



# Lesson 27

## PRINTER MATTER Printing The File



You can produce a paper copy of a file stored on your computer.

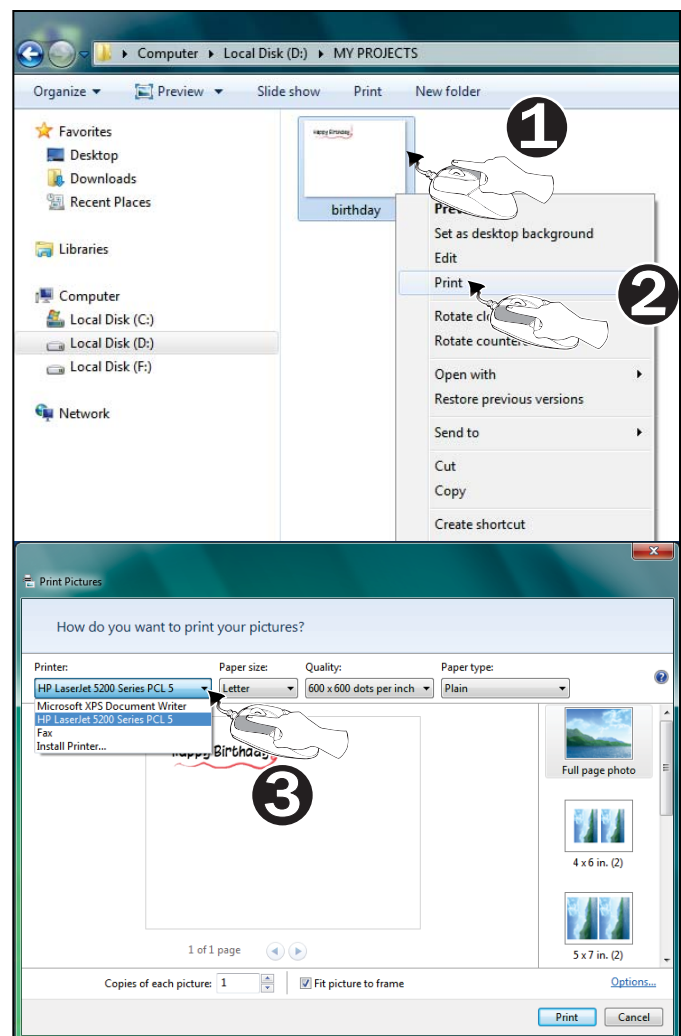
### FOR WINDOWS 7 USERS:










#### Printing the File

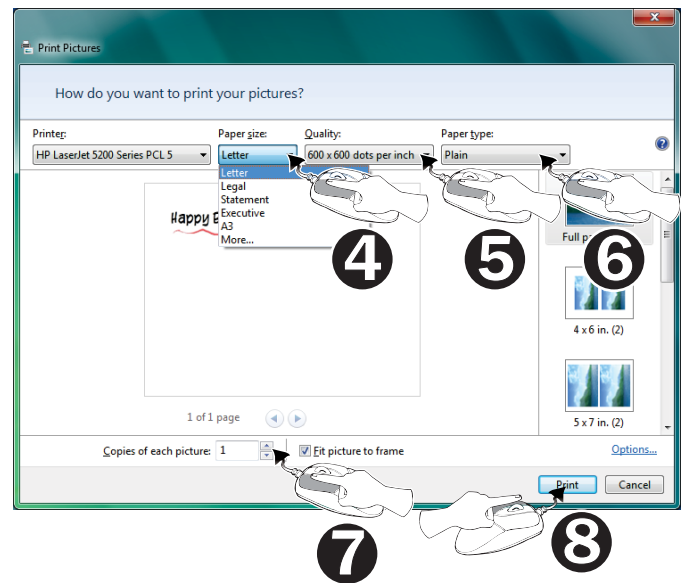
1. To select the file that you want to print, move the mouse  over the file and then press the right button.
2. Move the mouse  over **Print** and then press the left button.

You can view information about the file that you sent to the printer.

3. Move the mouse  over **Printer tab** () and then press the left button to select the printer you






4. Move the mouse  over **Paper Size tab** () and then press the left button to select the size of paper you want to use.
5. Move the mouse  over **Quality tab** () and then press the left button to select printer resolution you want to use.
6. Move the mouse  over **Paper Type tab** () and then press the left button to select the type of paper you want to use.
7. Move the mouse  over **Copies of each picture** () and then press the left button to specify number of copies you want to print.
8. Move the mouse  over **Print** and then press the left button to print your file.








## FOR WINDOWS 8 USERS:

### Printing the File

1. To select the file that you want to print, move the mouse  over the file and then press the left button.
2. Move the mouse  over **Share** menu and then press the left button.
3. Move the mouse  over **Print** and then press the left button.

You can view information about the file that you sent to the printer.

When you print a file, the printer icon () appears.

1. To see how many files are still waiting to be printed, move the mouse  over the printer icon (). After a moment, the information appears.
2. To view information about the files still waiting to be printed, move the mouse  over the printer icon () and then press the left button twice.

A window appears displaying information about the files. The file at the top of the list will be printed first.

