

Click File → Print.

The screenshot shows the Microsoft Word application window titled "Document1 - Word". The "File" ribbon is active, and the "Print" command has been selected, opening the Print dialog box. The dialog box features a "Print" button with a printer icon, a "Copies" dropdown menu set to "1", and a "Printer" dropdown menu. The printer list includes several options: "HP28B2A3 (HP Photosmart...)" (Offline), "BSHS 1st Floor Copy Room on PRINTERS" (Ready), "Adobe PDF" (Ready), "Fax" (Ready), "HP28B2A3 (HP Photosmart Plus B210 series)" (Offline), "Microsoft Print to PDF" (Ready), "Microsoft XPS Document Writer" (Ready), "Send To OneNote 16" (Ready), and "SMART Notebook Document Writer" (Ready). At the bottom of the list are "Add Printer..." and "Print to File". A large yellow arrow points from the "HP28B2A3 (HP Photosmart Plus B210 series)" printer to the "Print" button. The main document area shows a single page with the text "This is a test print..". The status bar at the bottom indicates "Page Setup", "1 of 1", and "51%".

# Search: Library, Click Find Now

The image shows a Microsoft Word window titled "Document1 - Word" with a "Sign in" button in the top right corner. The left sidebar contains navigation options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The "Print" option is selected, opening a "Print" dialog box. In the "Print" dialog, a list of printers is shown, including "HP2824A3 (HP Photomat...)", "B5M5 1st Floor Copy Room on PRINTERS", "Adobe PDF", "Fax", "HPZ8E2A3 (HP Photomat Plus B210 series)", "Microsoft Print to PDF", "Microsoft XPS Document Writer", "Send To OneNote 16", and "SMART Notebook Document Writer". The "Add Printer..." option is highlighted. In the background, the "Settings" pane is open, showing options for "Print All Pages", "Print One Sided", "Collated", "Landscape Orientation", "Letter", "Narrow Margins", and "1 Page Per Sheet". The "Page Setup" button is visible at the bottom of the settings pane. The "Find Printers" dialog box is also open, showing "Find: Printers" and "In: Entire Directory". The "Name" field contains "Library", and the "Find Now" button is highlighted with a yellow arrow. Other buttons in the dialog include "Browse...", "Stop", "Clear All", and "OK". The status bar at the bottom shows "1 of 1" and "66%" zoom.

# Double Click Library Student.

The screenshot shows a Microsoft Word window titled "Document1 - Word" with a "Sign in" button in the top right corner. A "Find Printers" dialog box is open, displaying search criteria: "Find: Printers" and "In: Entire Directory". The "Name" field is set to "Library". The "Find Now" button is highlighted with a blue border. A yellow arrow points from this button to the search results table below. The search results table has two columns: "Name" and "Location". One result is listed: "Library Student ..." with the location "Xerox WorkCentre 5335 PCL6". Below the table, it says "1 item(s) found". In the background, a "Print" dialog box and a "Page Setup" task pane are visible. The "Page Setup" pane shows settings for "Landscape Orientation", "Letter" paper size (8.5" x 11"), "Narrow Margins" (Left: 0.5", Right: 0.5"), and "1 Page Per Sheet". The status bar at the bottom indicates "2 of 2" pages and a zoom level of "66%".

The Library Student Copier should now be “Ready.”

The screenshot displays the Microsoft Word interface with the Print dialog box open. The left sidebar contains navigation options: Info, New, Open, Save, Save As, Print (highlighted), Share, Export, Close, Account, and Options. The Print dialog box is divided into several sections:

- Print:** A printer icon and a 'Copies' dropdown menu set to 1. A yellow arrow points from the 'Copies' dropdown to the printer selection area.
- Printer:** A list of printers with 'Library Student Copier o...' selected and 'Ready' status. A yellow arrow points from the 'Copies' dropdown to this printer selection area. Below it is a 'Printer Properties' link.
- Settings:** A series of dropdown menus for print options:
  - Print All Pages: The whole thing
  - Pages: (empty)
  - Print on Both Sides: Flip pages on long edge
  - Collated: 1,2,3 1,2,3 1,2,3
  - No Staples
  - Landscape Orientation
  - Letter: 8.5" x 11"
  - Narrow Margins: Left: 0.5" Right: 0.5"
  - 1 Page Per Sheet

The main document area shows a preview of the document with a 'Find Printers' dialog box overlaid. The 'Find Printers' dialog box has the following fields:

- Name: Library
- Location: (empty)
- Model: (empty)

Below these fields is a table of search results:

Name	Location	Model
Library Student		Canon WorkCentre 3223 PCL6

At the bottom of the dialog box, it says '1 item(s) found'. The status bar at the bottom of the Word window shows '3 of 3' pages and a zoom level of 66%.