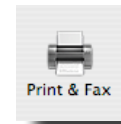


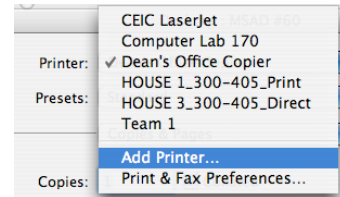
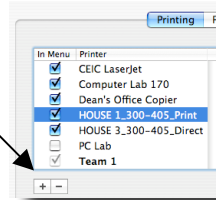
Thirty Second Guide to Adding / Deleting Printers

Deleting a Printer:

- Go to Print/Fax in System Preferences. You can get there by:
 - Under the Blue Apple drag to System Preferences
- OR**
- Under File / Print, drag to Print & Fax preferences beside PRINTER

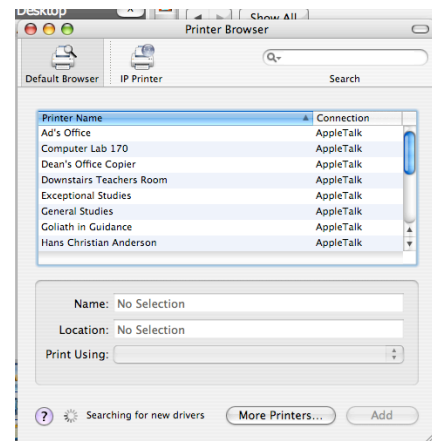


- Highlight the printer to be deleted then click the – sign.
- Do this for all printers that are in need of deletion.



Adding a New Printer:

- Go to the ADD PRINTER option by clicking the + sign in Print Fax Preferences or through ADD PRINTER under the FILE / PRINT menu.
- Highlight the desired printer and click ADD. (You might have to wait a bit for the computer to search before the ADD button is active.)
- If your printer does not show on the list, click MORE PRINTERS. If it still does not show, it may well be off the network.



Setting a Printer as Your Default Printer:

- In the Applications Menu, choose PRINTER SETUP UTILITIES.
- Highlight your printer of choice, and click MAKE DEFAULT.

