BIS Help Guides

How to Print Document or Image

Learn how to print document or image.

Written By: Mirai

How to Print Document or Image

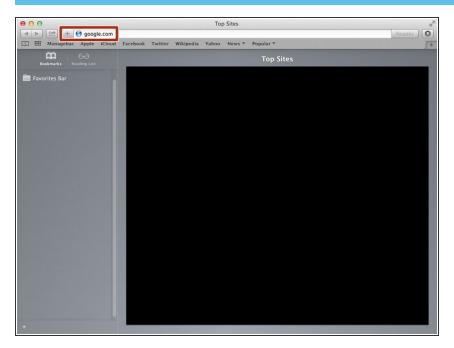
Guide ID: 175 - Draft: 2015-06-23

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INTRODUCTION

Learn how to print document or image.

Step 1 — How to Access google.com



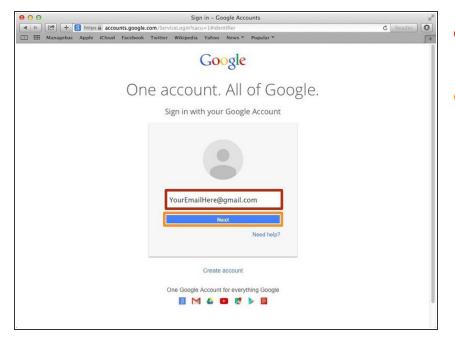
• Type "google.com" in the address bar to go to the google website

Step 2 — Finding The Sign In Button

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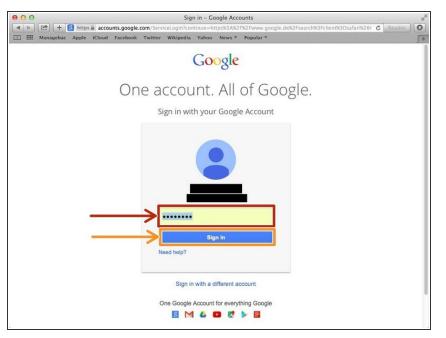
 Click on the "Sign In" button to sign in your google account

Step 3 — Entering Your Email



- Type your email address into this box
- Click on the blue "Next" button

Step 4 — Entring In Your Password



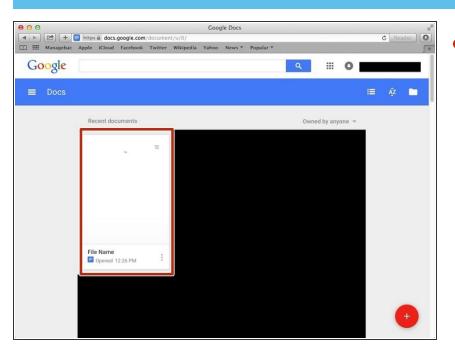
- Type your password into this box
- Click on the blue "Sign In" button

Step 5 — Opening Google Docs

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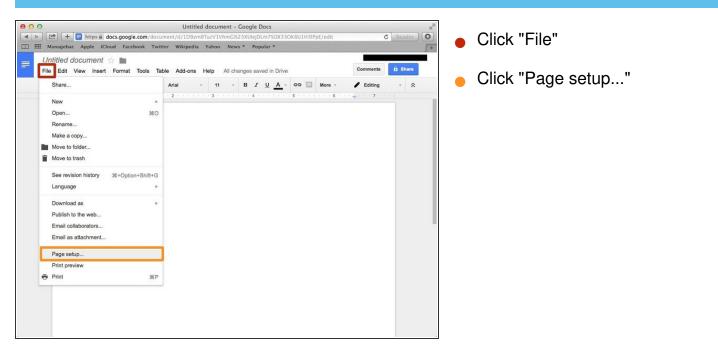
- Click on this button to open a menu of options
- Olick on the "Docs" button

Step 6 — Open Document



 Click to open a document you want to edit.

Step 7 — Visiting Page Setup



Step 8 — Changing the Settings

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	Paper size	Bottom 1	
	Letter (8.5" x 11") 💠	Left 1	
	Page color	Right 1	
	OK Cancel	Set as default	

- You can change the way you will print.
- You can change the size if you change here.
- You can change the colour of paper(document).
- You can change the space from the edge to the paragraph.
- You can change the setting into the setting before you change.
- Click "OK" if you finish changing.

Step 9 — Visiting "Print"

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Step 10 — Printing the Image

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- Click "File"
- Click "Print" or press command+P (第+P)

Step 11 — Printing

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Orientation:	 You can change the number of copies.
Image Image Image	• You can select the pages to print.
PDF Hide Details Cancel Print	 You can change some other settings.
	 If you finished editing the settings, click "Print" then it will start printing