



# PRINTING / SETUP PRINTERS (MAC)

1

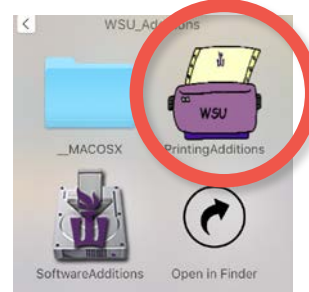


Application  
folder



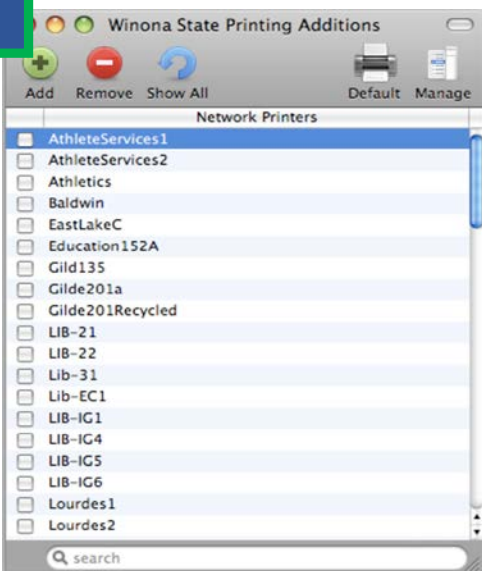
On the lower right corner of your desktop, click on the **application** folder. Inside, find and click on the **"WSU\_Additions"** folder.

2



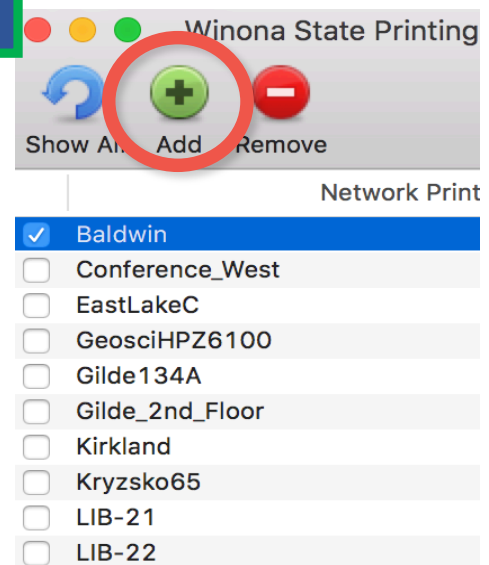
Click on **"PrintingAdditions"** to open it.

3



Now you should see a list of all the printers available at WSU.

4



Click the checkbox of the printer you want and then click the green **"Add"** button. You now have that printer installed and can use it whenever you need it.



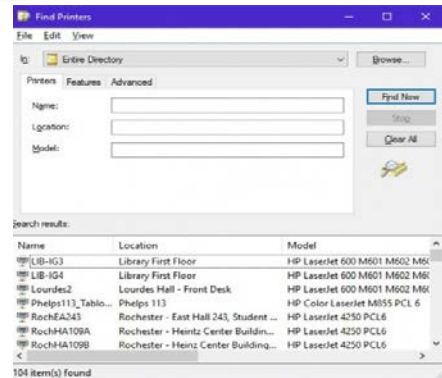
1

Click on the **Start**  icon in the lower left corner.

Click on or select “**Printers Student**” or “**Printers Faculty Staff**” from the **Getting Started** section on the Start menu (see below).



2



The **Find Printers** window will open (see above). Double click the printer you want to add, and it will start installing.

Note: Install printer drivers if prompted.

## GOOD TO KNOW (PC AND MAC)

The **Find Printers** window in PC and the **Winona State Printing Additions** window in Mac show all available network printers from which your laptop can print.

Once you have installed a printer, it will appear as an available printer in any applications from which printing is an option. The standard keyboard shortcut for printing is **ctrl + P** on a PC, and **command + P** on a Mac.