

Transcript:

Tech Tips from CSU Long Beach

Episode 2: Printing an Online Document When No Printer is Available.

Hello, I'm Walter Gajewski.

Welcome to **Tech Tips** from CSU Long Beach: episode two, printing a document when no printer is available.

Occasionally, I'll find myself in a situation where I have to urgently print out a document but have no printer hooked to my computer. Typically this will happen when I'm using my laptop over a secure wireless connection and I sign up for an on-line service or pay for something using my credit card and then I'm presented with a proof of payment receipt to be printed out. I know that document won't be there again if I leave the website and return some other day and so printing has to be done while the document is up on the screen.

Without a printer hooked to my laptop, I can still "print" this document. Here's how it's done:

Either click on the PRINT button provided on the document or go to the top of the browser menu to select FILE → Print . . .

Either way, the print dialog box will pop up and the name of the printer you ordinarily use will be listed where it says "printer name."

You should be able to click on the little down arrow next to the printer name to reveal the names of additional printers. If "Adobe PDF" is available, that would be my first choice.

Click OK and the Save File dialog box will open. Take note of the file name and the name of the folder that will hold the file and then click OK. After the document is saved as a PDF file, the Adobe PDF Reader may launch and you'll be able to verify that you now have a PDF version of the document saved on your hard drive. The file will be there if you ever want to print it on a piece of paper in the future.

If Adobe PDF is not listed as a printer in the print dialog box, select "Microsoft Office Document Image Writer."

While the print dialog box is still open, click the PROPERTIES button and then the ADVANCED tab. For output format, select TIFF.

The default resolution of "FINE (200 DPI)" should work well.

Click OK and then once again, click OK.

The "Save File" dialog box will open. Take note of the file name and file location and click SAVE.

You now have a copy of the on-line document saved as a .tif file on your computer's hard drive.

In the future, if you want to print this out on a piece of paper, find the file name listed in the list of all the files on your drive and double click on the file icon that's right next to the filename.

This will open the file in some application, most likely the "Windows Picture and Fax Viewer." Click on the printer icon at the bottom of the document window, or select File → Print from the top menu and a hard copy of your receipt will be printed out to paper.

That's it for today's **Tech Tips**. I'm Walter Gajewski.

Thank you and keep listening.