

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

PRINTERS – HOW TO PRINT TO SASD NETWORKED PRINTERS (DEFAULT VS. NON-DEFAULT)

Purpose

The purpose of this document is to explain how to print to a SASD Networked Printer.

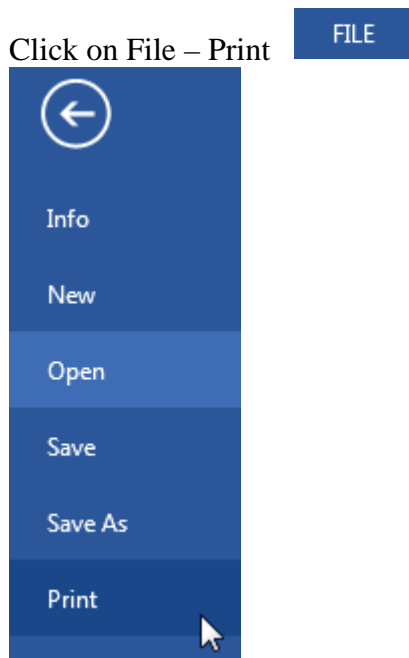
Please note that most printers physically near you should be accessible from your PC.

Print From MS Office (ex. Word)

Printing to SASD Networked printers is quite easy.

Let's say you are in MS Word and need to print to a SASD Networked printer.

Open up the desired MS Word Document.



Please note that if you simply hit the print button without manually choosing a printer, you will print to the default printer for your area. Most likely this will be a non-color printer.

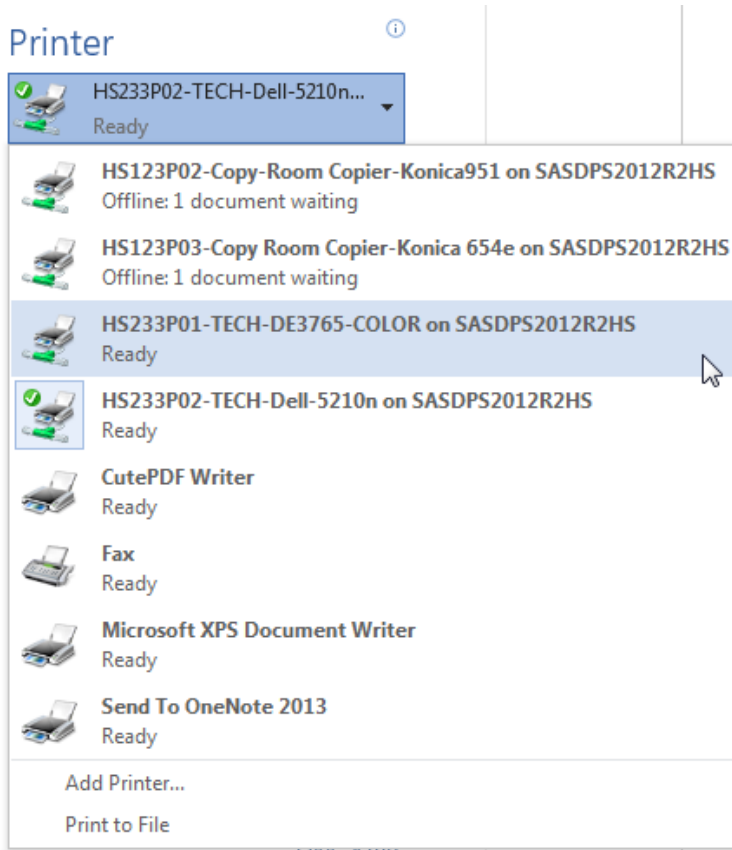
Printer



Printer Properties

Above: the Tech Office default printer

To select a non-default printer, click on the pull down menu on which the current printer is listed. Now you will see all printers and copiers accessible from your PC. You can now select any one of these NON-DEFAULT printers to print your document.



This is particularly useful if you want to print in color (Color printers) or if you want to print many copies of the same non-color document for mass distribution (Copiers).

Click print to send your job to the printer.

