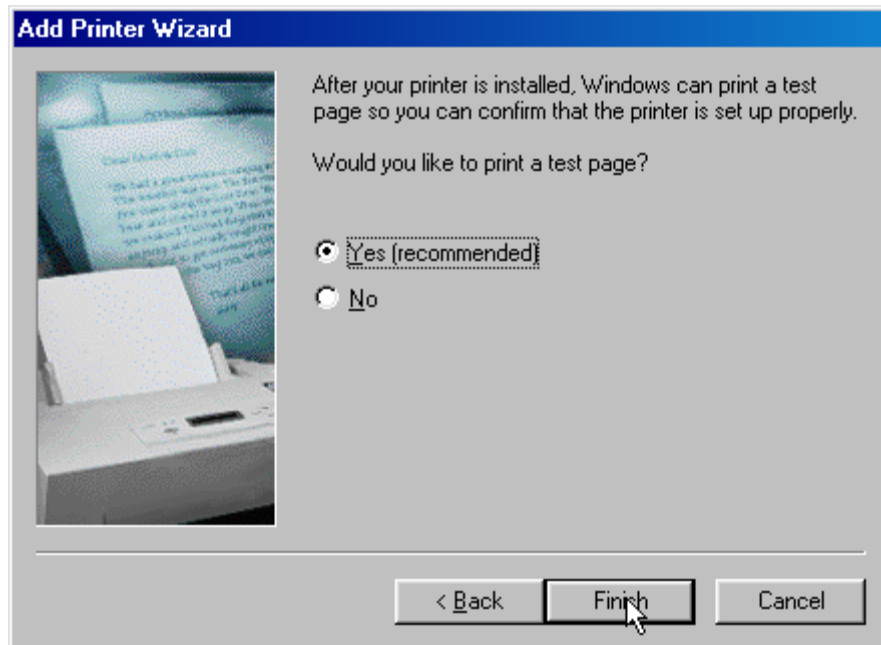
Find and Click on the Manufacture of your Printer. A list of printers will show in the right window. Select your printer if it is there. Most Printers come with a disk, if so, Left Click on the Have Disk Button. When you have found your Printer Left Click the Next Button.



Select the Port on your computer that you are going to hook the Printer up to. Left Click on the Next Button.



In this Window you can now change the name of your Printer. You also Select if you want this Printer to be the Default Printer for all your Windows Applications. Select the Next Button.



Select if you want to print a test page. Left Click on the Finish Button. The Printer that you just installed will now appear in your Printers Window. You may have to Restart Windows to be able to use this Printer.