



Printing, without *the panic.*

Your computer plus a printer plus the right keys equals a printed page. Three steps. Five minutes. Then you'll print like a pro.



WHAT'S INSIDE

- ✓ Connect to a printer
- ✓ Open the print dialog
- ✓ Choose the right pages and copies



— WHY THIS MATTERS

Three keys are all you need: Ctrl + P.

Printing sounds technical, but the whole process is just:

1. Open the document
2. Press Ctrl + P (Print)
3. Pick options and click Print

Five minutes from now you'll print confidently. Bills, forms, photos, recipes — anything you have on the computer.

WHAT YOU'LL LEARN

- Make sure printer is connected
- Open the print dialog
- Pick correct pages and number of copies
- Save paper with print preview

 *Takes about 6 minutes to read*



1

STEP 1 OF 6

Make sure printer is on and connected

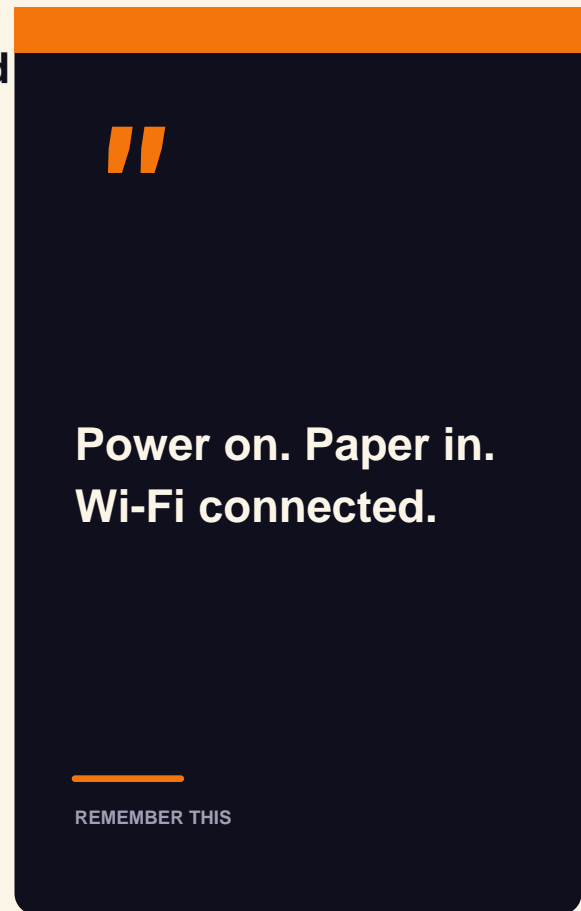
Before you print, check:

- Printer power is ON (light glows)
- Has paper loaded
- Connected to your computer:
 - USB cable, OR
 - Wi-Fi (printer shows your home network name)

First time setup might need help from a family member.

TIP

Modern printers (last 5 years) are usually Wi-Fi. Once set up, they work from any computer in your home wirelessly.





2

STEP 2 OF 6

Open the document you want to print

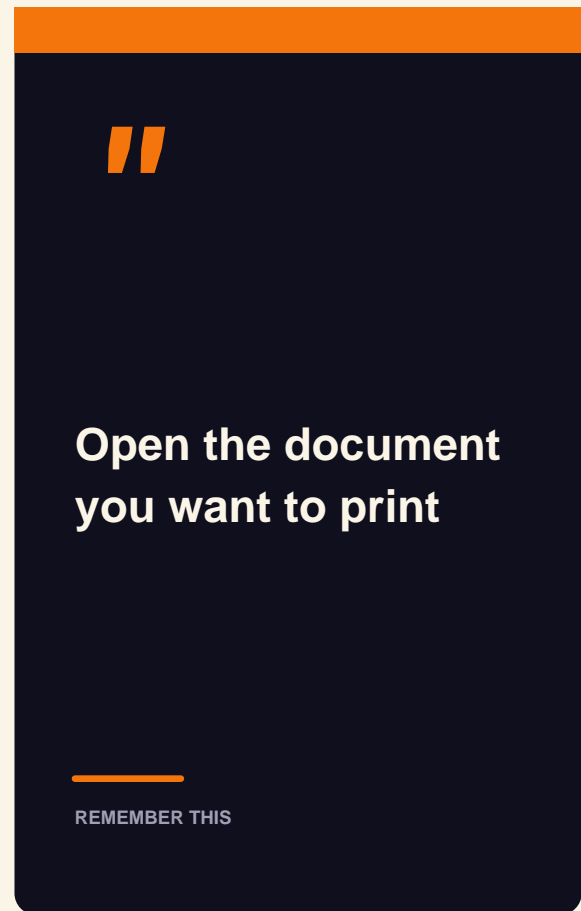
Open the file:

- Word document (.docx)
- PDF (.pdf)
- Web page (in your browser)
- Photo (.jpg)

Whatever it is — open it normally. The print command works from inside any program.

TIP

If you got the document by email, open it from the email. Save it to your computer if you want to keep it after printing.





3

STEP 3 OF 6

Press Ctrl + P

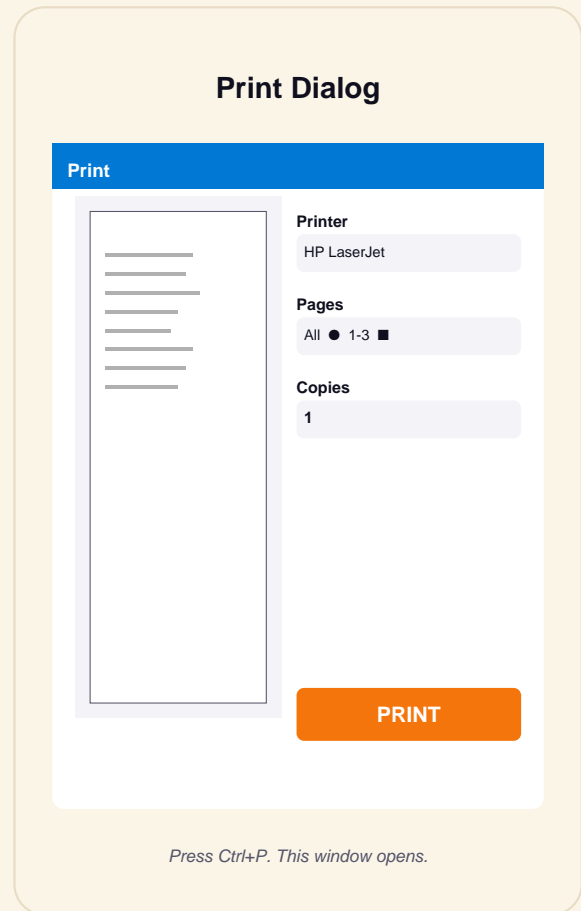
The MAGIC SHORTCUT:

- Hold Ctrl key (bottom-left of keyboard)
- Press P
- Release both

A print dialog window appears. This works in EVERY program — Word, Chrome, PDF, anything.

● **TIP**

On Mac, it's Cmd + P (Cmd is the key with the 'flower' symbol).





4

STEP 4 OF 6

Pick your printer and pages

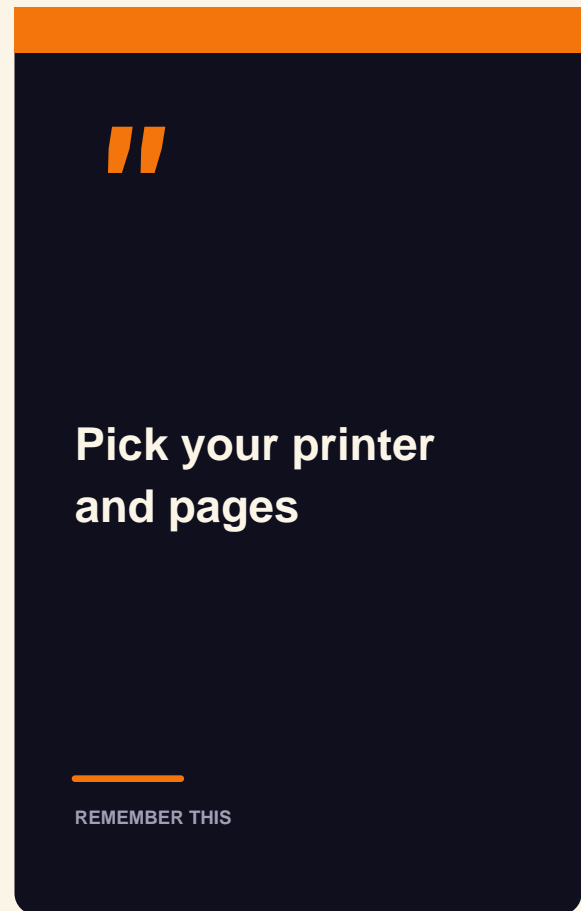
In the print dialog:

- Printer dropdown → pick your printer if multiple
- Pages: 'All' (full document) or 'Pages: 1-3' (just first three)
- Copies: usually 1

Read the preview to make sure you're printing the right thing.

TIP

Save paper — print only the pages you need. If a 50-page document only has the bill on page 5, type 'Pages: 5'.





5

STEP 5 OF 6

Print preview before clicking Print

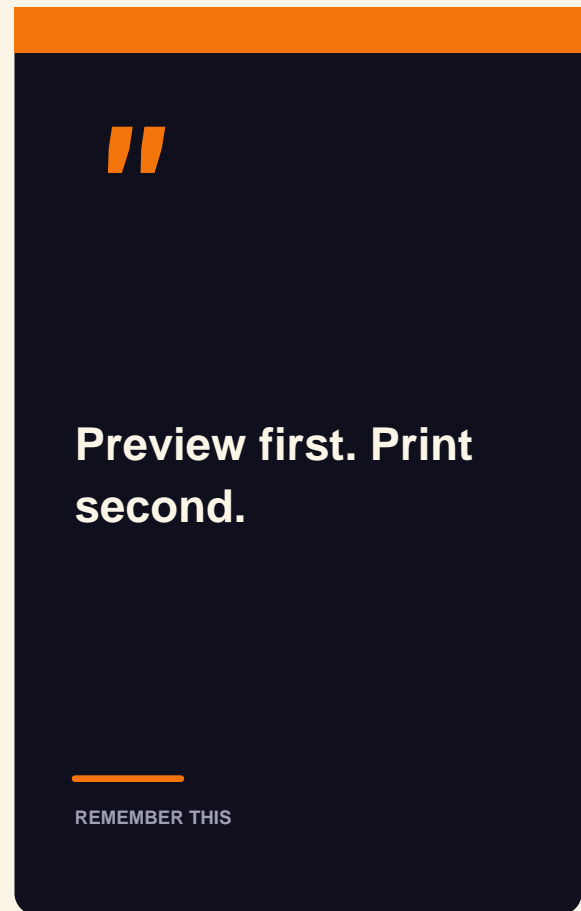
MOST important step:

Look at the PREVIEW on the left side of the dialog. It shows EXACTLY what will print.

- Are there extra blank pages? (then choose specific pages)
- Is text cut off?
- Is the orientation correct (portrait vs landscape)?

TIP

Click 'Properties' or 'More settings' to flip orientation, change paper size, or print double-sided to save paper.





6

STEP 6 OF 6

Click Print and wait

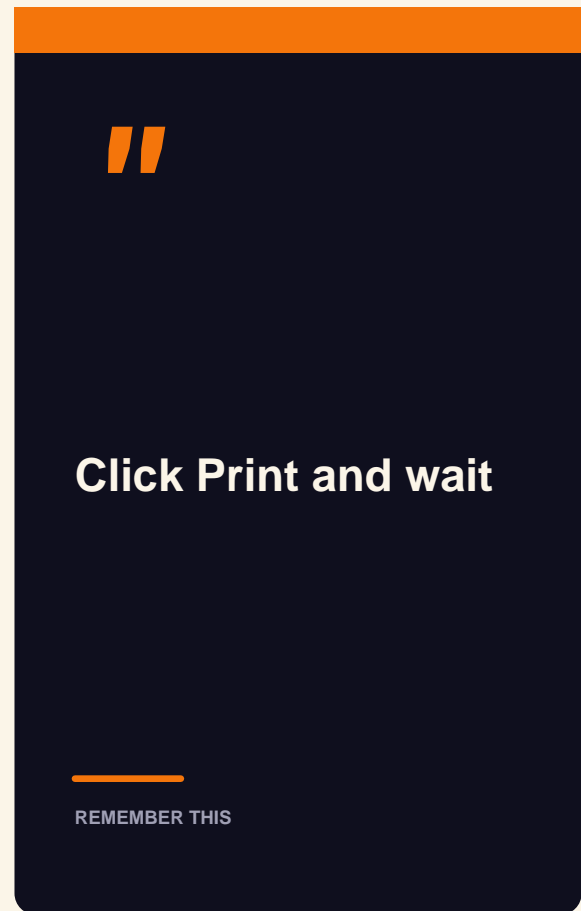
Final step — click the big PRINT button.

Walk to your printer. The page comes out in 5-30 seconds. If nothing happens:

- Check printer is on
- Check paper is loaded
- Check Wi-Fi connection
- Try Ctrl+P again

● **TIP**

If you printed by mistake, look at the printer's screen for 'Cancel'. Or unplug printer briefly. Saves wasted paper.





QUICK RECAP

Printing without panic.

1

Printer ready first

Power on, paper in, Wi-Fi connected. Check before pressing Ctrl+P.

2

Ctrl+P works everywhere

From Word, Chrome, PDF — same shortcut. Hold Ctrl, press P. Print dialog opens.

3

Pick pages to save paper

Don't print whole 50-page document if you only need page 5. Type 'Pages: 5' in the dialog.

4

Always check preview

The preview shows what will actually print. Catch problems before wasting paper.

5

Cancel if you mess up

Pressed print by mistake? Cancel from printer screen, or unplug it. Saves paper and ink.



School of *Elderly*

You did it.

We're proud of you.

Learning new things at any age takes courage. Tell your family what you learned today — they'll be proud too.

WANT MORE LIKE THIS?

We have 38 free guides.

Smartphone basics, UPI, cabs, food delivery, online safety — all free.

schoolofelderly.com →