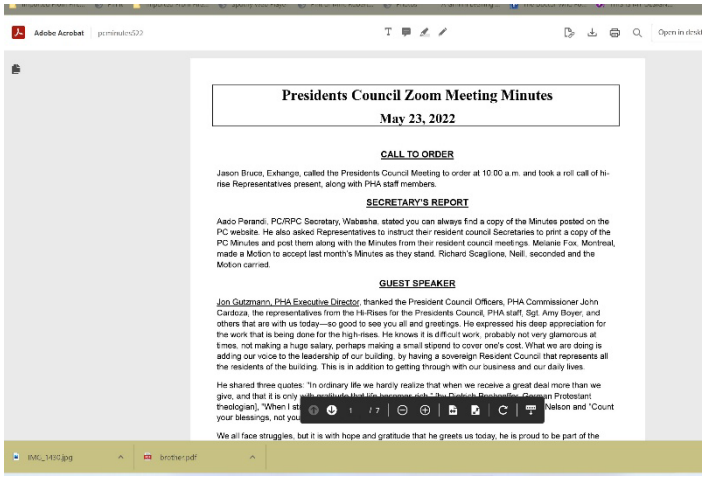
Printing from the web

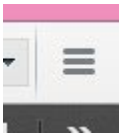
This tutorial will show you how to print from a web browser. It will cover printing both documents and web pages. Firefox will be used in these examples. Printing from other browsers is very similar though. (Especially now that Firefox looks so much like Chrome.)

The first example will demonstrate printing the Presidents Council minutes.

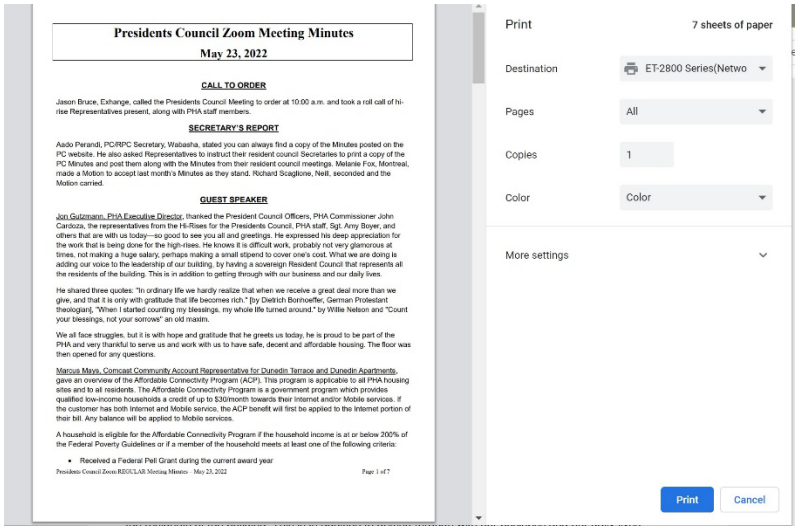
Here I have the minutes open. (I got to that page by clicking on the link on the main page of the Presidents Council site.



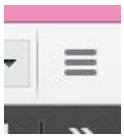
To print the minutes I can either click the printer icon directly above the document or

click on the icon at the top right that looks like three horizontal lines. 

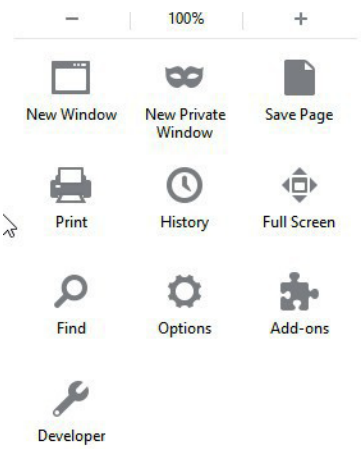
If I use the first option, this box comes up.

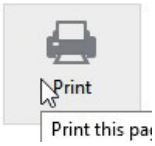


To print all you need to do is check at the top of the box to be sure the correct printer is selected. If it is, you just click ‘print’ and the document will print.

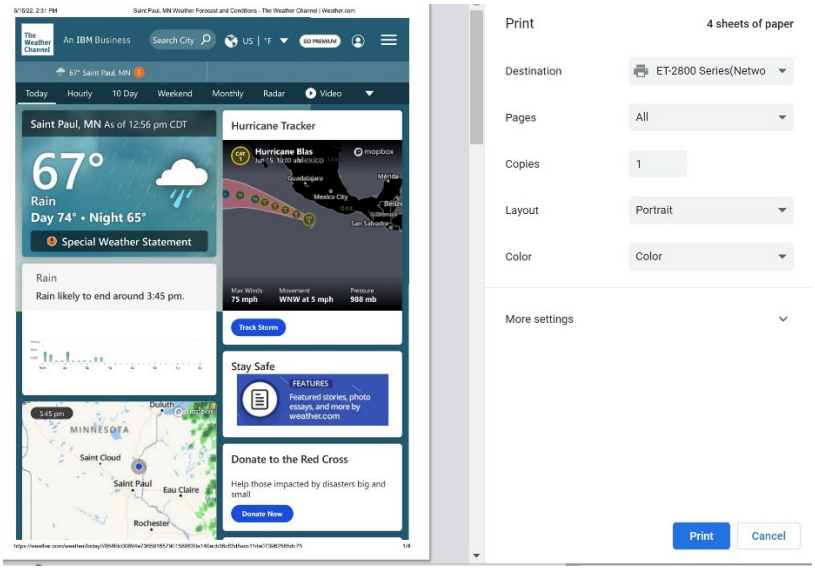
The second method of printing is what you will use for printing web pages. Click on the icon in the top right corner of the screen. 

You will see this menu:



You want the ‘print’ option. 

This will take you to a page like this:



Look at the boxes on the right side and be sure everything is correct.

Use the arrows by any of the boxes to access the dropdown menus to make any changes.
When you are ready, click “Print.”

Helpful hints

It is a good idea to look at the print preview before printing. This will let you see how many pages your document will have and if all of them need to be printed.

If you only want to print certain pages you would select ‘pages’ in the page range section and put in the numbers of the pages you want to print. This is the same in all browsers.

If images don’t print you should go to “More Settings” and be sure the option to print background images is checked.

If your document doesn’t print you should double check that you have the correct printer selected and that it is connected to the network. Printer status is shown in the print box under the printer name. (In all browsers.) Contact your computer administrator if that basic troubleshooting doesn’t solve the problem