

# HOW TO PRINT COOKBOOK

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**Suggestions are welcome – 13-MAY-2000 – Rev:00**

**This cookbook will show you how to print from any class account. There are two versions for the same procedure. One is a short version without pictures and the other with pictures. This change on the way we use to print was done in an effort to prevent our students to print to other labs during class periods and save paper (helping the rain forest). This new procedure will teach the students to master a new skill and will provide the instructors with more control over the print process.**

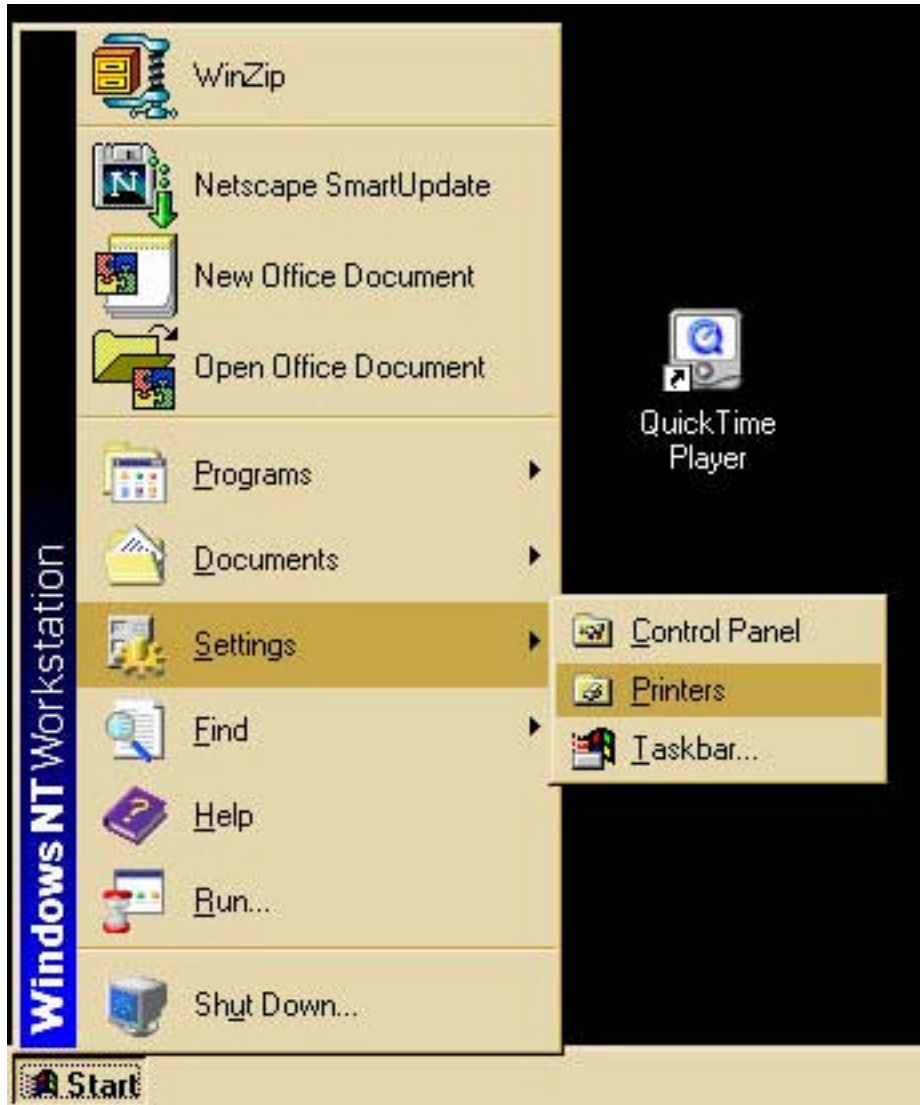
**Happy Printing**

**SHORT VERSION OF THE PRINT PROCESS.**

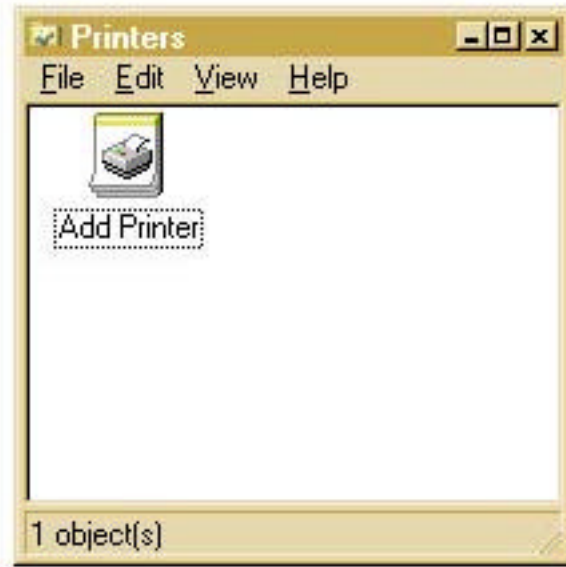
- 1 - CLICK ON START**
- 2 - NEXT CLICK ON PRINTERS**
- 3- THEN DOUBLE CLICK ON "Add Printer"**
- 4 - NEXT SELECT "NETWORK PRINTER SERVER" THEN HIT NEXT**
- 5 - UNDER THE SHARED PRINTERS DOUBLE CLICK ON "LAB2"**
- 6 – NEXT HIGHLIGHT THE PRINTER FOR THE ROOM YOU ARE IN.  
IF YOU ARE IN ROOM 2050 HIGHLIGHT PRINTER 2050-LJ4000N**
- 7 - NEXT CLICK OK**
- 8 - CLICK FINISH TO TERMINATE THE ADD PRINTER WIZARD**

- 1 - THE PRINTER IS NOW AVAILABLE IN WORD**
- 2 – OPEN WORD ---->TYPE A TEST SENTENCE ----> THEN PRINT**

STEP 1:



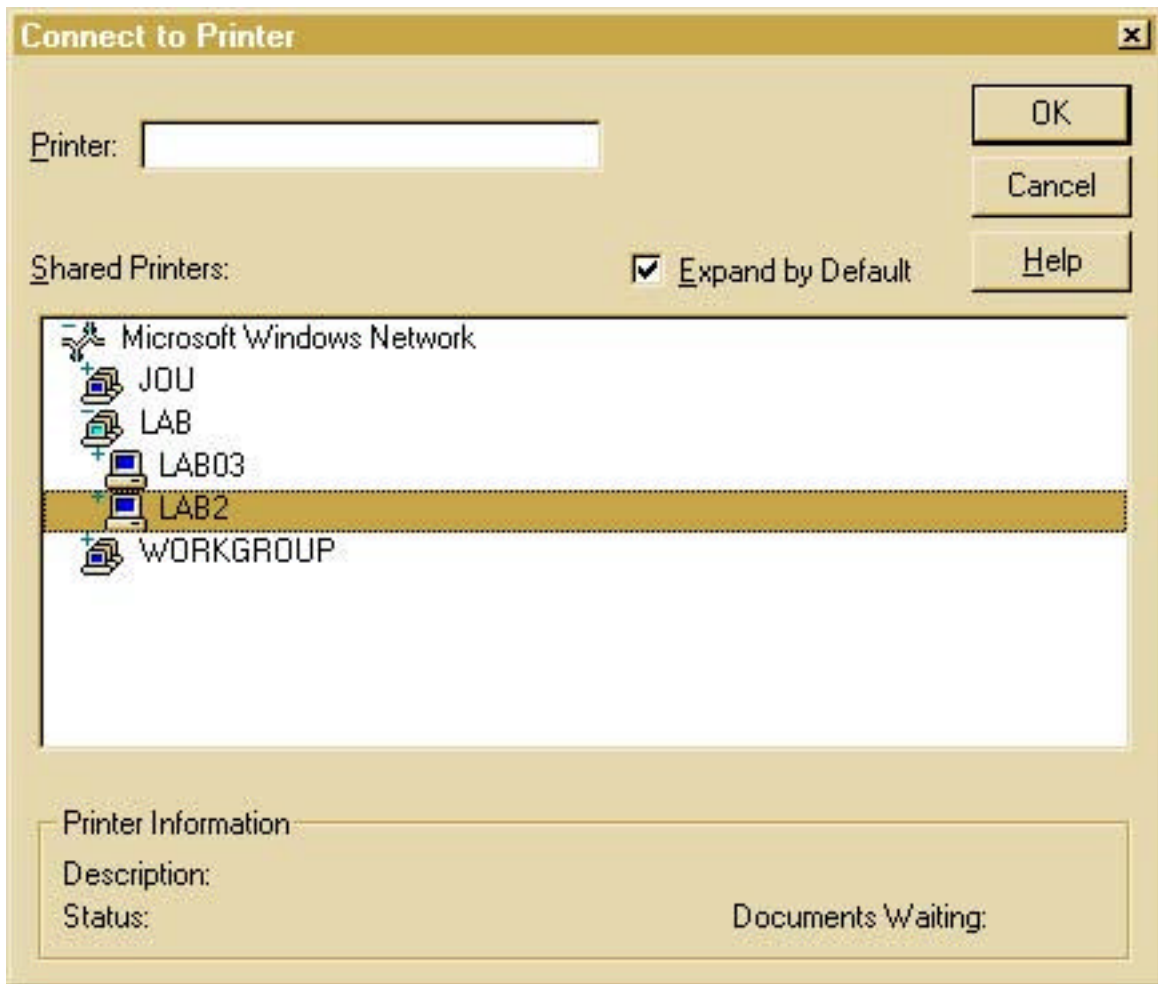
STEP 2:



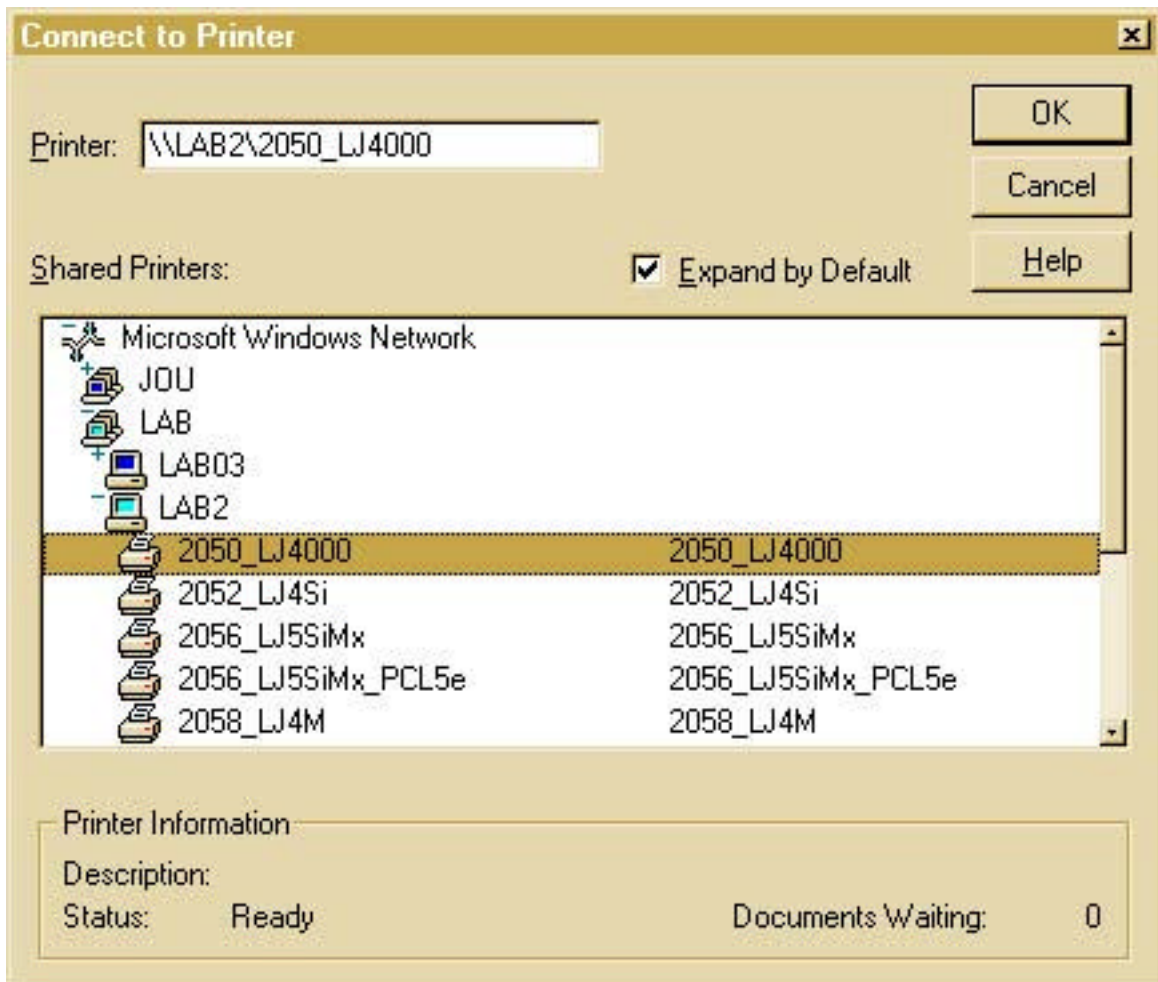
STEP3:



STEP4:



STEP 5:



STEP 6:

