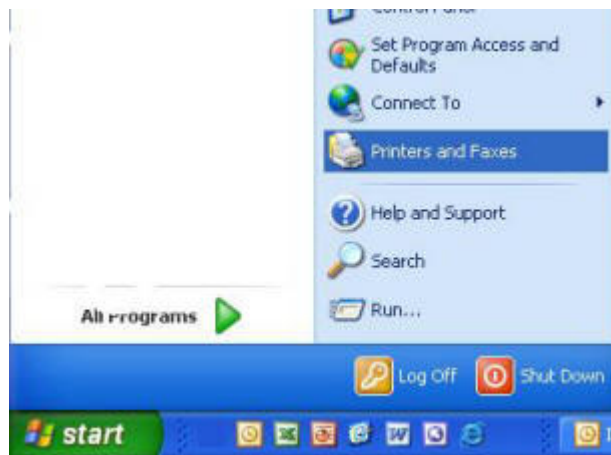


How to Choose a Default Printer in Windows XP

OVERVIEW

The default printer is the first or primary printer chosen when the printer button is pressed or File, Print is chosen in an application.

1. Click on **Start, Printers and Faxes**.



2. When the window opens up it will look similar to the one below, depending on which printers your computer has installed.



For additional help please call Robert Anderson at 712-274-5295 or email andersonr@morningside.edu.

3. The printer with the black checkbox next to it is the default, or first, printer Windows XP picks to print to after the print button is pressed.

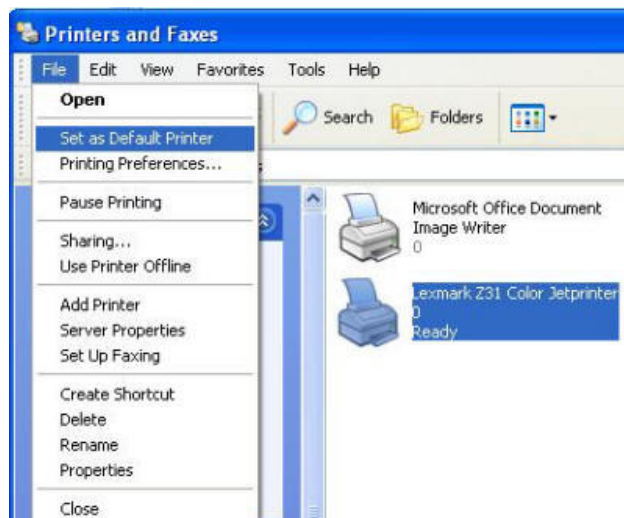


4. To change the default printer to a different one, **right click** on the printer you want as the new default and select **Set as Default Printer**.



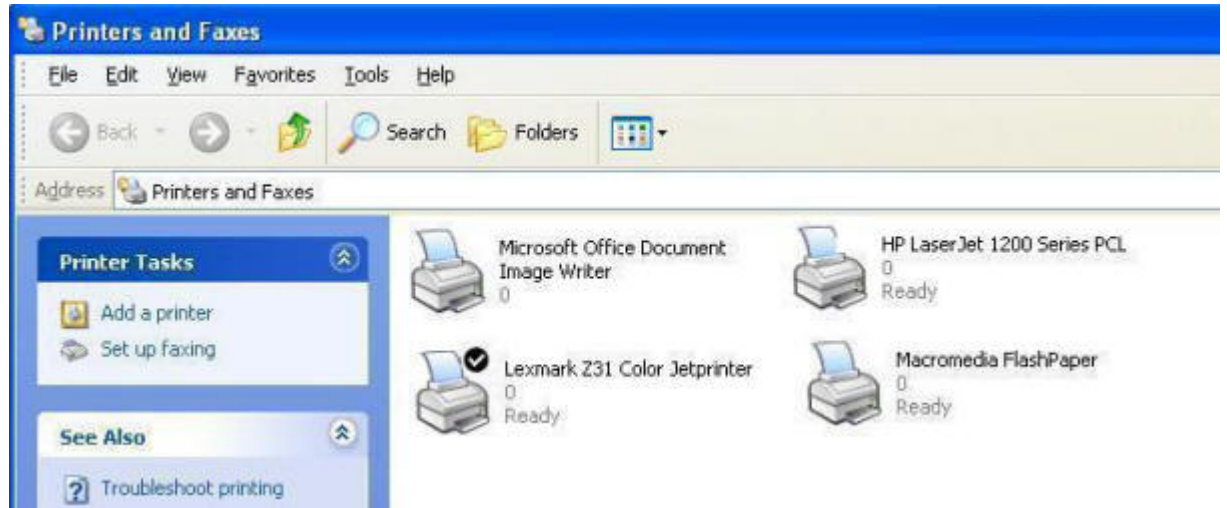
--- OR ---

If you are not comfortable right clicking, click **once on the printer** to select it, then click on **File, Set as Default Printer**.



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5. After choosing your new printer as your default, the black checkbox will move to the new printer.



6. After your changes are complete, exit out of the window by clicking the red X in the upper right hand of the corner.

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