

## Printing via an IBM Notebook Computer

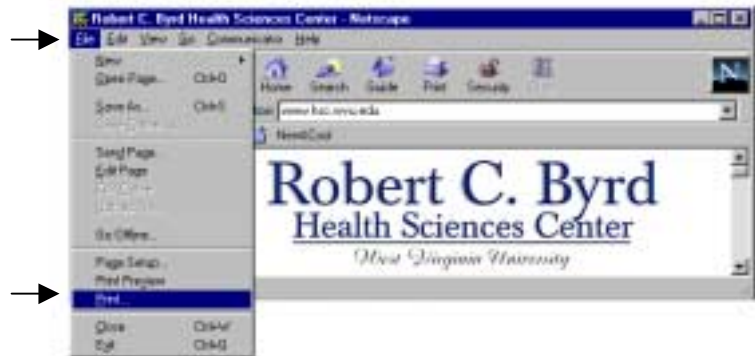
This document is designed to show you how to print at one of many locations in the West Virginia University Robert C. Byrd Health Sciences Center.

You can print from any application on your notebook computer to a student printer (SP) in the Health Sciences Center. There are several locations throughout the building where a printer can be accessed. The following locations are available for use:

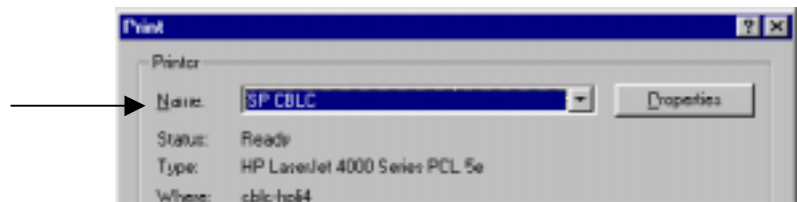
The Student Lounge  
Computer-Based Learning Center  
Health Sciences Center Library  
The Department of Anatomy Structural Biology Learning Center (SBLC)  
\*\*NOTE: SBLC is Restricted Access  
7<sup>th</sup> and 8<sup>th</sup> Floor Classrooms

The first step in printing a document in any program is to select the print command.

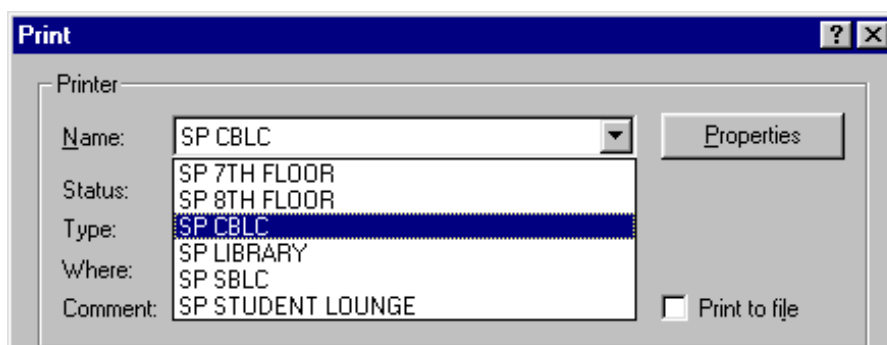
1. Clicking on the **File** menu.
2. Select **Print**.
3. Choose the designated printer in the Name section of the Print Dialog Box.
4. Click on **OK**.



**\*\*NOTES:** To locate a printer look in the Print Dialog Box Under Name. In this box, you will see the location where your document will print.

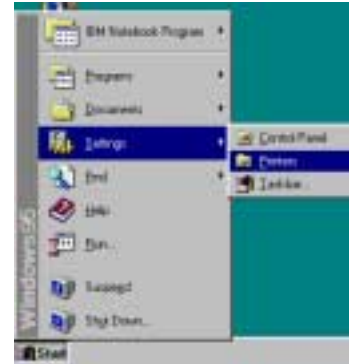


Currently, you may print only to the printer in the student area where you are working. Below is the screen you will see when you click the down arrow following Name in the Print Dialog Box. Select from one of these printers, depending on your location to print your document.



**How to setup your home printer:**

1. Turn off your computer.
2. Connect the printer cable (or serial cable) to the parallel (or serial) port of your laptop.
3. Turn on the computer.
4. Then click on the **Start Button**. Choose **Settings** from the menu. Select **Printers**.



5. The **Printers Dialog Box** appears. Double click on **Add Printer**.



6. The **Add Printer Wizard** appears. Choose **Next**.



7. Select the manufacture and model of your printer. In the **Manufactures** box choose the **brand**. In the **Printers** box select the exact or closest **model**. Choose **Next**.



8. Select the appropriate **Printer Port**. Choose **Next**.



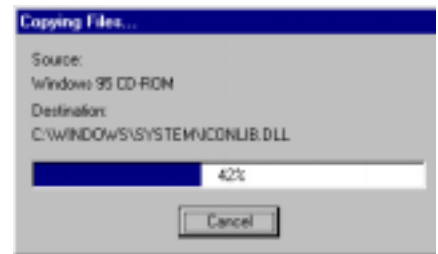
9. Under Printer name it will default to the manufacturers name or you can type in a name. If you plan to use your home printer for most of your printing needs, answer yes to “Do you want your Windows-based programs to use this printer as the default printer?” Choose **Next**.



10. The Wizard will ask if you want to print a test page, select **Yes**. Click **Finish**.



11. Some files will automatically be copied to your hard drive.



12. The **Test Page Dialog Box** should appear asking if the test page printed correctly. Select **Yes** or **No** depending on the results of the test.



13. If the procedure was correctly completed an icon will appear in the **Printers** folder with the name of your printer.



If you had difficulty when printing the test page, first try to reinstall the printer drivers using the Add Printer Wizard. If you are still unsuccessful, contact ISO Customer Service Center at 293-3631.

## Setting a Default Printer

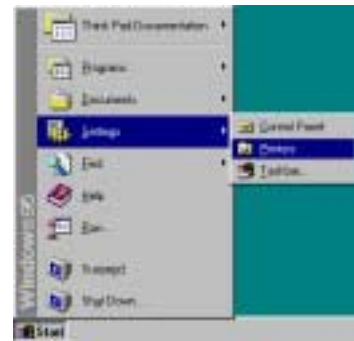
Unless you designate a default printer, any time you print from an application you will need to select a printer. In the Microsoft applications, when you select Print from the File menu, the Print Dialog Box appears. In the Printer section of the Print Dialog Box under name, there is a combo box which allow a user to choose a printer.

**\*\*NOTE:** Directions for this procedure are on page 3.

However if you will primarily be using one printer for most of your needs, you can specify that particular printer to be set as the default printer.

### *To select a Default Printer:*

1. Click on the **Start Menu**. Select **Settings**. Choose **Printers**.



2. Click once on the printer you would like to use for your default printer. Right click on that icon. Choose **Set as Default**.



3. Right click again on the icon, Set As Default will be preceded by a check mark.



4. The selected printer will appear in the Name Box of the Print Dialog Box in each application.

