

## Quick Reference Guide - Printing Documents

1. Open the document you wish to view. Click the Printer Icon or Print which can be found on the top right side of the document.


## 2. Select the Printer you want to use and click Print.

| Print |
| :--- |
| Total: 2 sheets of paper |
| Printer |
| Microsoft Print to PDF |
| OneNote (Desktop) |
| Ready |
| NPIA32331 (HP LaserJet M15w) |
| Printer offline |
| Microsoft XPS Document Writer |
| Ready |
| Microsoft Print to PDF |
| Ready |
| Pages |
| All |
| Print using system dialogue... (Ctrl + Shift + P) |
| Odd pages only |
| Colour |
| Even pages only |
| e.g. $1-5,8,11-13$ |

