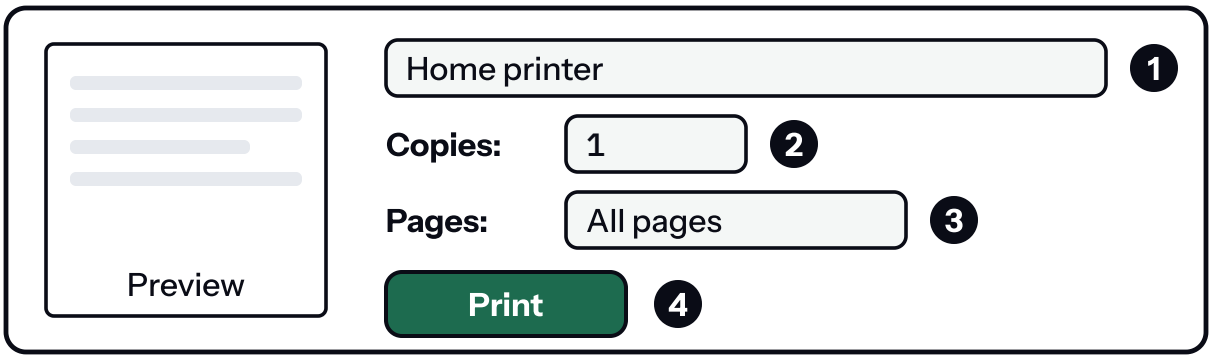
COMPUTER CENTER ONLINE · FREE GUIDE · LEVEL 2

Printing and Scanning

How to print a document, scan a page, and fix common problems.



1 Choose the printer 2 How many copies 3 Which pages 4 Click Print

Print a document

Open the document and choose File, then Print, or press Ctrl + P (Windows, Linux) or Command + P (Mac). Pick your printer, the number of copies and the pages you want, then click Print.

Check the preview

The preview shows how the pages will look. Fix any cut-off text before you print so you do not waste paper.

If nothing prints

Make sure the printer is on, has paper and ink or toner, and is connected to the same Wi-Fi as your computer or by a cable. Open the print queue, cancel any stuck jobs, and try again.

Printing without a printer

Many public libraries have printers and scanners. Ask at the desk how to print and what it costs.

Scan with a scanner

Place the page face down on the glass, choose Scan in the scanner's program, pick PDF for documents, and save to a folder you can find again.

Scan with a phone

Open the camera, lay the page flat in good light, and take the picture straight on from above. Check that every word is readable before you send it.

Protect private pages

When you finish sending scans of IDs, bank statements and similar papers, delete them from shared computers and from your phone's recent photos.