



HOW TO SET MY DEFAULT PRINTER

INTRODUCTION: Follow 3 simple steps to set your default printer

SYSTEM REQUIREMENTS: This is for anyone who is on Windows 7 and above

WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

- None

STEP ONE

Got to the bottom left of the screen and click on the start button

STEP TWO

Then click on **'Devices and Printers'**

STEP THREE

Once the printer list has appeared simply, right click on the printer you want to set as default.

Printers ()

