At the top, left corner of this page click “File.”

>> Go down to “Print.” (8th option down from the top.)

 >>> Choose the correct printer.

 >>>> Click “Print.”

At the top, right corner of this page there is a red x, small square, and a short line.

* To “minimize,” click the short line. The screen will go away, without closing it out. You can get the screen back by clicking on the icon at the bottom of the screen.
* To “restore,” click the small square. The screen will become smaller. To make the screen large again, click the larger square that has now taken the small square’s spot.
* To “close,” click the red x. The screen will go away, and close.