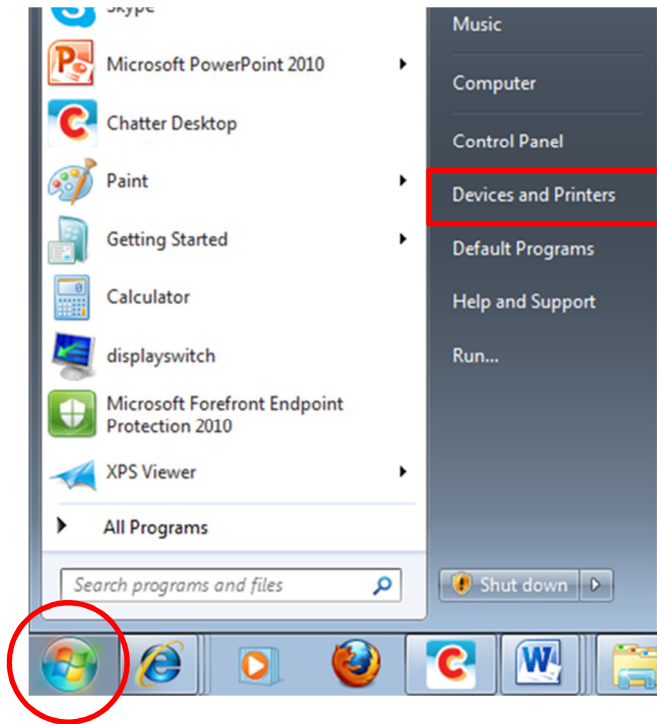


How to Set your Default Printer

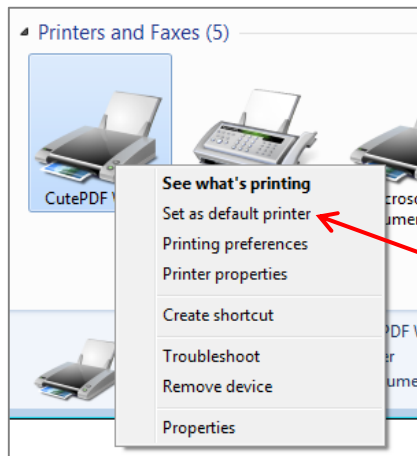
You can set up a **default printer** that will be used *every time you print* so that you don't have to select a printer each time. To make a printer the default, follow these steps:



1) Click the **Start** button

2) Click on **Devices and Printers**

3) Choose the printer you want and **right click** to get a menu



Select '**Set as default printer**'

4) A green check will indicate you have successfully selected the printer you want to use as your default.

