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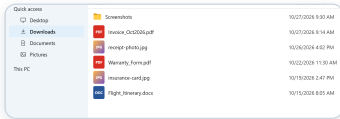
One dialog, two options: paper or a PDF file. Here's how, on Windows 11 or a Mac.



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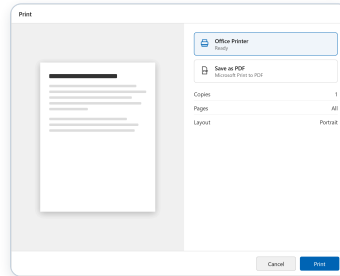
1 Windows: Right Click, Choose Print

Right click the file, then choose **Print**.



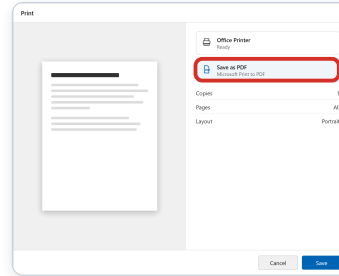
2 Pick Your Printer, Click Print

For paper, pick your printer, then click **Print**.



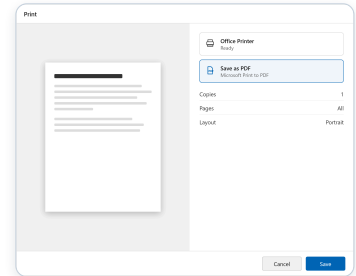
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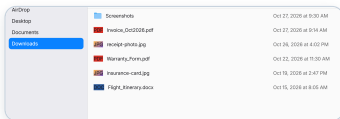
4 Click Save

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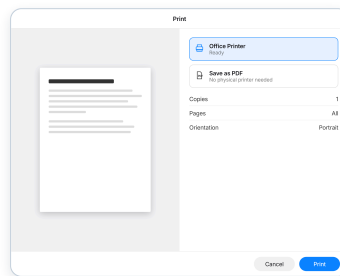
5 Mac: Right Click, Choose Print

Right click the file, then choose **Print**.



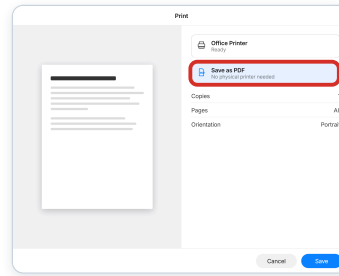
6 Pick Your Printer, Click Print

For paper, pick your printer, then click **Print**.



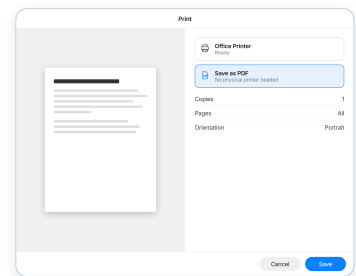
7 Or Choose Save as PDF

For a digital copy instead of paper.



8 Click Save

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Good to Know

- Check the **preview** before you print — it catches blank pages before you waste paper.
- No printer showing up? Make sure it's **turned on and connected**, then try again.
- You can print from almost anywhere: a webpage, an email, a photo. Printer trouble? 239-513-1960.



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