BIS Help Guides
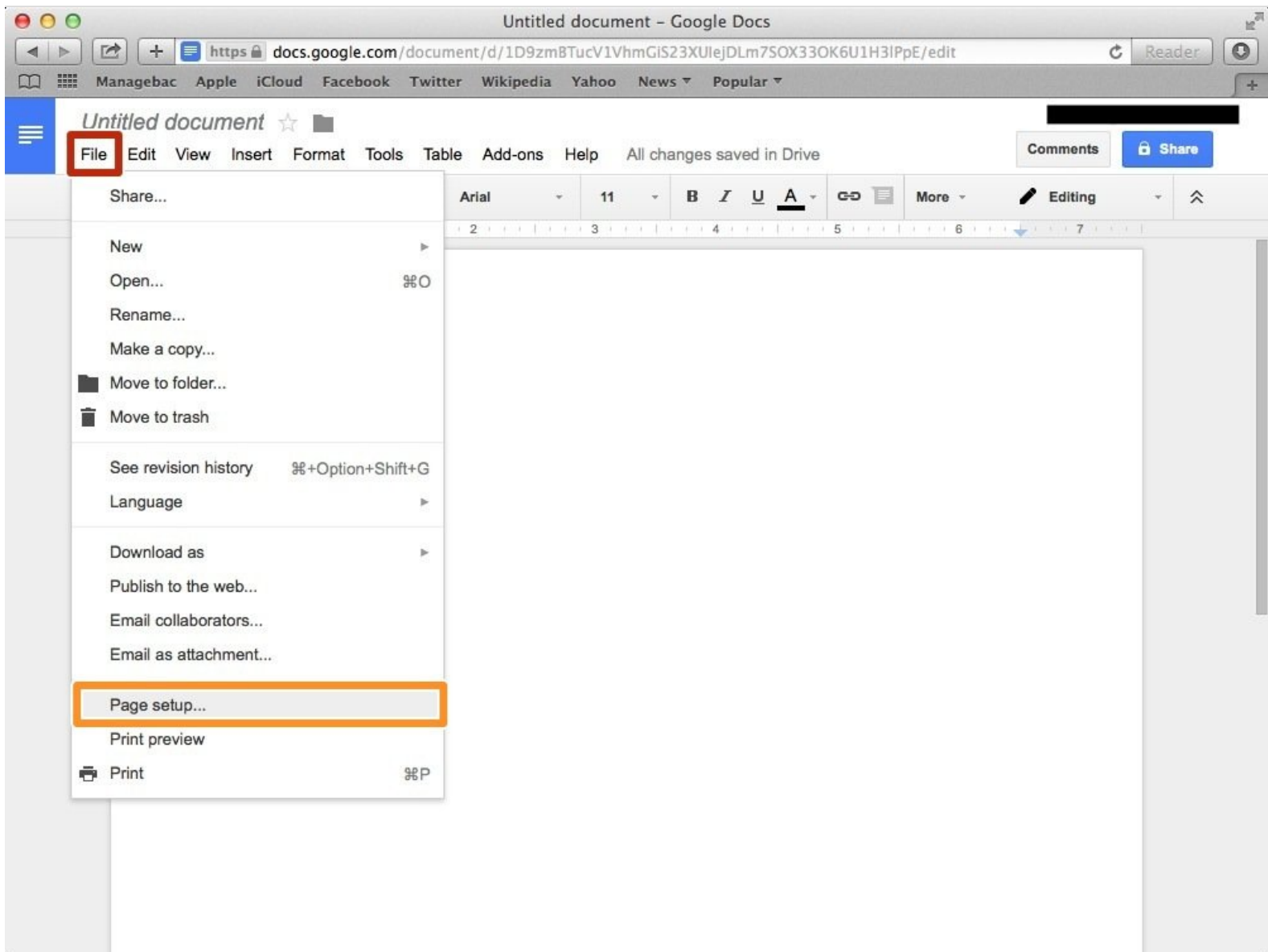
How to Print Document or Image

Learn how to print document or image.
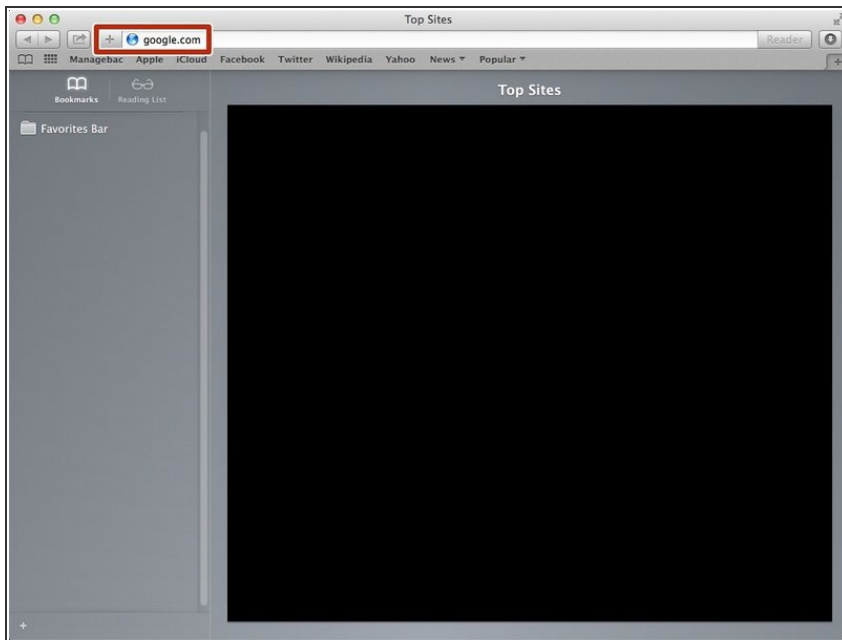
Written By: Mirai

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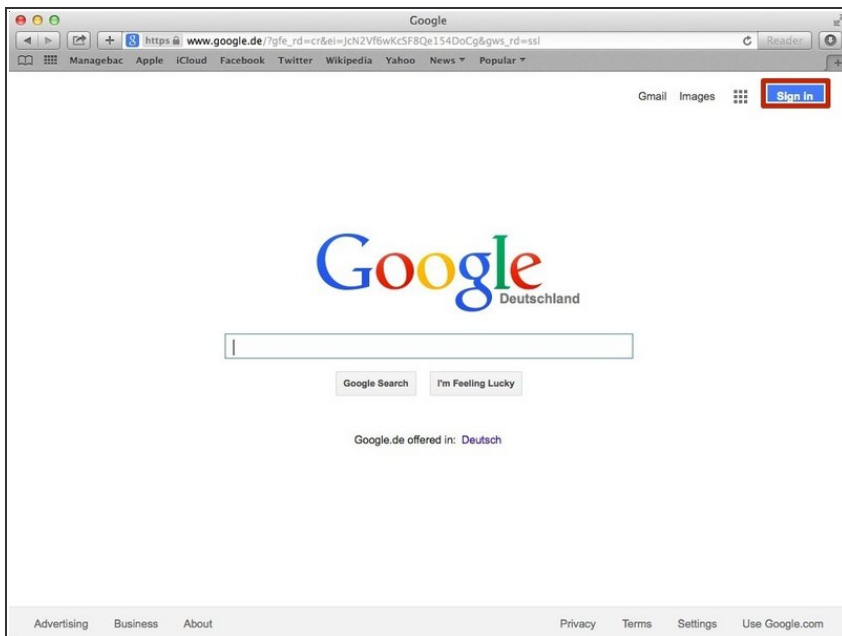
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INTRODUCTION

Learn how to print document or image.

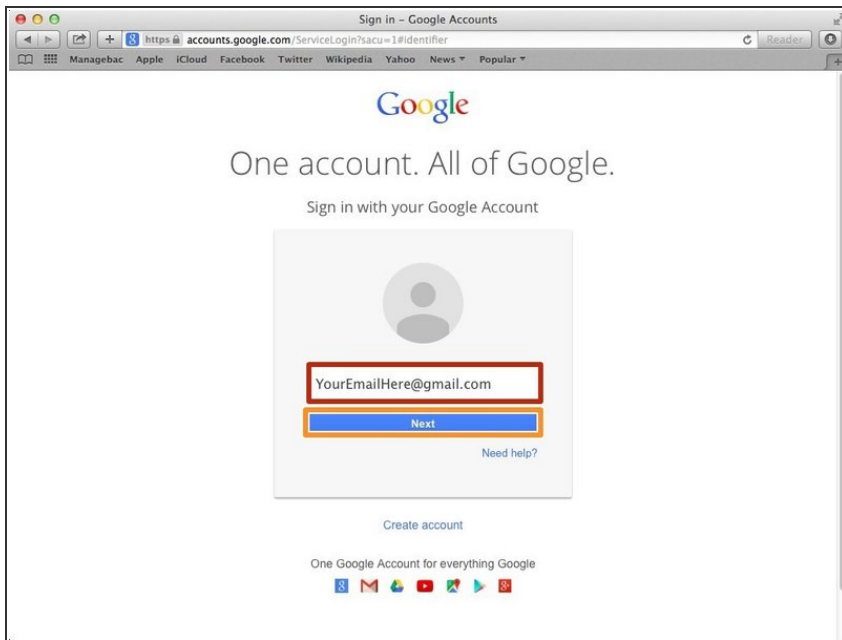## Step 1 — How to Access google.com

- Type "google.com" in the address bar to go to the google website
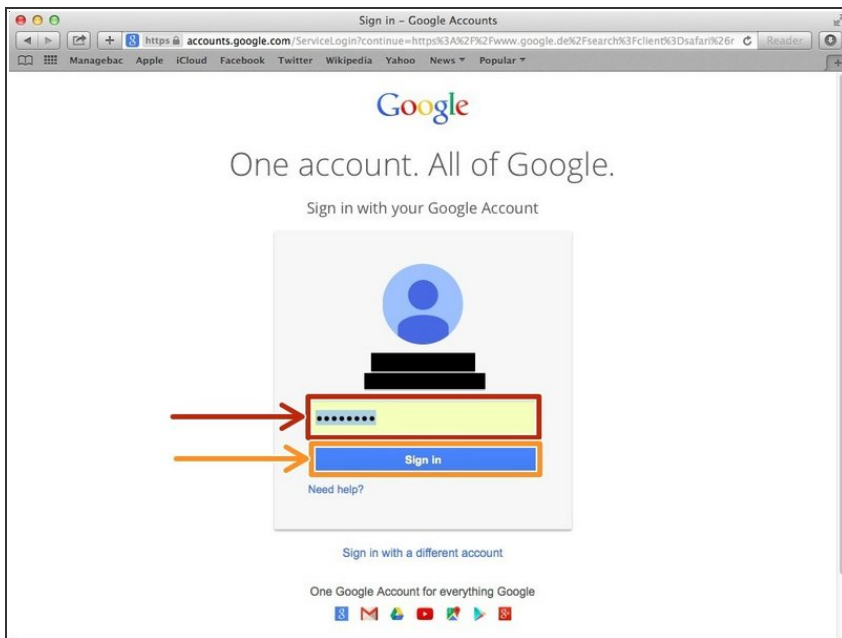
Step 2 — Finding The Sign In Button

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

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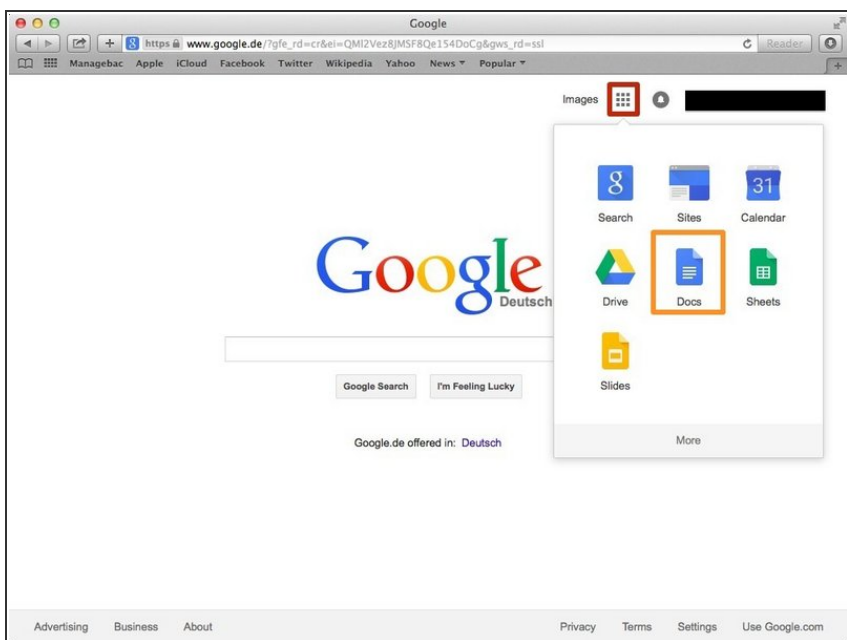
Step 3 — Entering Your Email

- Type your email address into this box

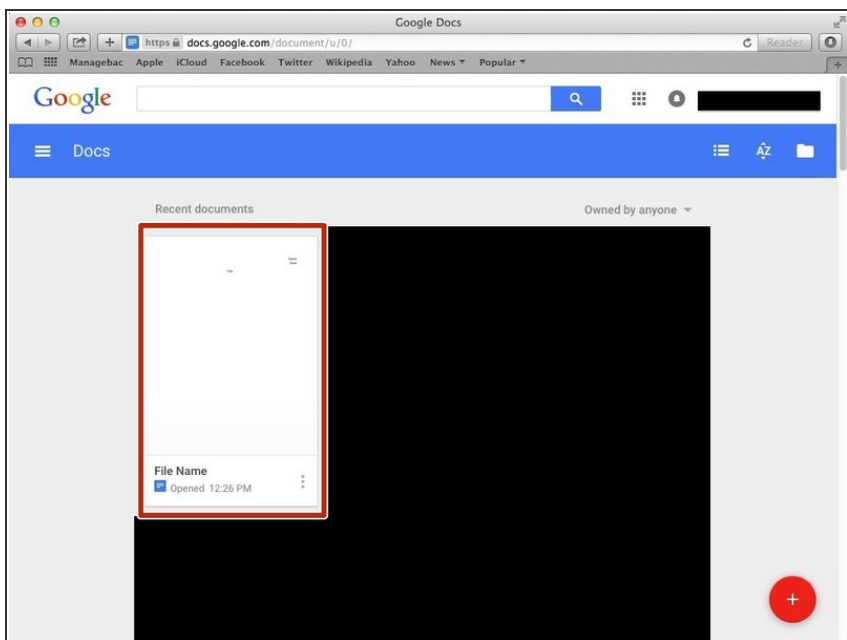- Click on the blue "Next" button

Step 4 — Entring In Your Password

- Type your password into this box

- Click on the blue "Sign In" button

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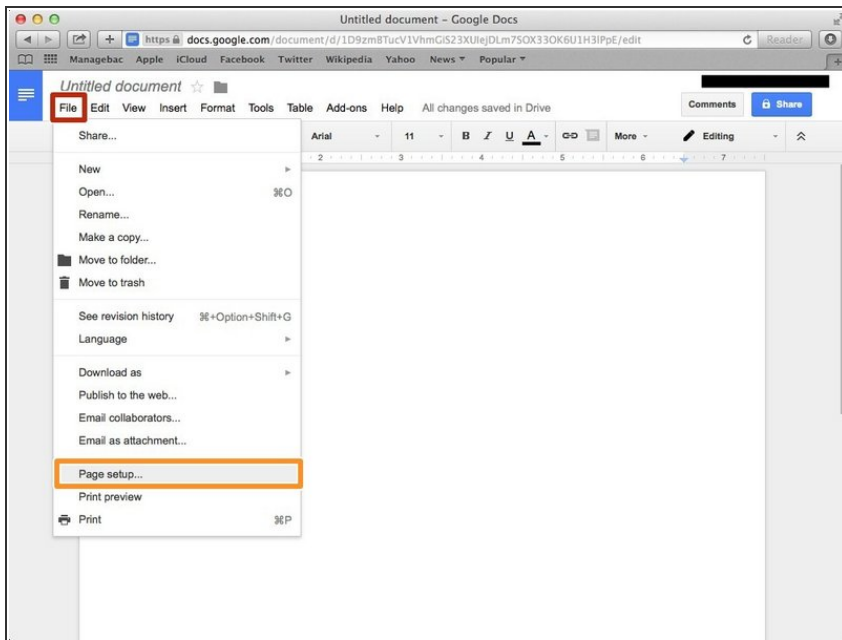
Step 5 — Opening Google Docs

- Click on this button to open a menu of options

- Click on the "Docs" button

Step 6 — Open Document

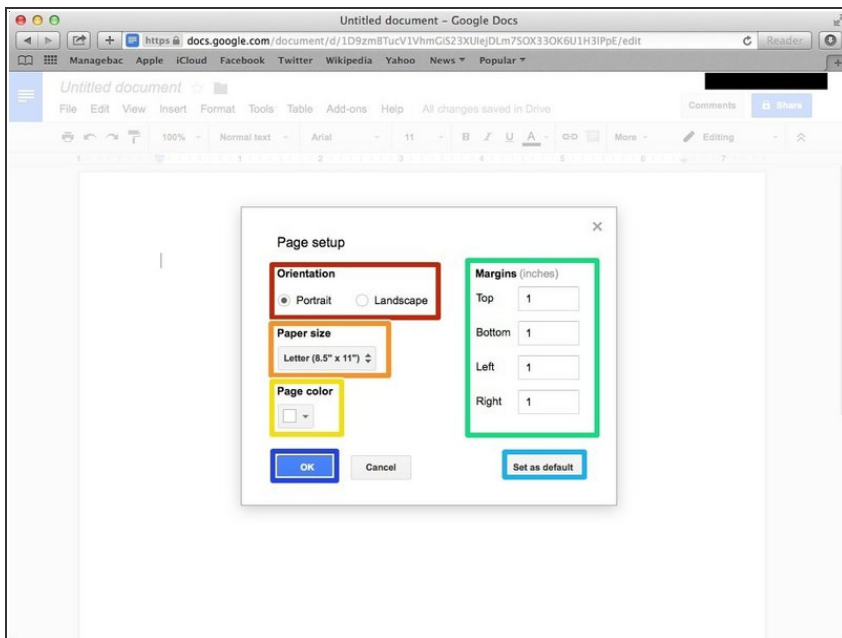- Click to open a document you want to edit.

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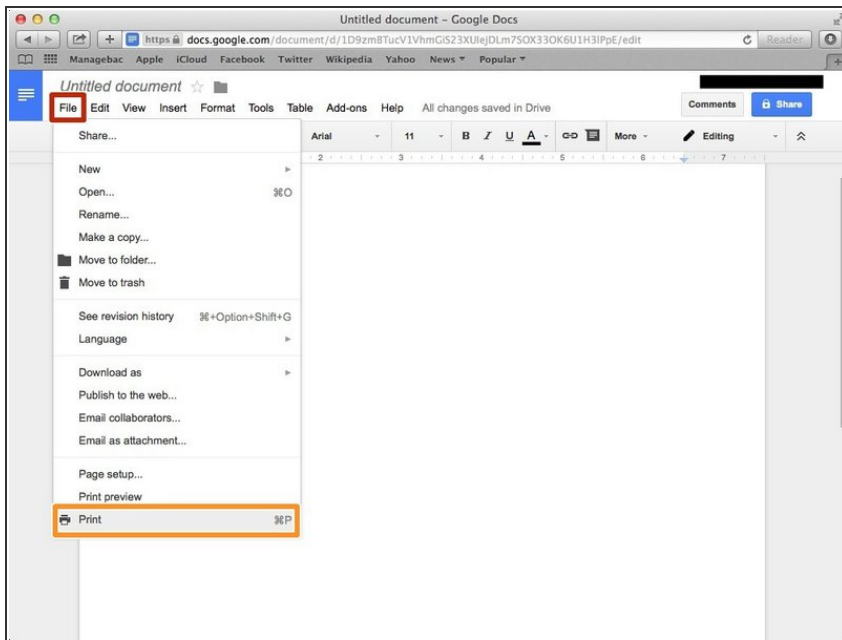
Step 7 — Visiting Page Setup

- Click "File"

- Click "Page setup..."

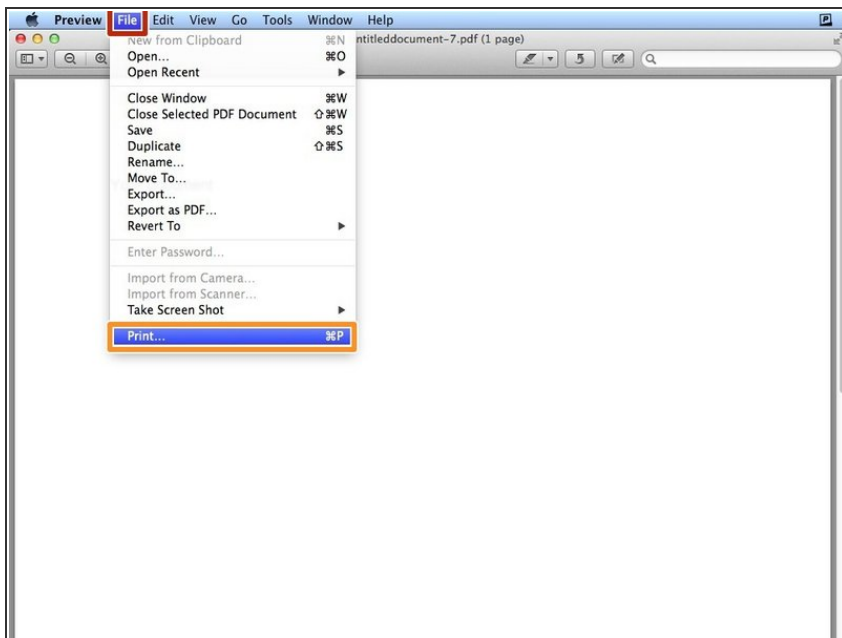## Step 8 — Changing the Settings

- 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.

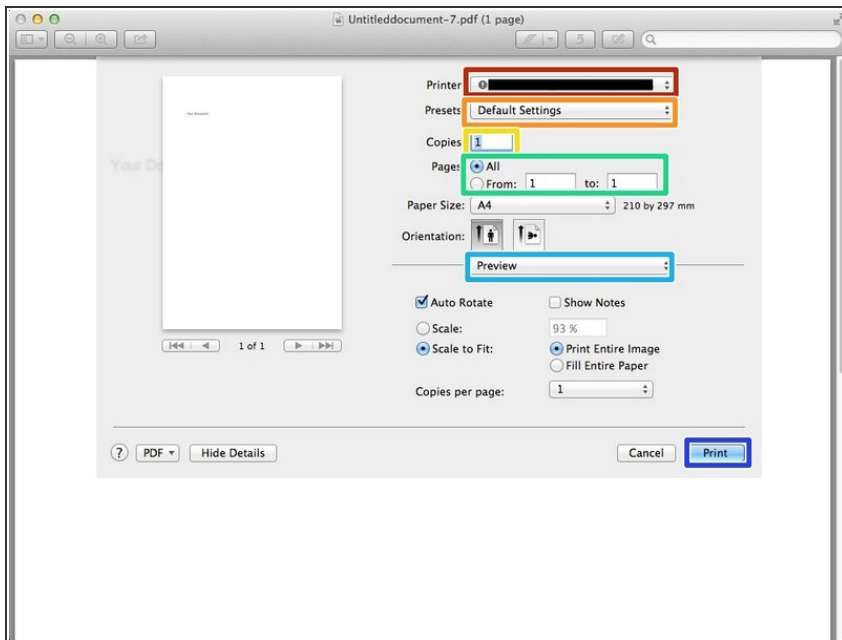This document was generated on 2021-12-24 11:49:39 AM (MST).

Step 9 — Visiting "Print"

- Click "File"

- Click "Print"

Step 10 — Printing the Image

- Click "File"

- Click "Print" or press command+P (⌘+P)

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Step 11 — Printing

- You can select the place to copy.

- You can use the "Default Settings" or "Last Used Settings"

- You can change the number of copies.

- You can select the pages to print.

- You can change some other settings.

- If you finished editing the settings, click "Print" then it will start printing.