

# Insert Topic - Printer Setup

Last Modified on 12/06/2020 10:47 am AEST

1. In the *Printer Setup* screen, click the *Name:* drop-down menu to select a different printer.
2. By clicking the *Properties...* button, the printer's specific settings window will appear. This screen will differ between printers, depending on what features and capabilities it has.
3. Click the *Paper Source* drop-down menu to select a different tray or source. This list will differ between printers, depending on what features and capabilities it has.
4. Tick the *Save as Default* box to retain the above printer and paper source for all documents within the menu that *Printer Setup* was opened.
5. Choose the number of copies to be printed.
6. Once all options have been set as required, click *OK* to close the *Printer Setup* window.

