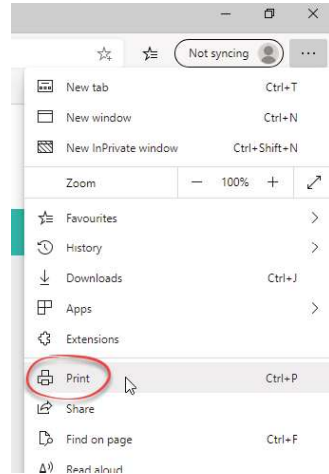




# Printing

## How do I print a web page?

1. Click the menu button (the 3 dots in the right hand corner).
2. Click 'Print...'
3. Adjust any print settings as required (see next section).
4. Click 'Print'.



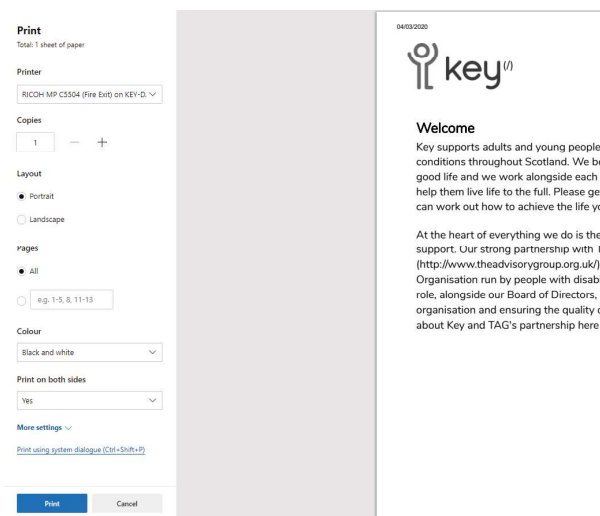
3. Alter the required options:
  - **Printer:** Select the required printer (if you have more than one option).
  - **Pages:** Choose 'All' to print the full web page or select the pages required.
  - **Copies:** Adjust to reflect the number of copies required.
  - **Layout:** Choose to print 'Landscape' or 'Portrait'.
  - **Colour:** Choose to print in 'Black and White' or 'Colour'.
  - **Print on Both Sides:** Choose whether print on both sides of the paper. Default option is 'Yes'.
4. Click the 'Print' button when done.

## How do I close the 'Print' window?

1. Click 'Cancel' to close without printing.

## How do I alter the print settings?

1. Click the menu button (the 3 dots in the right hand corner).
  2. Click 'Print...'
- The 'Print' dialogue box will be displayed. Print options are displayed at the left hand side with a print preview available at the right hand side.



For help and assistance,  
call the ICT Helpdesk  
**0141-342 1570**

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...?' series of helpsheets. For more, visit [ictsupport.key.org.uk](https://ictsupport.key.org.uk)