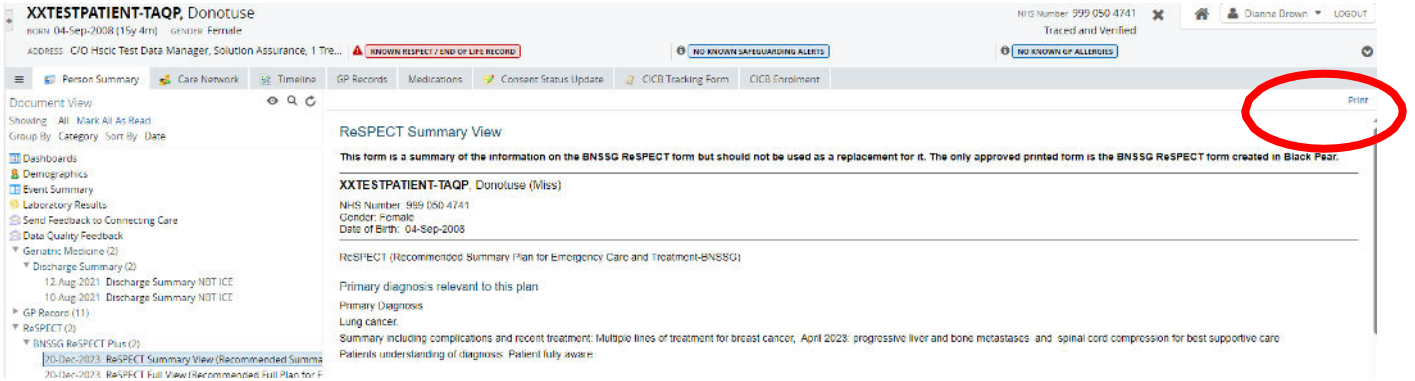# Quick Reference Guide – Printing Documents

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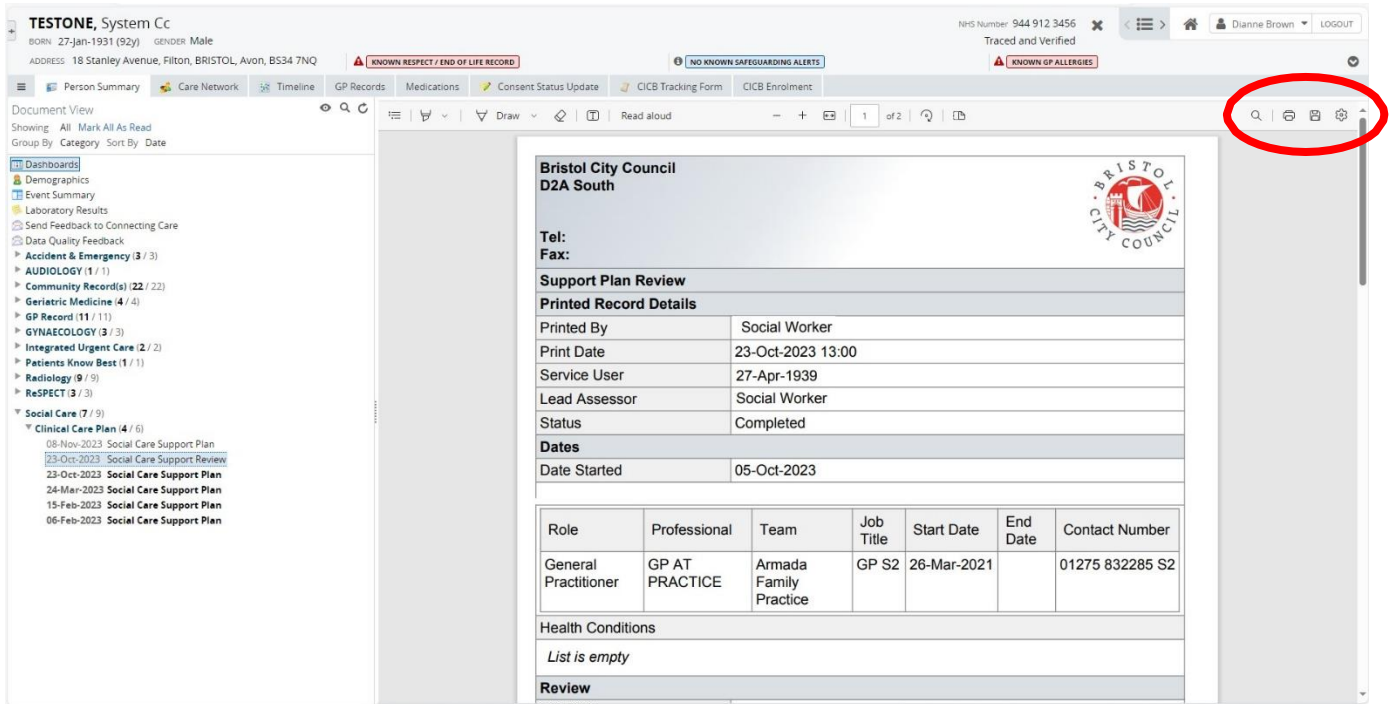
2. Select the Printer you want to use and click Print.