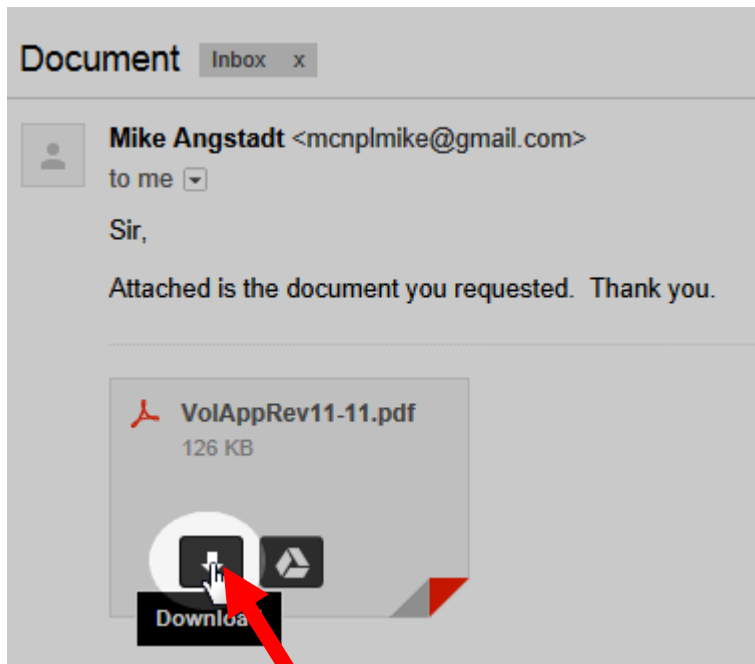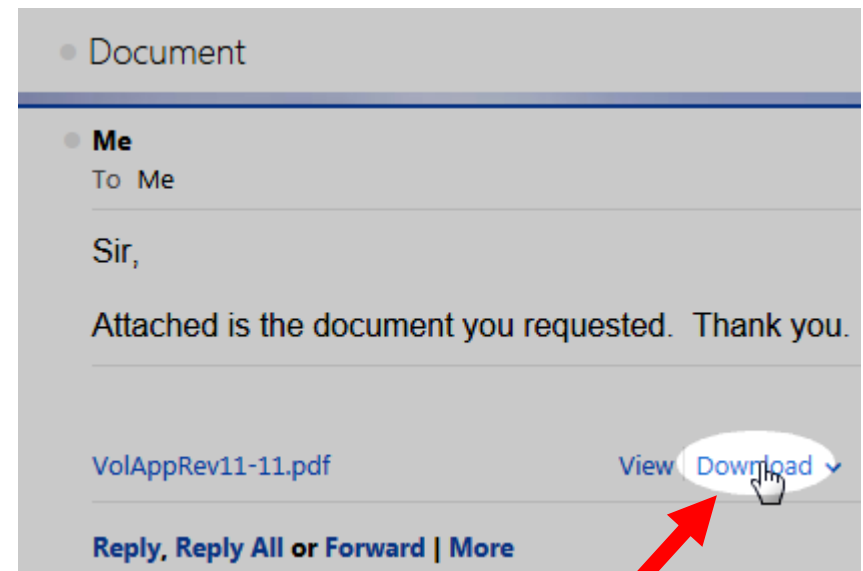# How to Print an Email Attachment

Step 1) Download Attachment

Click "Download" icon

Click "Download" link

Step 2) Open the File

This bar will appear at the bottom of the screen after a few moments.

Click "Open" and wait for the file to download.

Internet Explorer

Do you want to open or save **VolAppRev11-11.pdf** (125 KB) from **mail-attachment.googleusercontent.com**?   Open   ▼ Save   Cancel   ✕
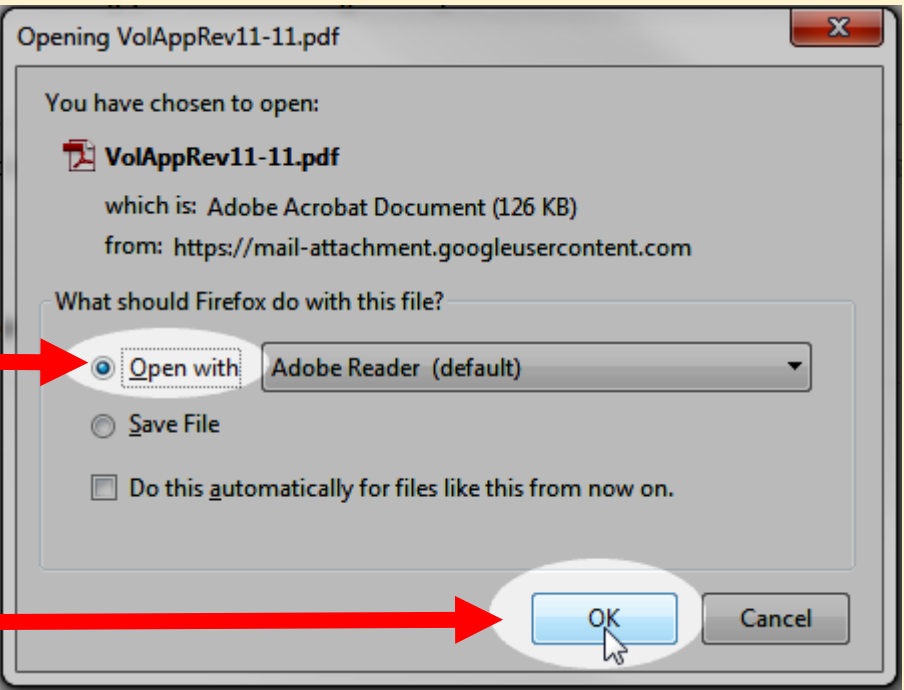
Firefox

1) This window will appear after a few moments. Click "Open with".

2) Click "OK" and wait for the file to download.

Opening VolAppRev11-11.pdf

You have chosen to open:

 VolAppRev11-11.pdf

 which is: Adobe Acrobat Document (126 KB)

 from: https://mail-attachment.googleusercontent.com

What should Firefox do with this file?

◉ Open with   Adobe Reader (default)   ▼

○ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

Step 3) Print the File

Instructions for how to print the file varies depending on the file type:

Step 3a) PDF Documents
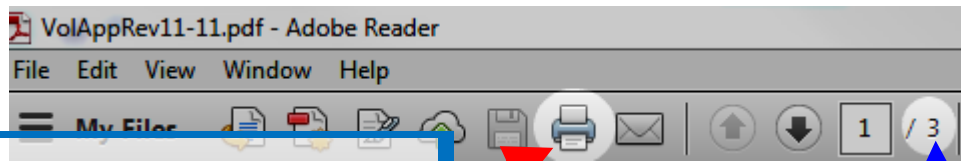
Step 3b) Word Documents

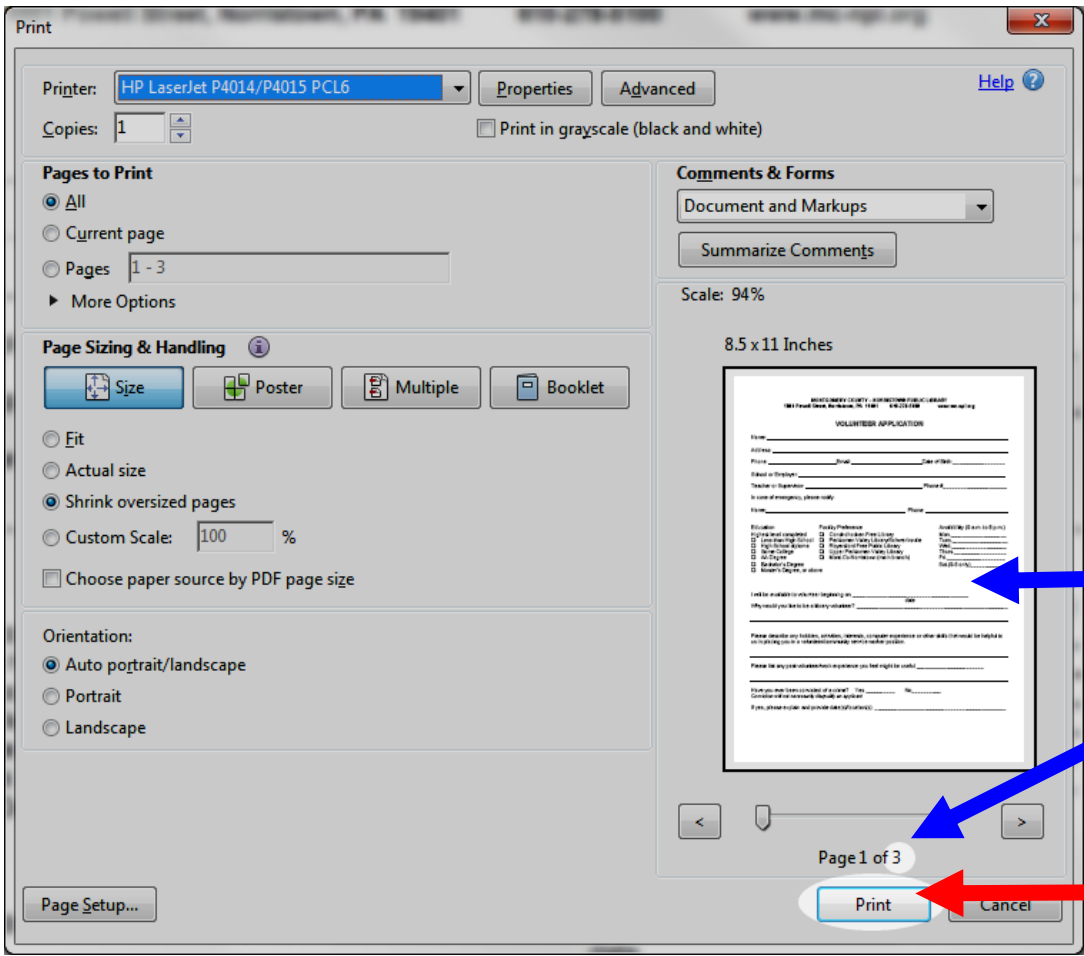**Step 3c) Pictures**

Step 3d) ZIP Files

Step 3a) PDF Documents

1) Click "Print" Icon in Toolbar

Number of pages

Price per Page:

$0.15—text, maps

$0.50—half page graphic

$1.00—full page graphic

Prints are in <u>black and white</u>

Print Preview
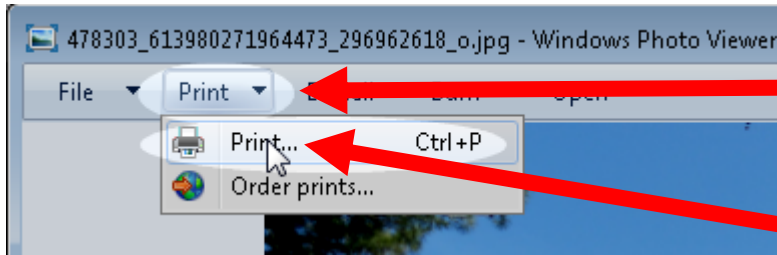
Number of pages

2) Click "Print" Button

Step 3b) Word Documents

1) Click "File"

2) Click "Print"

3) Click "Print" Button

Print Preview

Number of pages

Price per Page:

$0.15—text, maps

$0.50—half page graphic

$1.00—full page graphic

Prints are in <u>black and white</u>

Step 3c) Pictures

478303_613980271964473_296962618_o.jpg - Windows Photo Viewer

File ▼ | Print ▼

Print...   Ctrl+P

Order prints...

1) Click "Print" in Menu Bar

2) Then click "Print..."
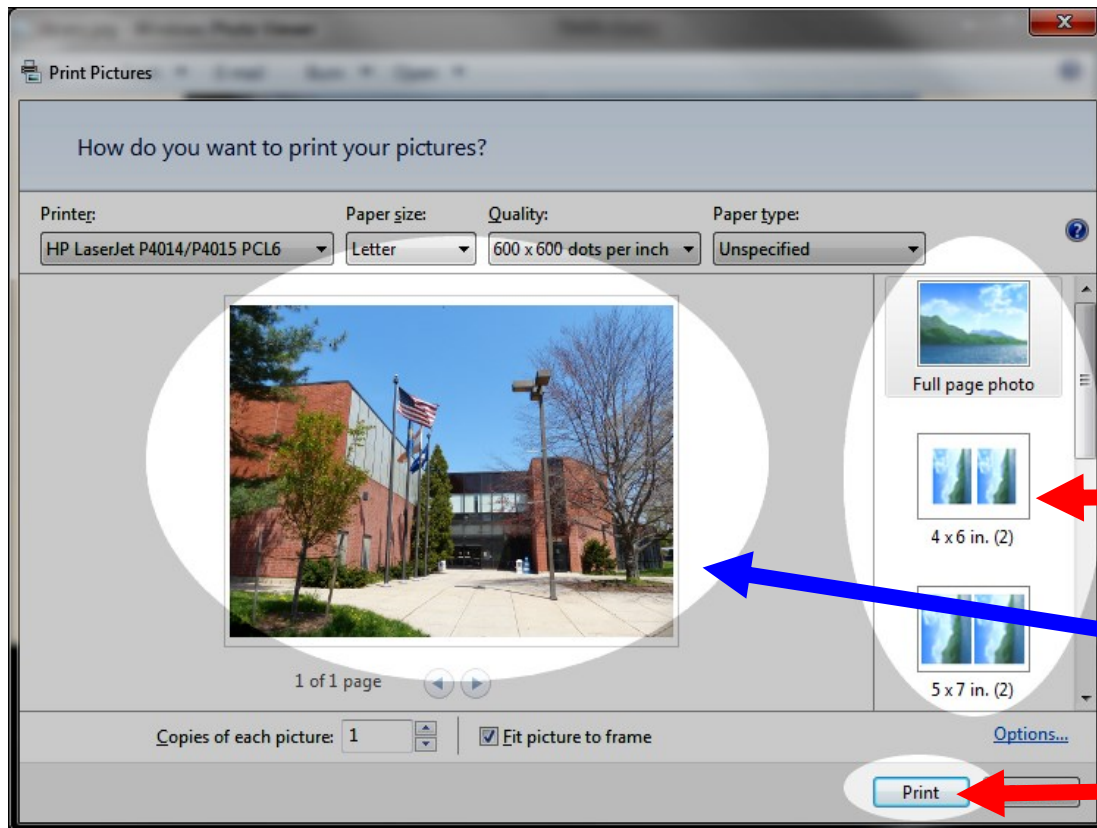
Print Pictures

How do you want to print your pictures?

Printer: HP LaserJet P4014/P4015 PCL6

Paper size: Letter

Quality: 600 x 600 dots per inch

Paper type: Unspecified

Full page photo

4 x 6 in. (2)

5 x 7 in. (2)

1 of 1 page

Copies of each picture: 1   ☑ Fit picture to frame

Options...

Print

3) Choose picture size

Print Preview

4) Click "Print" Button

Step 3d) ZIP Files
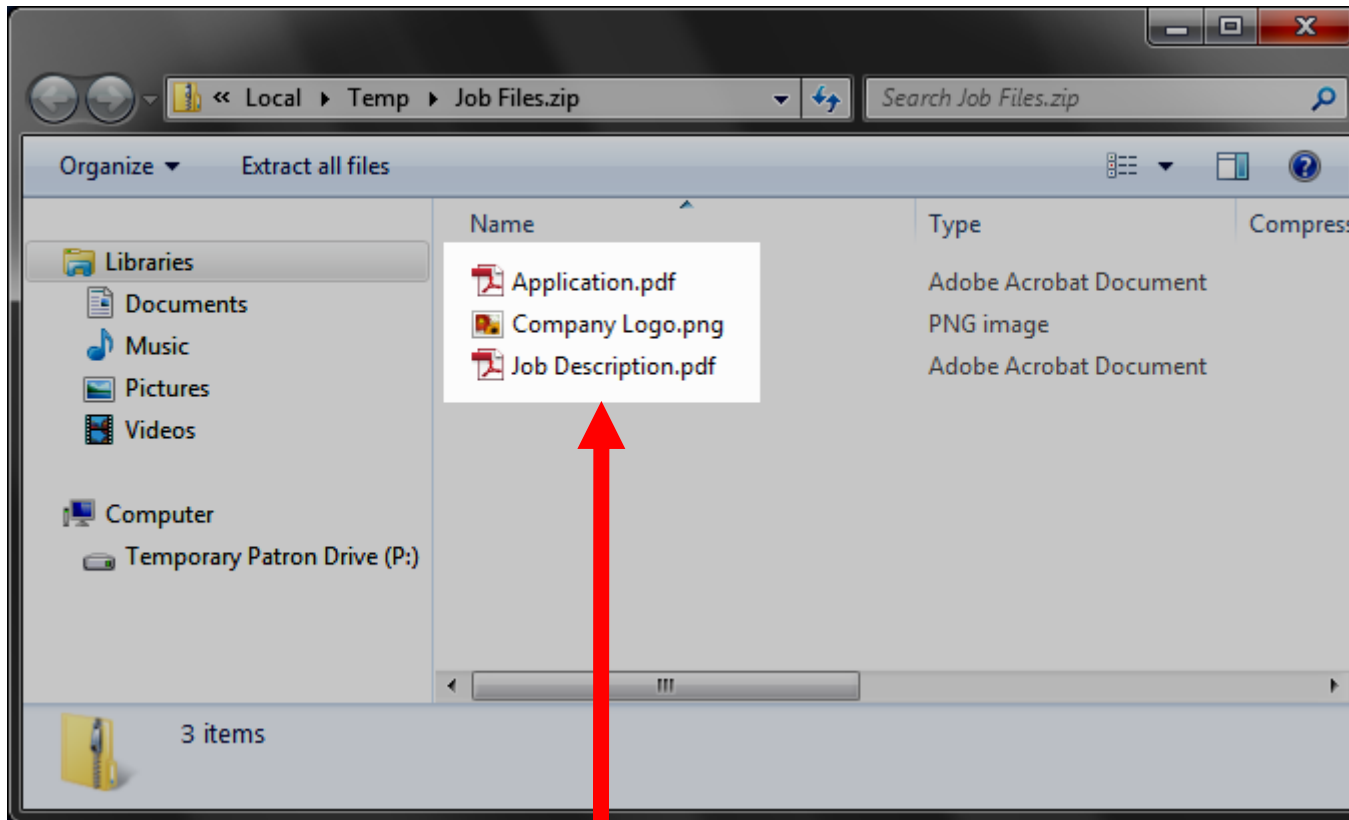
1) Double-click on the file you want to print

2) Go back to <u>Step 3</u> to print the file