



**FIGURE 3-7:**  
The Add Printer Wizard asks you to pick a printer.

The Add Printer Wizard displays a screen that shows the printer's name and asks whether you want to designate the printer as your default printer.

**6. (Optional) Designate the printer as your default printer.**

**7. Click Next to continue.**

A final confirmation dialog box is displayed.

**8. Click Finish.**

You're done!



**TIP**

Many network printers, especially newer ones, are connected directly to the network by using a built-in Ethernet card. Setting up these printers can be tricky. You may need to ask the network administrator for help in setting up this type of printer. (Some printers that are connected directly to the network have their own web addresses, such as `Printer.SimpsonFamily.com`. If that's the case, you can often set up the printer in a click or two: Use your browser to go to the printer's web page and then click a link that enables you to install the printer.)

## Printing to a network printer

After you install the network printer in Windows, printing to the network printer is a snap. You can print to the network printer from any Windows program by using the Print command to summon the Print dialog box, which is usually found on the File menu. For example, Figure 3-8 shows the Print dialog box for WordPad (the free text-editing program that comes with Windows). The available printers are listed near the top of this dialog box. Choose the network printer from this list.