

printing

Fix it....

Try this . . .

Try to troubleshoot your own problem

1. Select “Print Preview” from the File menu. Make sure there are no extra pages and it looks the way you want it
2. Check to make sure there is paper in the printer
3. Check the printer for error messages or blinking lights
4. Check the computer to see if any error messages on your computer about printing
5. Check to see that all the printer and computer cables are plugged in.
6. Check the printer queue by clicking Start, then printers and faxes, find the printer and double click on it to see if there are any problems (or to delete too many copies)
7. Still a problem? Ask your teacher for help

Won't Help the Problem

1. Printing again and again
2. Printing without checking “Print Preview” first