# Accessing Network Printers (XP)

Windows – (Print Window)

- On a Windows PC, network printer selection takes place when you are about to print your document. In whatever program you are printing from (i.e. Microsoft Word), go to the **File menu** and select **Print**.

  Note: Do not simply click the **Print** icon in the *Standard* toolbar. Doing this will automatically begin the printing of your document on whatever printer was previously selected.

- The *Print* window should now appear on screen. It will look similar to the example shown below. To choose which printer on the network you are going to print from, simply click the drop down menu titled *Printer Name*. You will see a list of available printers that the computer you are using can print from. Select whichever one you want.
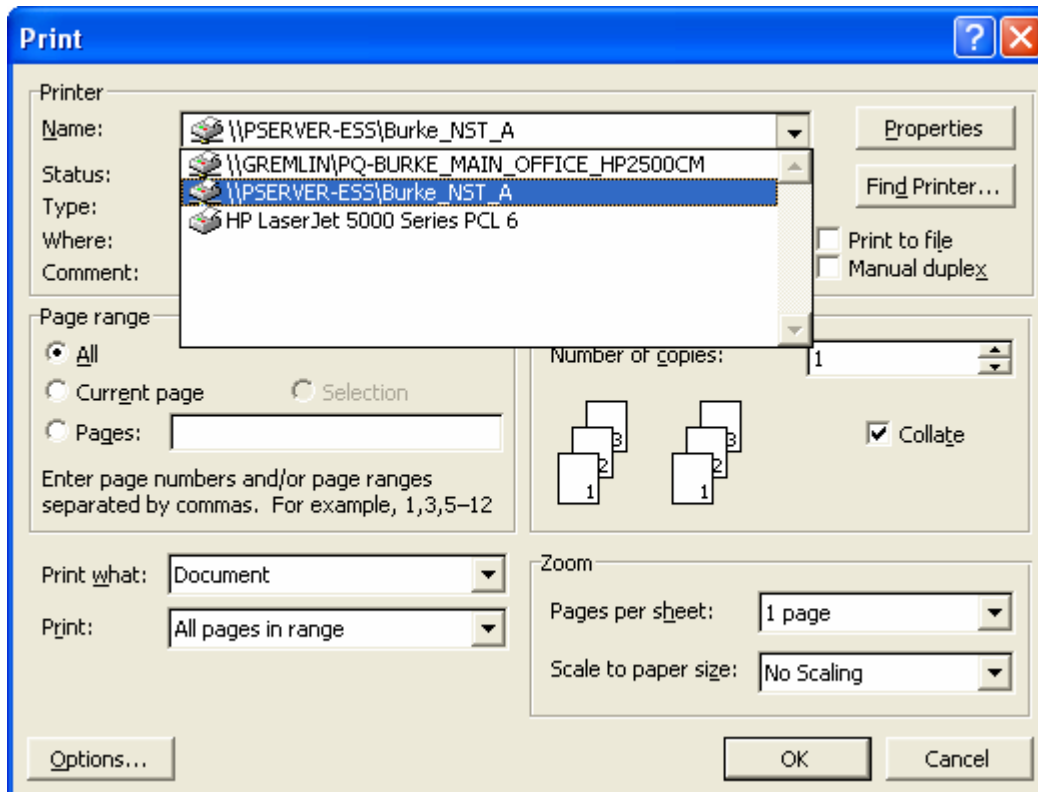
- You are now set to print from your selected printer and can click **OK** to begin printing. However, you may also wish to click the **Properties** button in the top right corner of the window. Doing this will bring you to a new screen where you can select such properties as the paper size you wish to use and the tray on the printer you want to print from.

For questions or comments regarding this document, please E-mail docxteam@hamilton.edu