


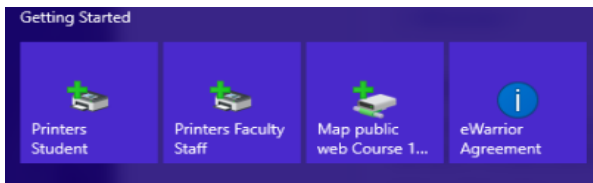


# 1

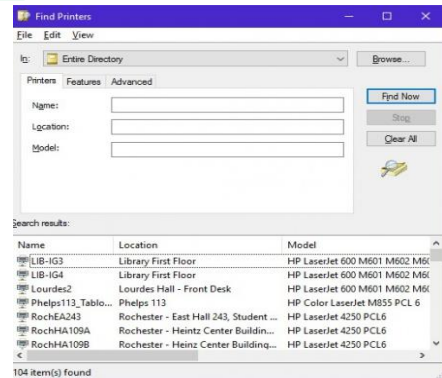
Click on the **Start**  icon in the lower left corner and locate Getting started menu.

If you are a Student, click  
“**PRINTERS STUDENT**”

If you are a Faculty Staff, click  
“**PRINTERS FACULTY STAFF**”



# 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** 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.