# How to Print an Email Attachment



#### Step 1) Download Attachment

| G Mail<br>by Google  | ÷ |
|--|---|
| Document Inbox x   |   |
| Mike Angstadt <mcnplmike@gmail.com>         to me          Sir,         Attached is the document you requested. Thank you.</mcnplmike@gmail.com> | i |
| VolAppRev11-11.pdf<br>126 KB   | ļ |
| Click "Download" icon  |   |

## YAHOO!

#### Document

• Me

To Me

#### Sir,

Attached is the document you requested. Thank you.







### Step 3) Print the File

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





#### Step 3d) ZIP Files



#### **Step 3b) Word Documents**

| Save<br>Save As<br>1) Click "File"<br>Close Print Print Print Print Copies: 1 Copies: 1 VOLUNTEER APPLICATION VOLUNTEER APPLICATION   |   | File Home   |
|---|---|---|
|   | Save       Save As       Open       Print       Print       Close         Vol UNTEER APPLICATION  | ■ Save<br>■ Save As<br>1) Click "File"<br>Close                             |
| Info Recent Rece  | Info Recent Printer Printer O O O O O O O O O O O O O O O O O O O   | Info<br>Recent  |
| New       Print       Settings       In case of emergency, please notify:         Print       Settings       Name:       Phone:         Print       Print All Pages       Construction       Perklomen Valley Library/ISchwenksville       Availability (9 a.m. to 8 p.m.)         Save & Send       Print the entire document       Print All Pages:       Facility Preference       Availability (9 a.m. to 8 p.m.)         Ablegree       Mont.Co-Norristown (main branch)       Trues       Trues       Wed.         Save & Send       Pages:       G       Mont.Co-Norristown (main branch)       Trues  | New       Print       Settings       In case of emergency, please notify:         Print       Settings       Name:       Phone:         Print       Print All Pages       Construction Print Valley Ubrary/Schwerksville       Availability (9 a.m. to 8 p.m.)         Save & Send       Print the entire document       Pages:       In case of emergency, please notify:  | New<br>Print<br>Save & Send   |
| 2) Click "Print"<br>Options<br>Exit<br>Print One Sided<br>Only print on one side of th<br>Collated<br>1,2,3<br>1,2,3<br>1,2,3<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated<br>Collated | Image: Second | 2) Click "Print" Options  |
| Price per Page:       Portrait Orientation       Please describe any hobbles, activities, interests, computer experience or other skills that would be helpful to the placing you in a volunteer/community service worker position.         \$0.15—text, maps       Print Providework       Please list any past volunteer/work experience you feel might be useful   | Prease describe any hobbles, activities, interests, computer experience or other skills that would be helpful to use placing you in a volunteer/community service worker position.  Prease list any past volunteer/work experience you feel might be useful   | Price per Page:       \$0.15—text, maps                                     |
| <pre>\$0.50—half page graphic<br/>\$1.00—full page graphic<br/>Prints are in black and white</pre>  | ic Narrow Margins C Number of pages white Page Setup  | 50.50—half page graphic51.00—full page graphicPrints are in black and white |

### **Step 3c) Pictures**





## Step 3d) ZIP Files

| Organize   | Job Files.zip | • <b>4</b> 9           | Search Job Files.zip                                    |                      |  |  |
|--|---------------|------------------------|---|----------------------|--|--|
| <ul> <li>Libraries</li> <li>Documents</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> <li>Computer</li> <li>Temporary Patron Drive (P:)</li> </ul> | Name          | df<br>go.png<br>on.pdf | Type<br>Adobe Acrobat I<br>PNG image<br>Adobe Acrobat I | Compress<br>Document |  |  |
| 3 items  |               |                        |   |                      |  |  |
| <ol> <li>Double-click on the file you want to print</li> <li>2) Go back to <u>Step 3</u> to print the file</li> </ol>                                    |               |                        |   |                      |  |  |

