

PRINTABLE GUIDE

Print a document from your phone or computer

Start with a compatible connected printer. Preview one page before printing; a PDF destination saves a file instead.

Phone or computer with a compatible printer | 2 min read | 5 steps

Before you start

- ☐ A document ready to print
- ☐ A configured compatible printer with paper
- ☐ The required network or cable connection

1. Check the printer first

Switch it on and check paper and any error light. For iPhone AirPrint, the printer must support AirPrint and share the phone's Wi-Fi network. Android may need a supported print service or the printer maker's app.

- ☐ Done this step

2. Open the document's print option

Computer: use the app's File menu and Print, or its print control. iPhone: look under Share or the app's actions menu. Android: look under its menu, often Share then Print. Controls depend on the document app.

- ☐ Done this step

3. Select the actual printer

Read the destination name. Save as PDF creates a file rather than paper, so choose your printer if you need a printed copy. If it is missing, check the connection and the manufacturer's instructions before repeatedly pressing Print.

☐ Done this step

4. Review the preview

Check orientation, page size, page range and number of copies. Choose one page for the first test. A webpage can include navigation or adverts; use a printable view if available and read the preview before confirming.

☐ Done this step

5. Send one job and wait

Choose Print once and watch the printer. If nothing happens, inspect the print queue or device error rather than sending duplicates. If the test is correct, print the remaining required pages using the same checked settings.

☐ Done this step

Try it for yourself

Preview a one-page document and print one copy or save a PDF.

☐ I tried the task.

My notes

Can I keep a copy without printing paper?

If Save as PDF is offered, choose it and select a folder. Open the saved file afterwards to confirm it contains the pages you wanted.

Official help and the online guide

Apple: AirPrint - <https://support.apple.com/en-ie/109349>

Google: print from Chrome - <https://support.google.com/chrome/answer/1069693?hl=en>

Read online: <https://plaintechguides.com/guides/print-a-document-once/>