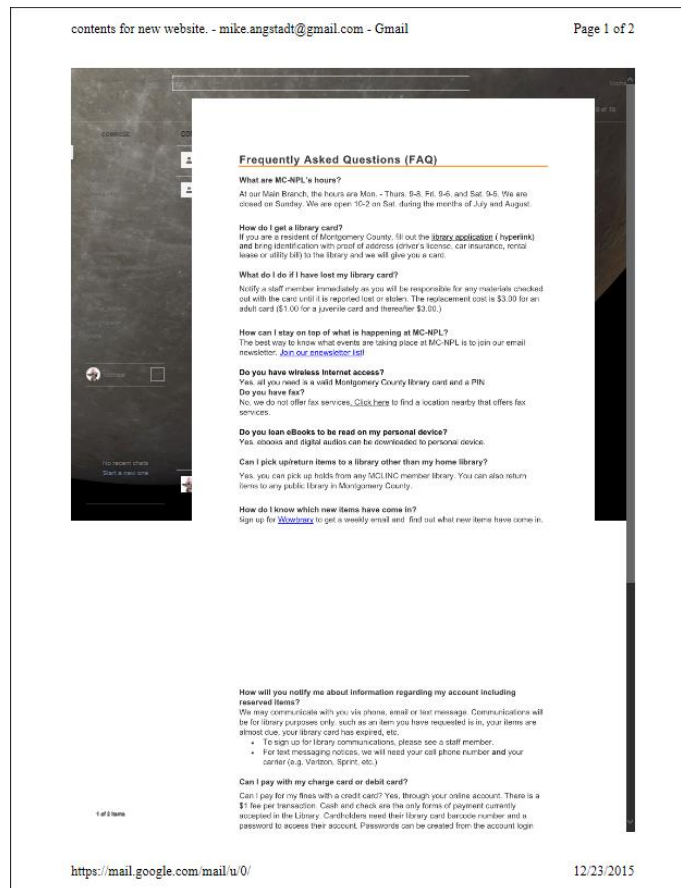


How to Print an Email Attachment

Many webmail services, such as Yahoo Mail and Gmail, contain functionality that let you “preview” an attachment. This lets you view the attachment in your web browser without downloading it.

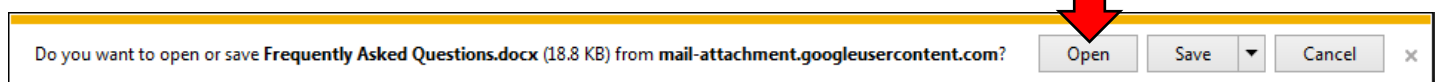
However, this often confuses patrons who think that previewing a file is the same as opening it. When a patron wants to print an attachment, often times they will preview it, and then incorrectly use the web browser’s print functionality. This prints the actual webpage, not the attachment, and results in a bad printout.

The screenshot below shows what the Print Preview looks like in IE when an attachment is being “previewed” in Gmail. Notice how you can see the email inbox in the background, and how the document is cut off.



To properly print an attachment, you must download the attachment, then open it in its native program and print it from there.

1. Click on the appropriate “download” button in the email to **download** the attachment.
2. After a few moments, an orange bar like the one pictured below will appear at the bottom of the screen (if using Internet Explorer). Click **Open**.



3. The file will then be opened in its native program. You may print the file from there.