

Tip of the Week: Choosing Your Default Printer

Step 1.

Open the programs folder  and click on  Devices and Printers.

Step 2.

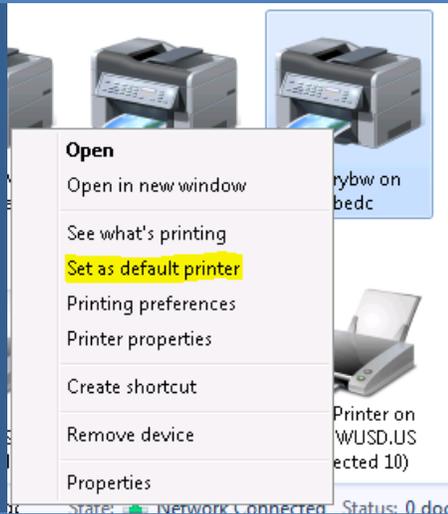
Find the printer you wish to make the default printer



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Note: If you don't see the printer you wish you will need to choose add printer.

Step 3.



Right-Click on the printer icon and choose Set as default printer.

Step 4.

You will now see the check-mark showing that your default printer is selected.



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