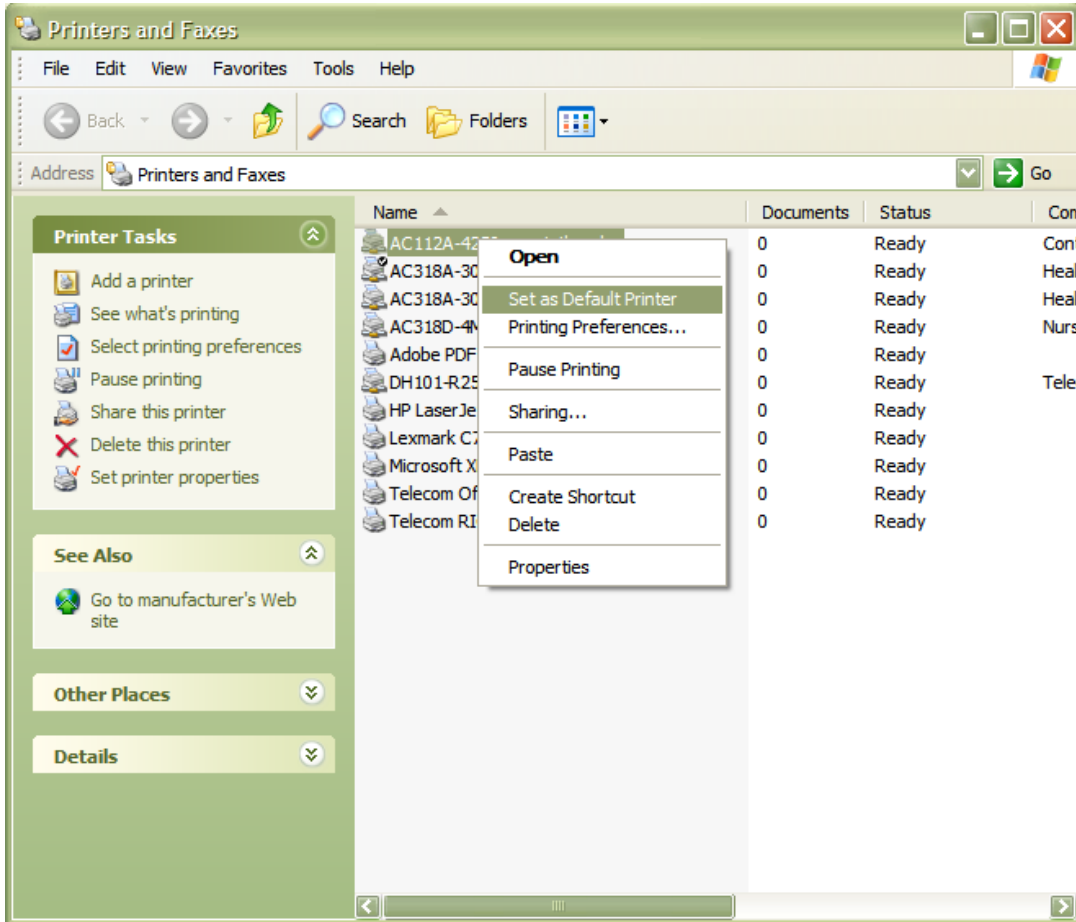


## Set A Default Printer

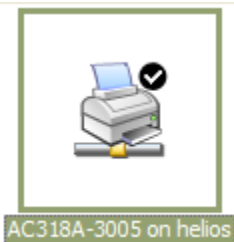
If you have multiple printers listed you need to have one as your default printer. When using program like MS Word the printer icon on the toolbar is a shortcut to the default printer.

### To Set A Default Printer

1. Go to **Start > Printer and Faxes (Windows XP)**.
2. If you are using **Windows 2000** it is **Start > Settings > Printers**.
3. If you have multiple printers listed right click on the printer you want as your **Default Printer**.
4. Scroll down to **“Set as Default Printer”** and left click.



5. A check mark will be next to the Default Printer. That is the printer all printing documents will go to



first.

6. Close the window. You are done.