

# How to Print Documents

Today's TipsMake will show you how to print documents on a Windows or Mac computer. First of all you need a printer connected to your computer.

## On Windows

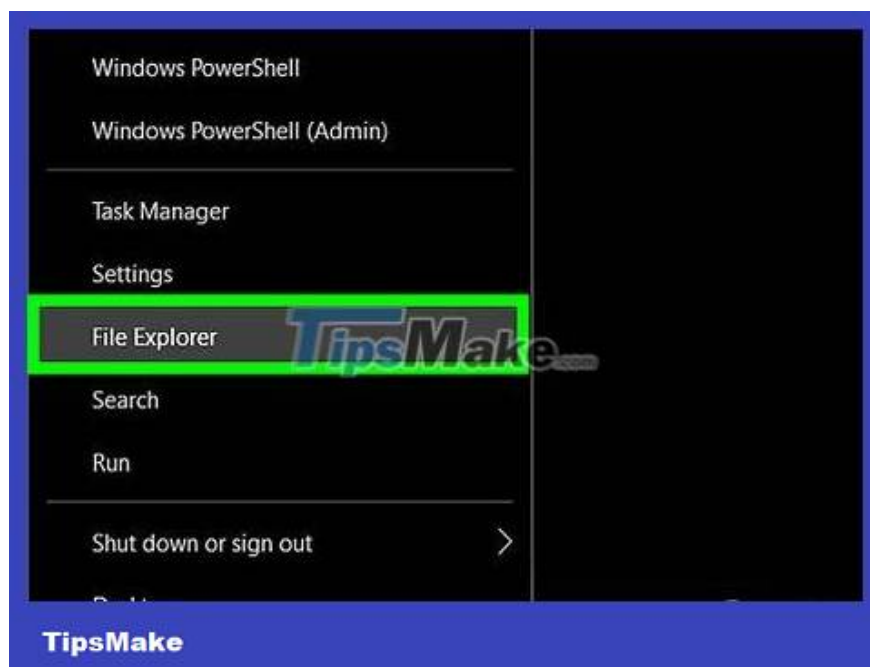


**Make sure the printer is connected and turned on.** If the printer uses Wi-Fi, you need to make sure that the computer is sharing the same Internet network as the printer; otherwise, you need to plug in a USB cable to connect the two devices.

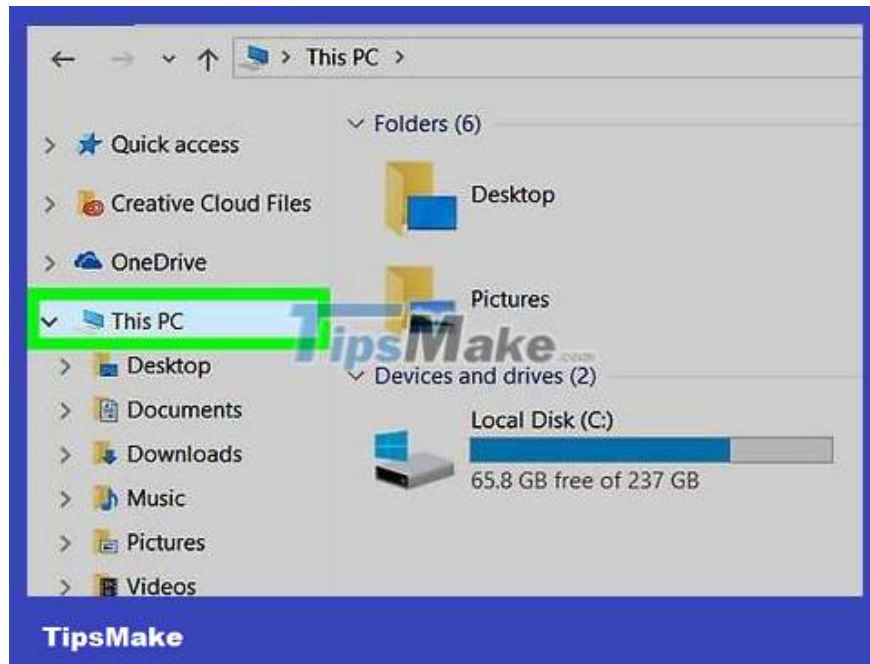
Review your printer's manual to perform setup if you haven't already done so.



**Open the Start menu.** Click the Windows icon in the lower left corner of the screen.



**Open File Explorer.** Click the clipboard icon in the lower left corner of the Start window.



**Open the document you want to print.** Click the folder containing the document on the left side of the File Explorer window. Common documents you can print include:

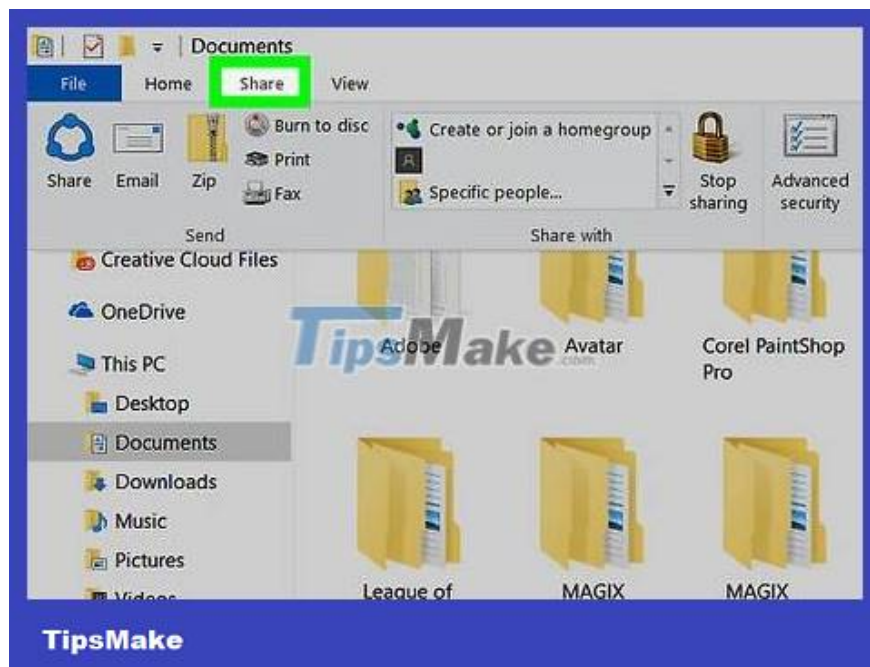
Word, Excel or PowerPoint documents

PDF files

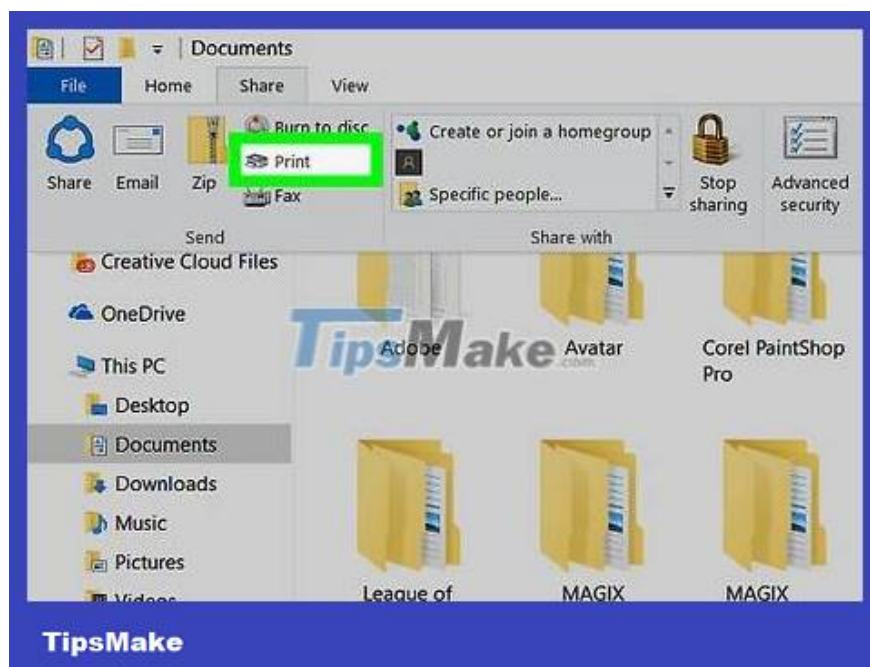
Image



**Select document.** Click the document you want to print.

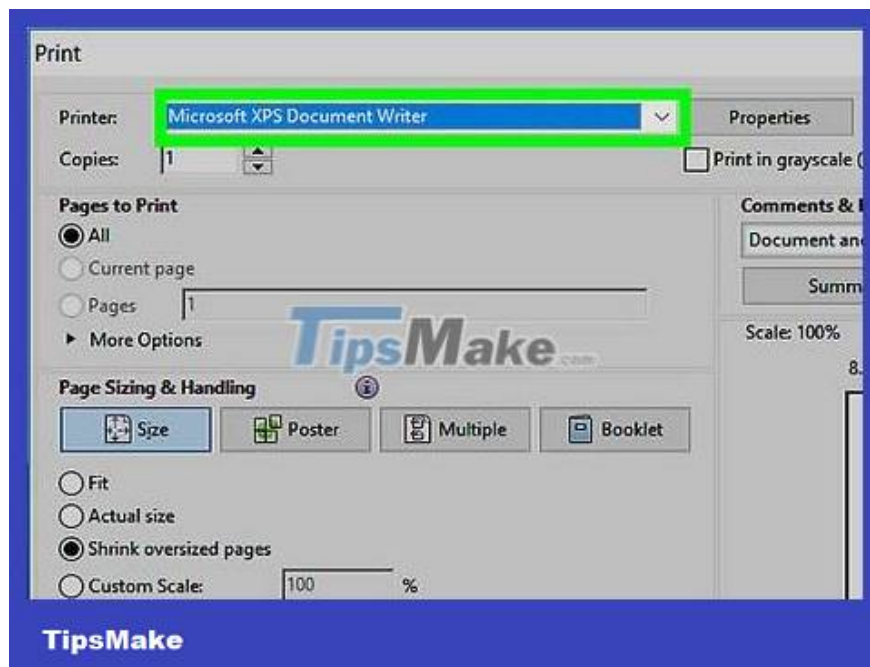


Click the **Share** tab in the upper left corner of the window. A toolbar will pop up below the **Share** section .

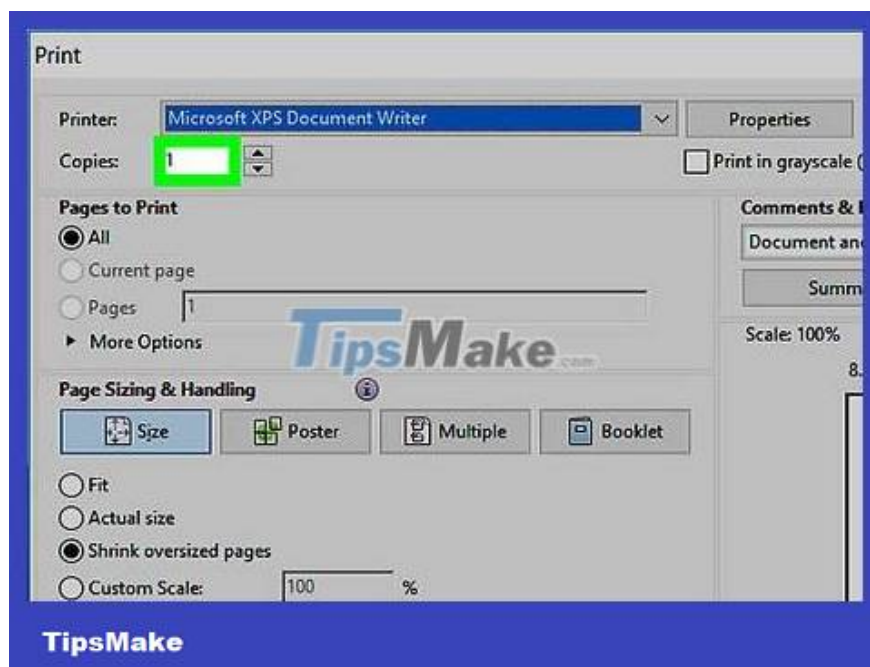


Click the **Print** action in the "Send" section of the toolbar. The Print window will open.

If the **Print** button is greyed out, the selected document cannot be printed. You'll encounter this with documents like Notepad Next.

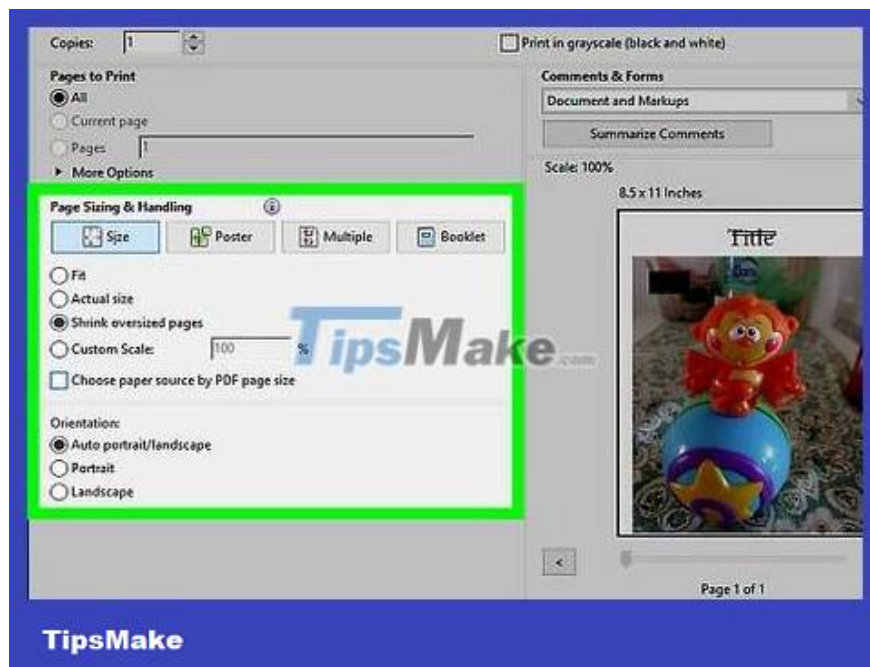


**Select printer.** Click the "Printer" drop-down menu and select your printer name.



**Select number of copies.** In the "Copies" box, enter the number of copies of the document you want to print.

This data is different from the page number.

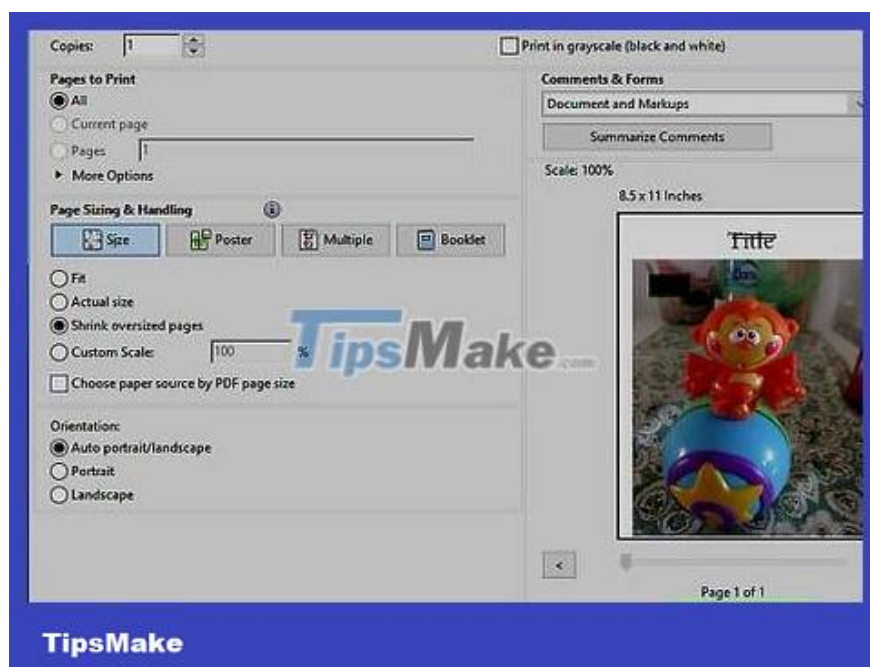


**Edit other print settings if necessary.** The menu will be different for each document type, but in general you will have the following options:

**Orientation** – Determines whether the document is vertical or horizontal.

**Color** – Decide between black and white printing and color printing. For color printing, your printer must have color ink.

**Number of sides** – Select single-sided printing to print on one side of each sheet of paper, or double-sided printing to print on both sides of each sheet of paper.



**Click Print at the top or bottom of the window.** Your document will begin printing.

## On Mac



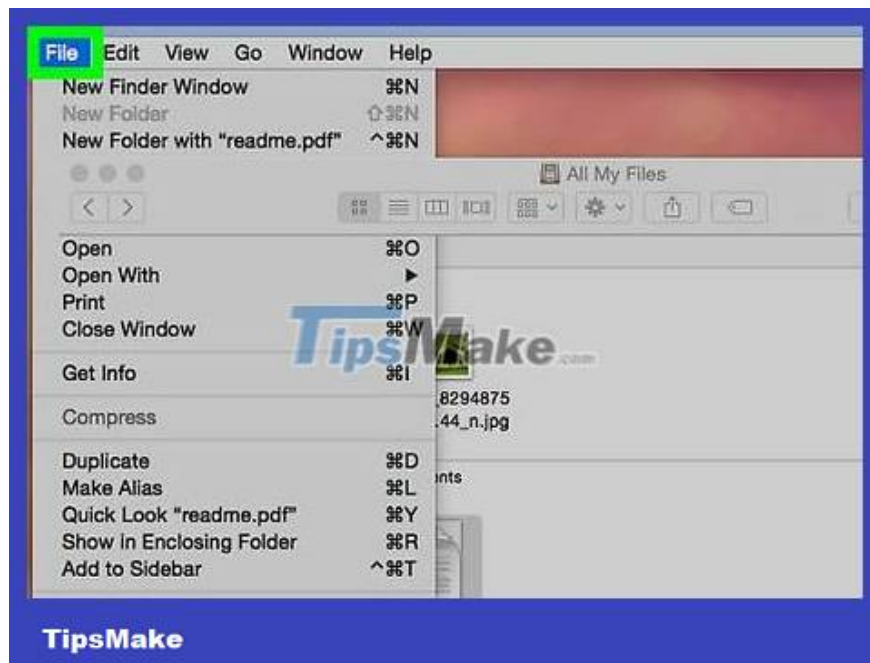
**Make sure the printer is connected and turned on.** If the printer uses Wi-Fi, you need to make sure that the computer is sharing the same Internet network as the printer; otherwise, you need to plug in a USB cable to connect the two devices.



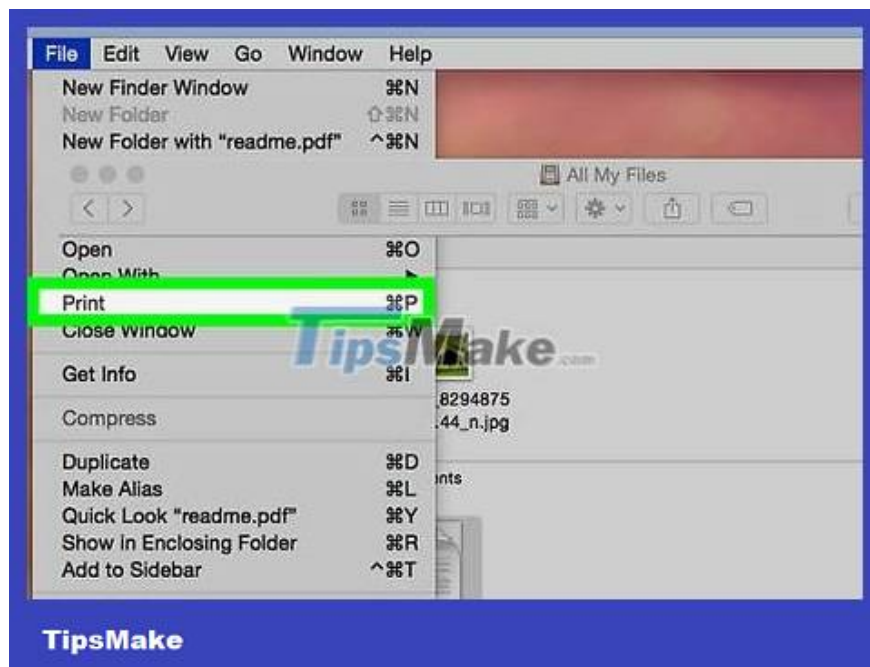
**Open Finder.** Click the blue face-shaped app in the Dock. A Finder window will open.



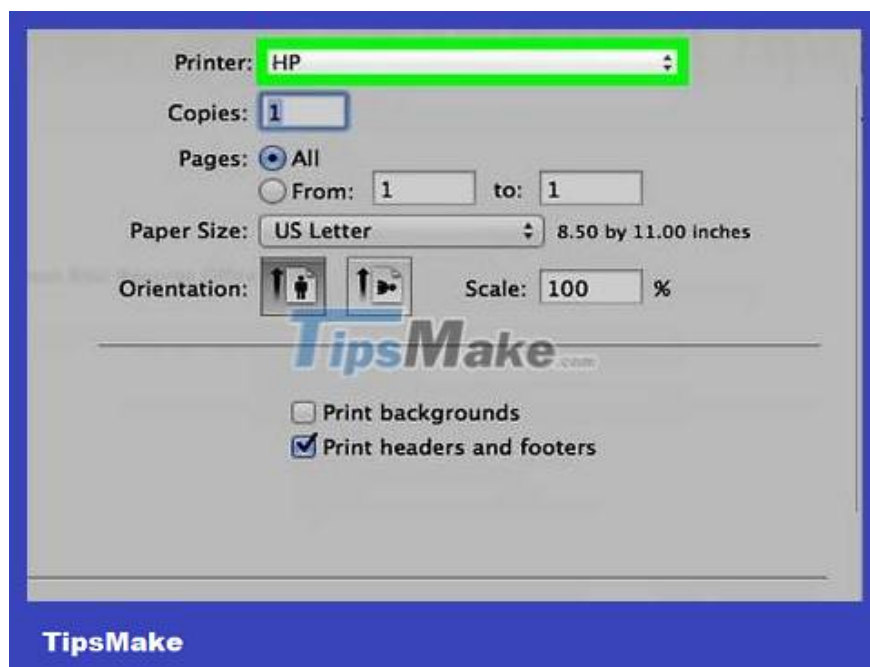
**Open your document.** Click the document folder on the left side of the Finder window and search for your document.



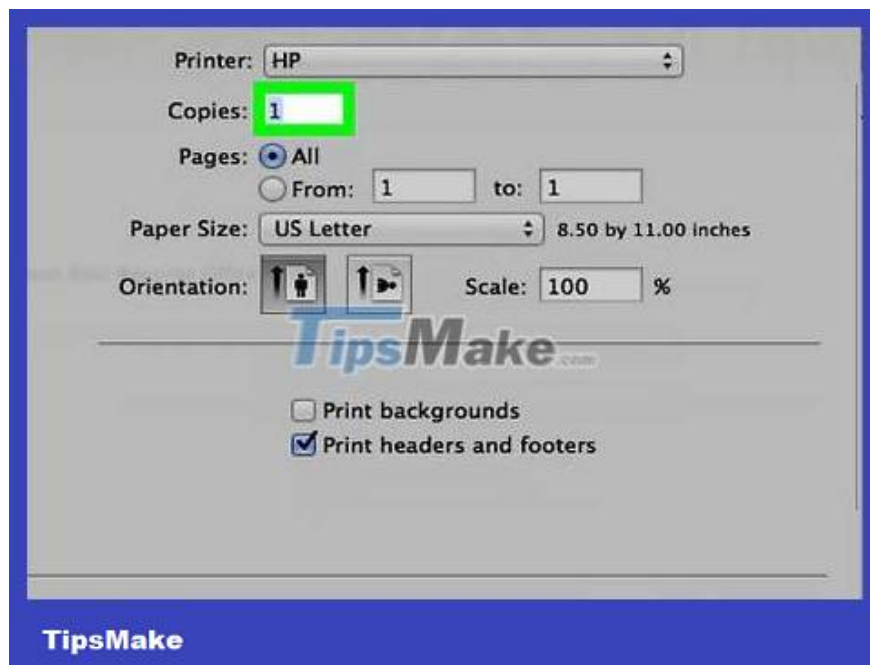
**Select document.** Click the document you want to print.



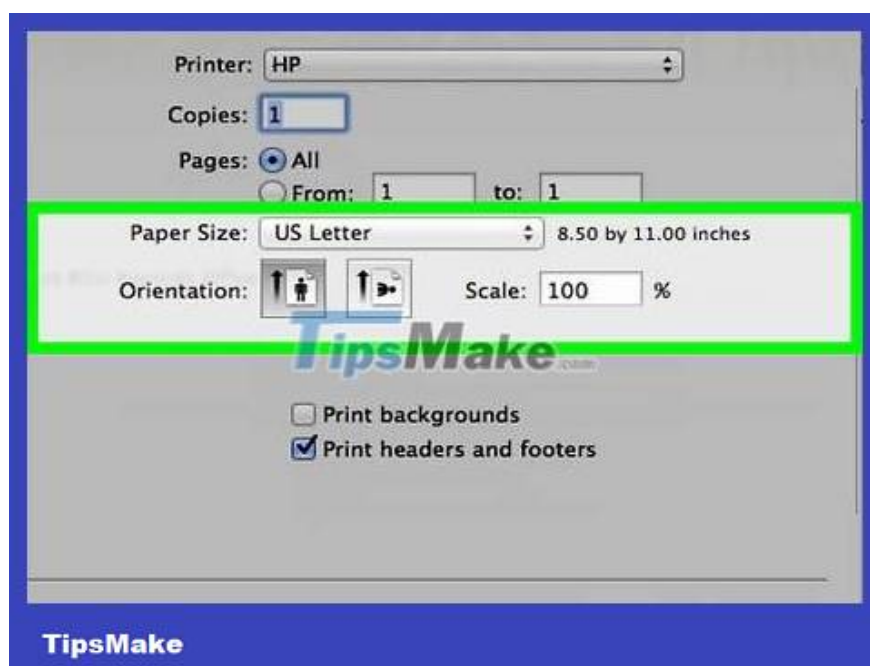
Click File in the upper left corner of the screen. A drop-down menu will appear.



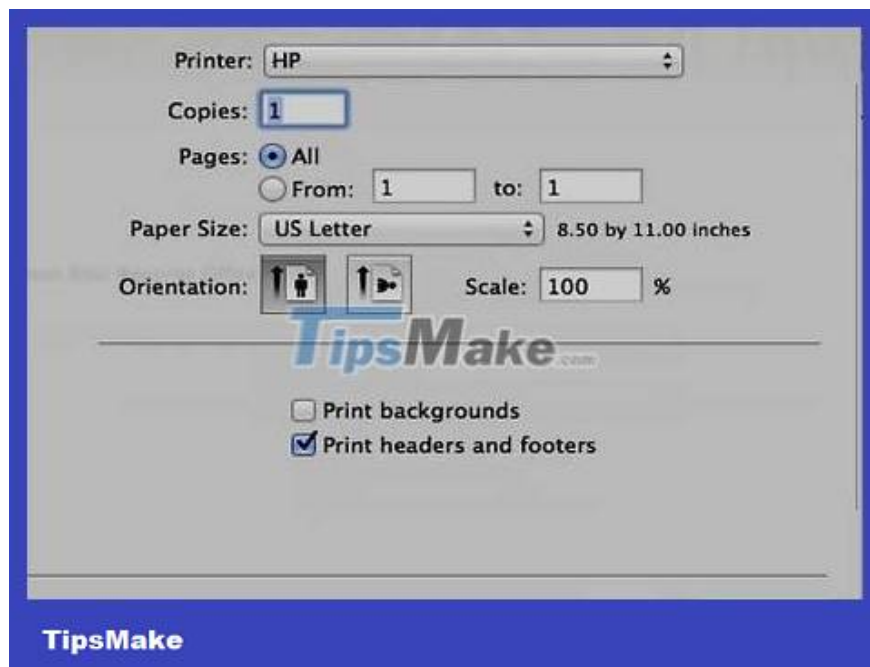
Click Print... at the bottom of the File menu . The Print window will open.



**Select printer.** Click the "Printer" drop-down menu and select your printer name.



**Select number of copies.** In the "Copies" data area, enter the number of copies you want to create.



**Edit other print settings if necessary.** First, click **Show Details** if you want to change any details other than the "Page" settings:

**Pages** – Select the number of pages to print. If you select "All", the entire document will be printed.

**Paper size** – This option will align the margins up or down for different paper sizes.

**Orientation** - Determines whether the document is portrait or landscape.

**Number of sides** - Select single-sided printing to print on one side of each sheet of paper, or double-sided printing to print on both sides of each sheet of paper.

**Click Print in the lower, right corner of the window.** Your document will begin printing

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