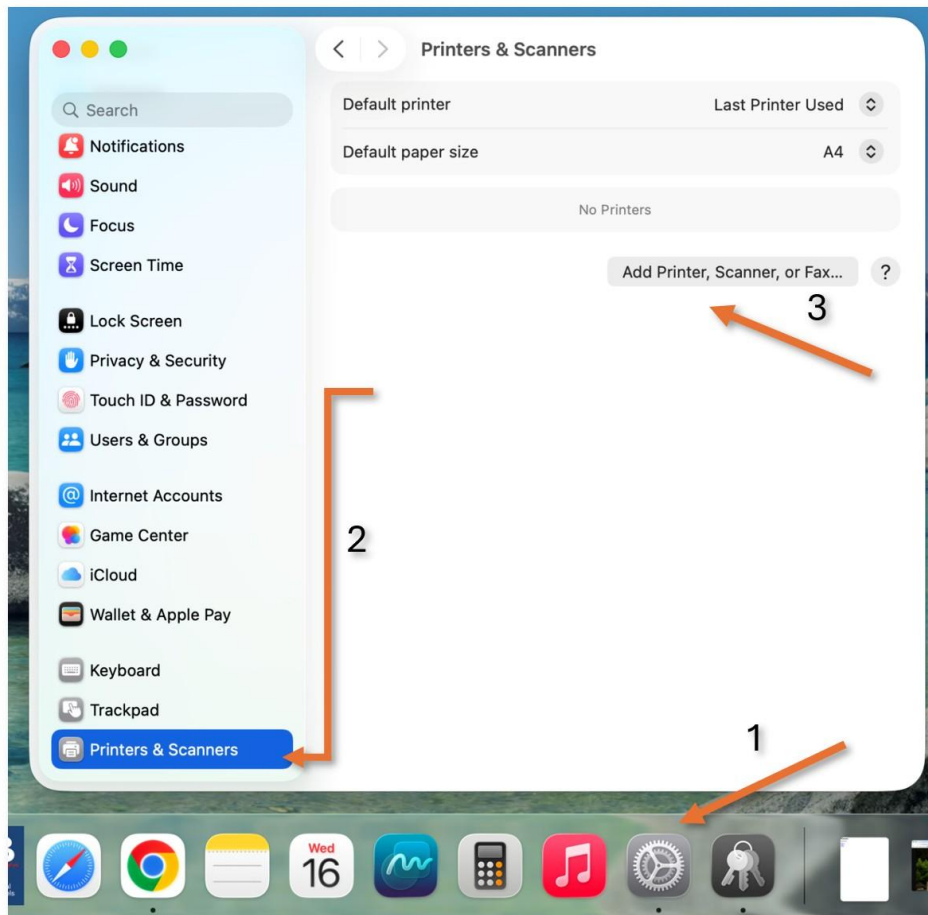
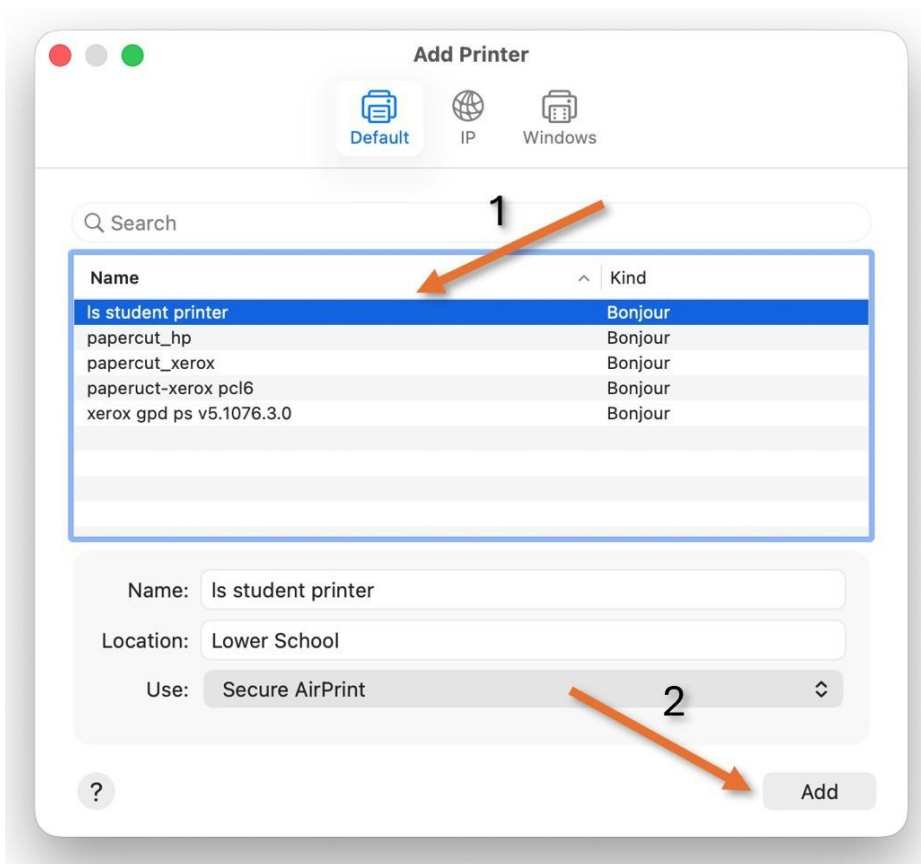


To print from a Mac, we first need to install the printer. Open System Settings (1), then scroll down to the end of the left option panel and select Printers & Scanners (2). Click on Add Printer (3)



Select the Is student printer (1), and then Add (2)

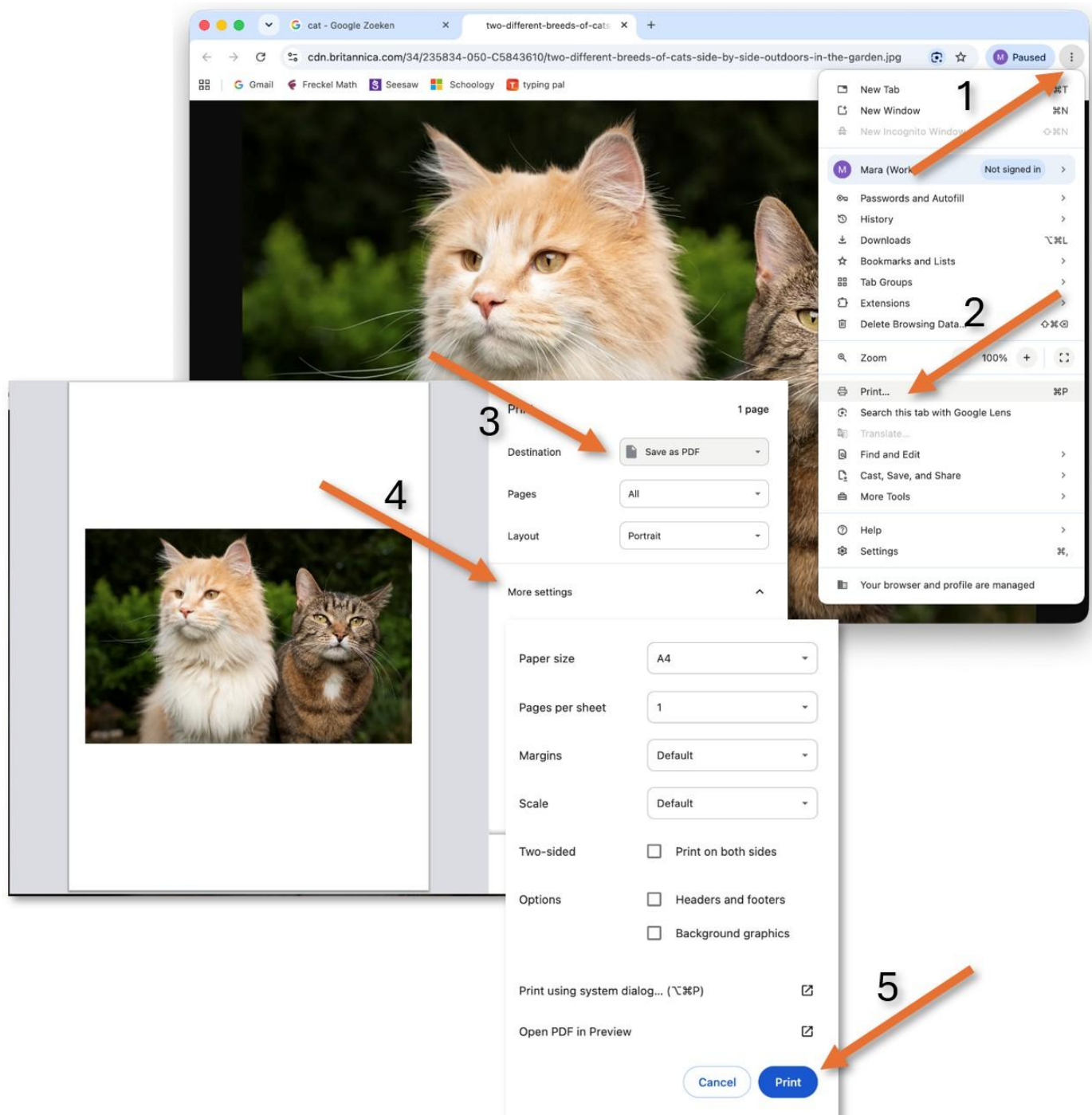


Now that the printer is installed, we can open Chrome, for example, find the **Print** menu (1,2), select the new printer, and print.

Under **Destination** (3), click on **Save as PDF**, then **See more...** and select the newly installed printer.

Before printing, make sure that all the settings are correct. Do you need to print all the **Pages**? If you think the data will fit better in landscape, change the **Layout**. Open **More settings** and make sure that the **Paper Size** is **A4**. If you print a different size, the printer will present an error - it only has A4 paper in its trays. Sometimes a photo or table is too big; adjust the **Margins** or the **Scale** so it fits on one page. Save paper by **Printing on both sides** when possible. Uncheck **Headers and footers** if you don't want the website details printed. Press **Print (5)** when done.

Chrome remembers the latest adjustments - make sure to check your settings for every print; not all prints are the same.



The first time you print, you will be asked to enter a Name and a Password.

The name is: **student**

The password is: **printprint**

Make sure to check "**Remember password**" before pressing **OK**.



Enter your name and password for the printer "Is student printer".

Name:

student

Password:

●●●●●●●●

☒ Remember this password in my keychain

Cancel

OK

Revision #12

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