



How To Add A Printer

Mac OS 10.7

There are two main way you can add a printer in Mac OS 10.7. either from a **“Document”** or from the **“System Preferences”** menu.

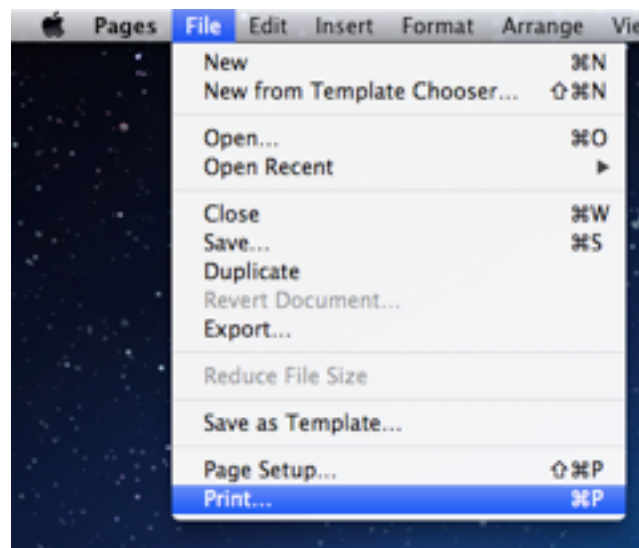
Adding a Printer From a Document.

First open the document you would like to print.

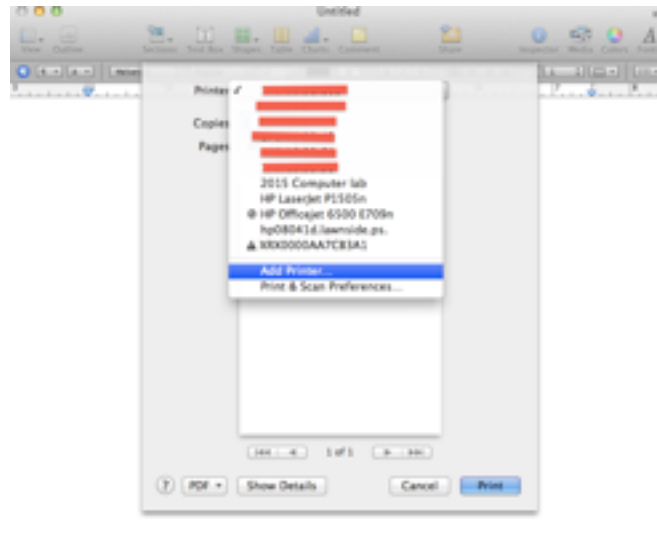
This process will work for many different applications such as Pages (for document), Preview (for PDF and images), Mail (for POP emails), and Safari (for web pages and web based emails such as Webmail Pro).

*After you have opened your document, left click on the word **“File”** from the right side of the menu bar, then click the word **“Print”**.*

If you do not see print under the file menu, click anywhere on your document. This will make your document the “active window”



At the top of the print window you will see a drop-down box labeled “**Printer**”. Select the drop down box and click on “**Add Printer**”.



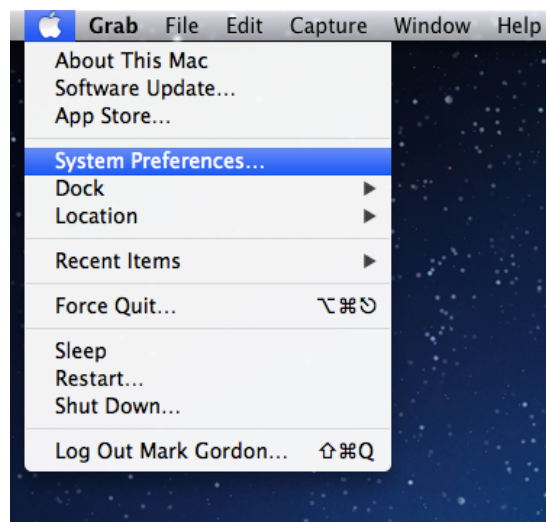
In the default tab, select the printer you want to add, then click on the “**Add**” button.

Adding a printer from System Preferences

Select the “**Apple Menu**” from the top right corner of the screen.

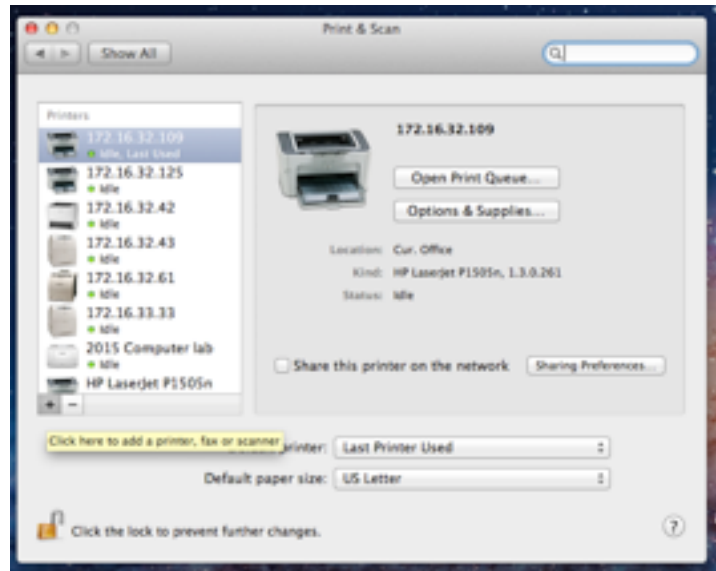
This menu looks just like an apple.

Next, select “**System Preferences**”.



*In the System Preferences menu, click on the icon that looks like a printer labeled **“Print and Scan”**.*

*On the left side of the window click on the **“+”** sign.
This will bring up a new window.*



*In the new window labeled **“Add printer”**, under the **“default”** tab, select the printer you want to add, then click on the **“Add”** button.*