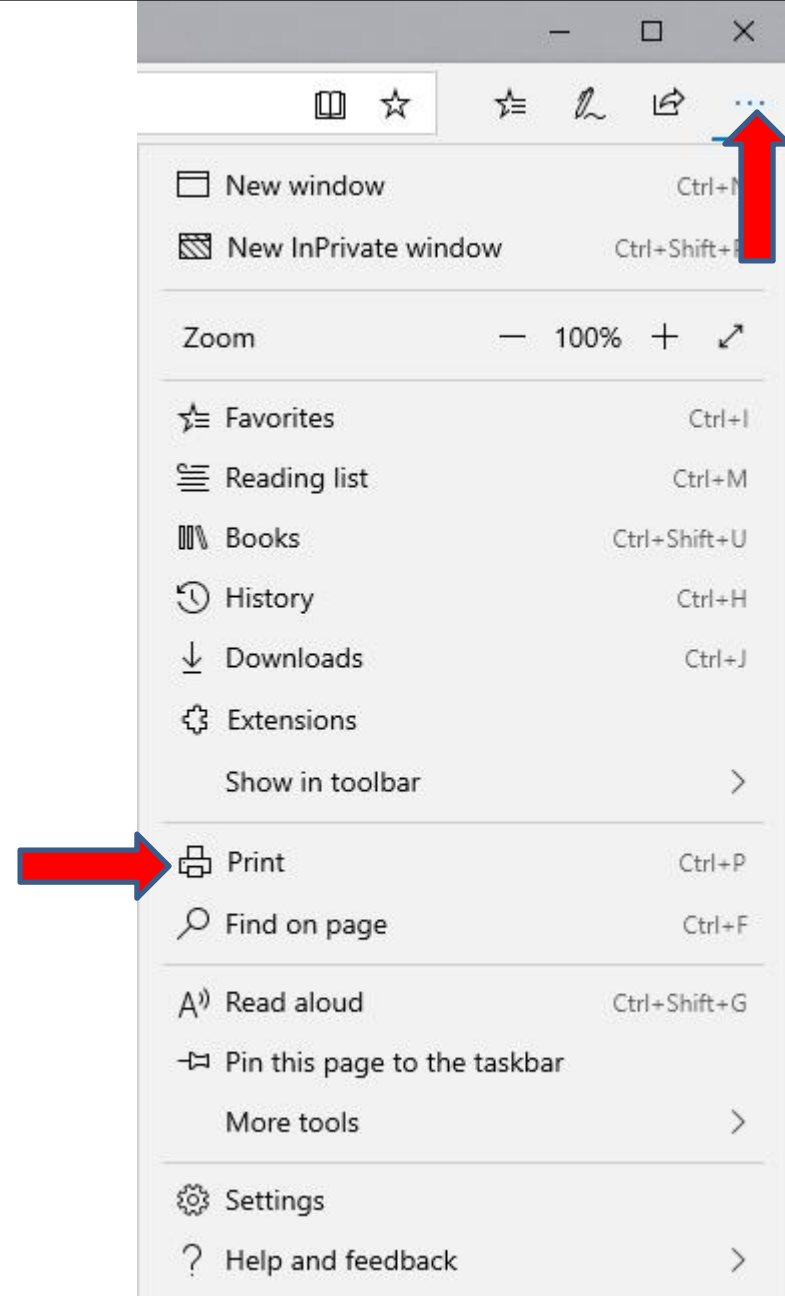


Step 4 – Part 1 - How to print a page on Microsoft Edge.



- If you don't have a printer, you can print it to a PDF file.**
- If you don't have a PDF reader, as I mentioned in the Step 4 Introduction, go to ninite.com and download Foxit Reader.**
- I will first show how to print, if you have a printer.**
- After that, I will show how to print to a PDF file.**
- First open Microsoft Edge and go to a page you want to print. I will show you my Facebook page.**

You click on the Icon in the upper right as I have showed before in other Steps and then click on Print.

Next is what happens.



Printer

 Foxit Reader PDF Printer 

Let the app change my printing preferences

Orientation

Portrait

Pages

All

Scale

Shrink to fit

Margins

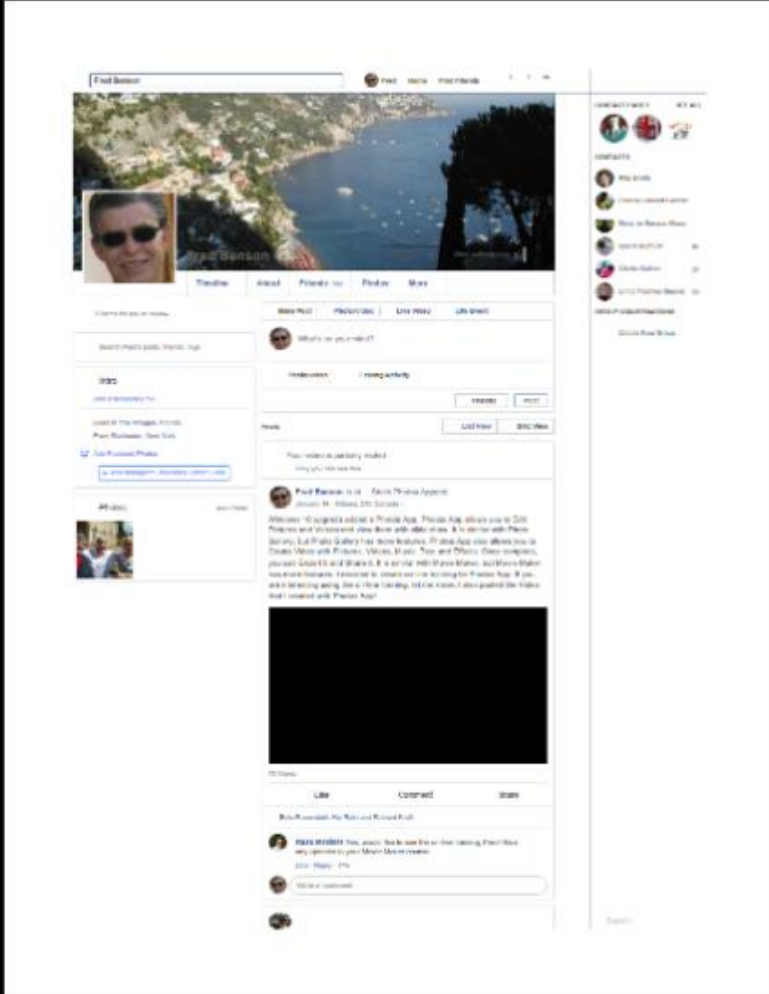
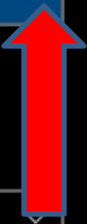
Normal

Headers and footers

Off

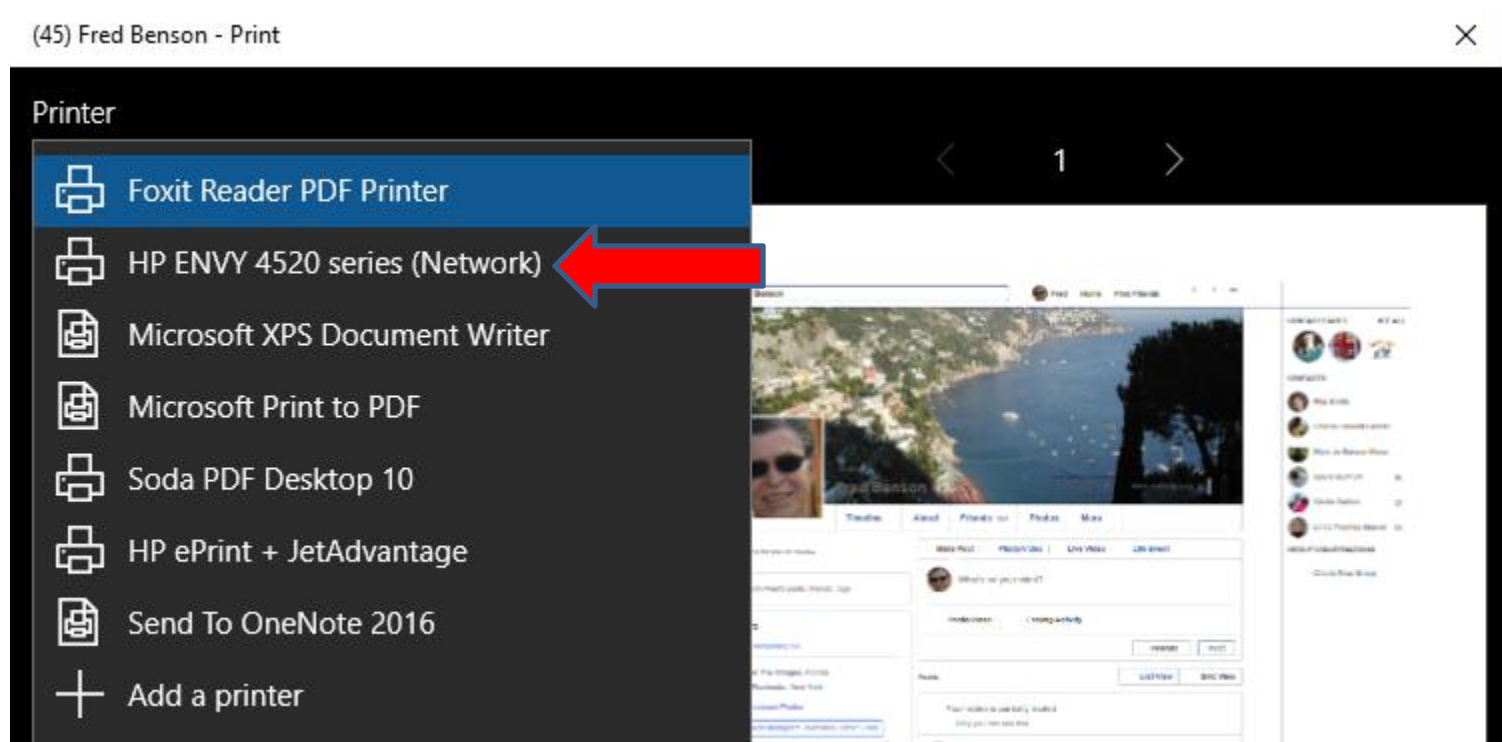
[More settings](#)

Print Cancel



- **Window closes and a new window opens.**
- **Sometimes the default printer is Foxit Reader on my Computer. You can click on the dropdown icon next to it to see other options, which is next.**

- You see a list depending on your Computer. Because, I have a printer, I decided to click on my printer name.
- Next is a sample of clicking on it.





Printer

HP ENVY 4520 series (Networ

Let the app choose my printing preferences

Orientation

Portrait

Copies

1

Pages

All

Scale

Shrink to fit

Margins

Normal

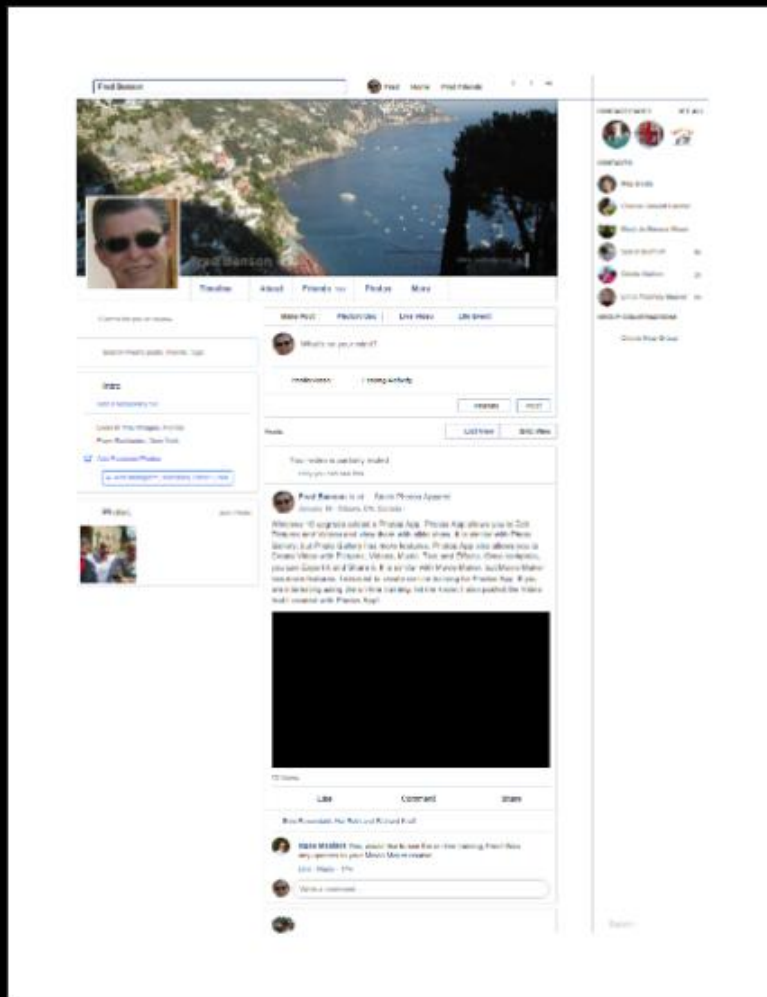
Headers and footers

Off

[More settings](#)

Print

Cancel



- The list closes and you see the one I clicked.
- Next explains the layout.

- **I tried all the options to change the layout to make it full and it did not work. Some of the other Browsers, like Part 3, Part 4 and Part 5 allows you the layout full, which is better. That's why I don't Print with Microsoft Edge. But, I will show how to Print next.**

Printer

HP ENVY 4520 series (Networ

Let the app choose my printing preferences

Orientation

Portrait

Copies

1

Pages

All

Scale

Shrink to fit

Margins

Normal

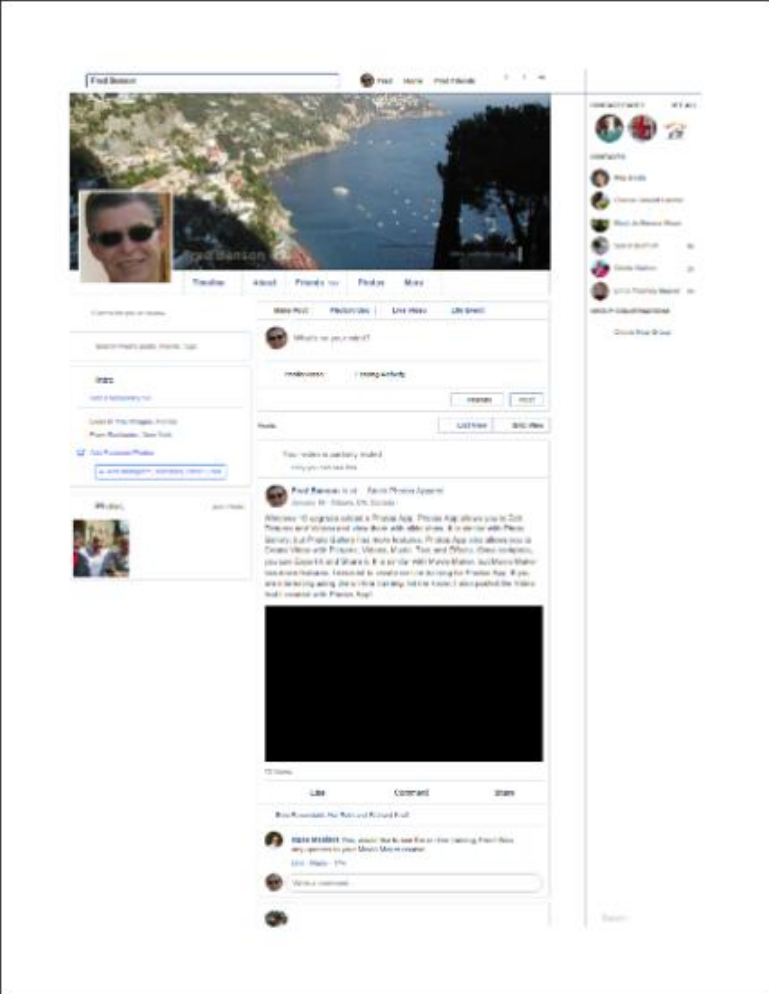
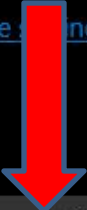
Headers and footers

Off

[More settings](#)

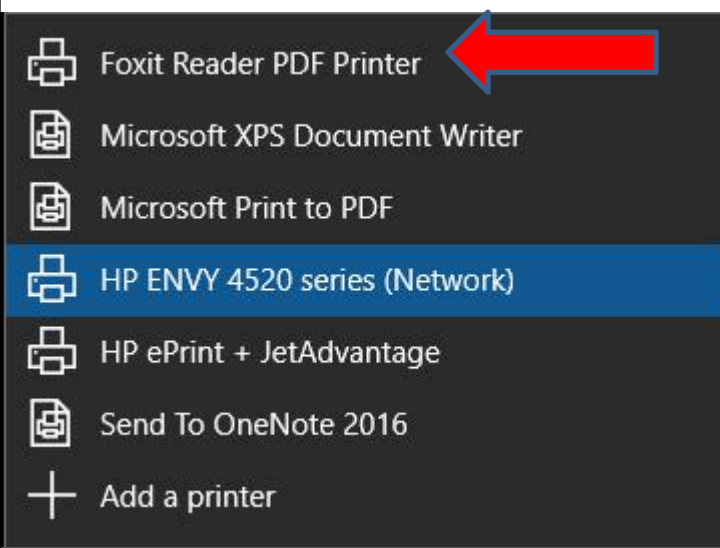
Print

Cancel




• If you want to Print with your Printer, click on Print in the lower left and next is what happens.

- **The window closes and it starts printing on my printer with two pages and as I mentioned before the layout is not as good as the other Browsers. If you have a PDF Reader like Foxit Reader, next is what happens when you follow the same process clicking on it. If you have Adobe Reader, I will show you at the end.**



Printer

 **Foxit Reader PDF Printer** ▾

Let the app characterize my printing preferences

Orientation

Portrait ▾

Pages

All ▾

Scale

Shrink to fit ▾

Margins

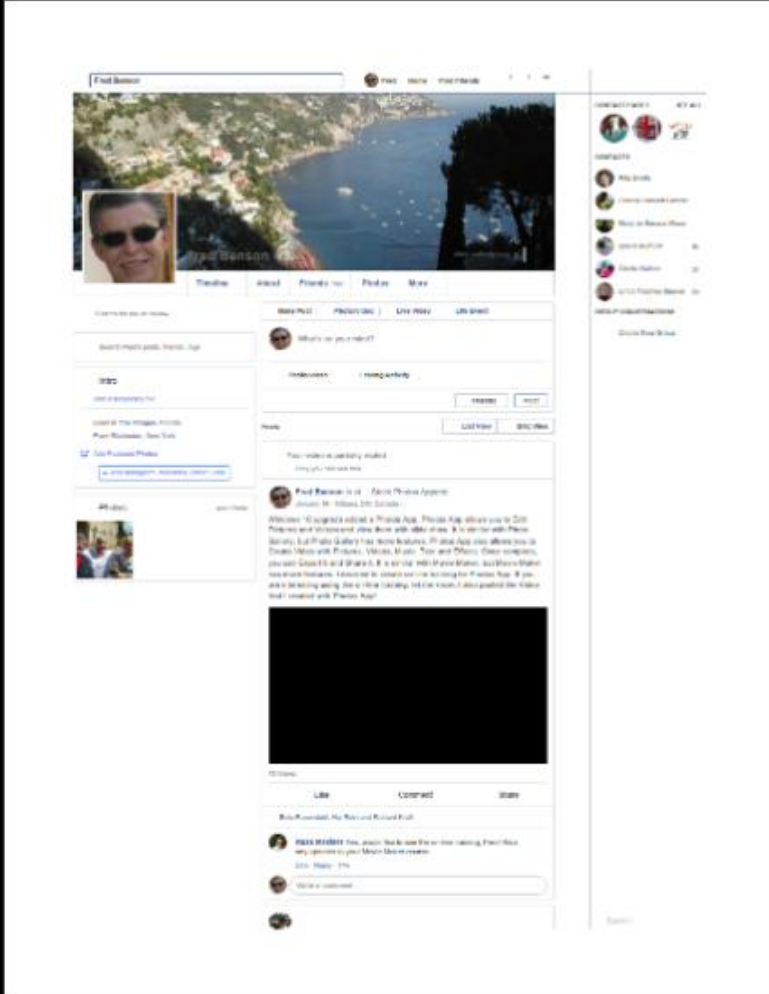
Normal ▾

Headers and footers

Off ▾

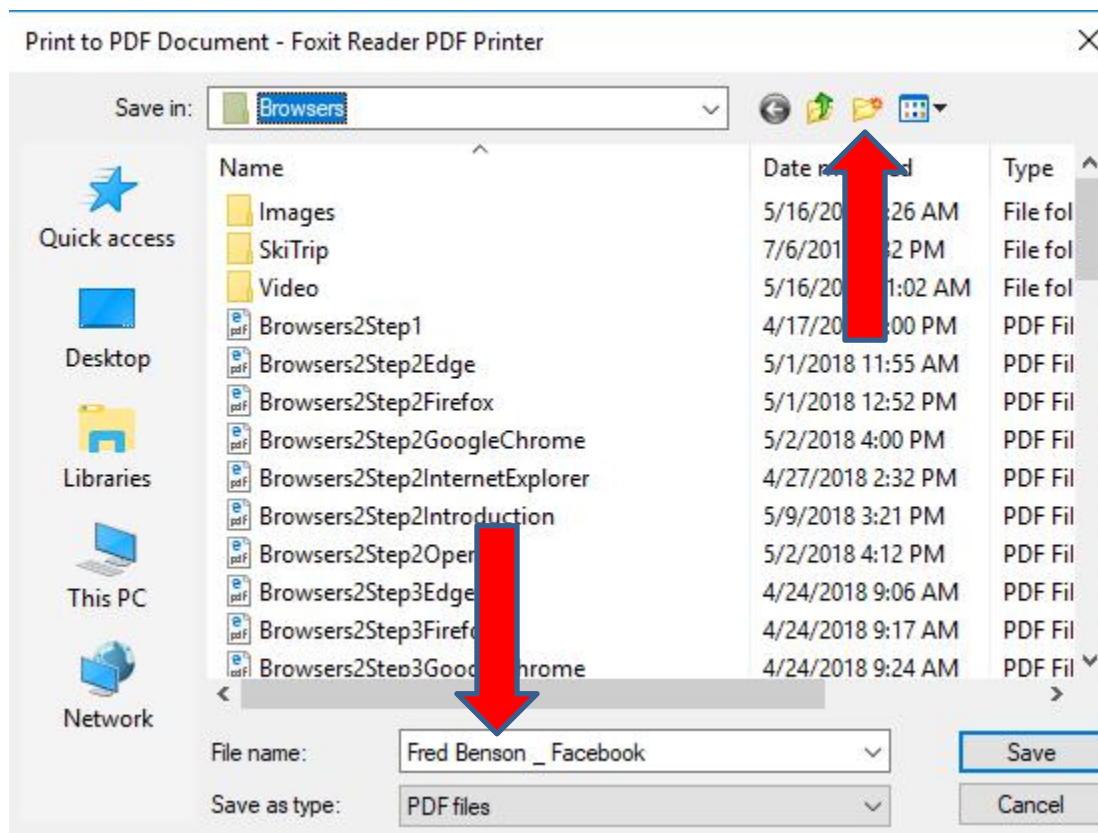
[More settings](#)

Print **Cancel**

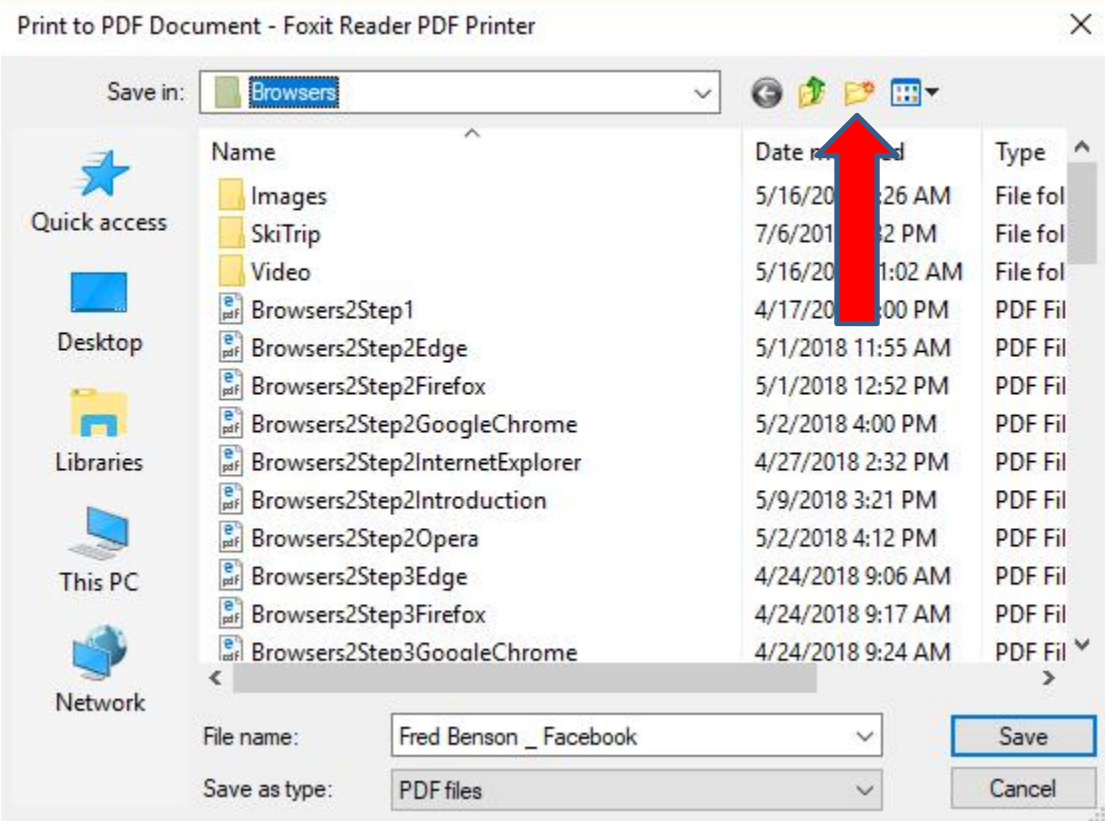


- You see Foxit Reader again.
- Next is what happens when you click on Print again.

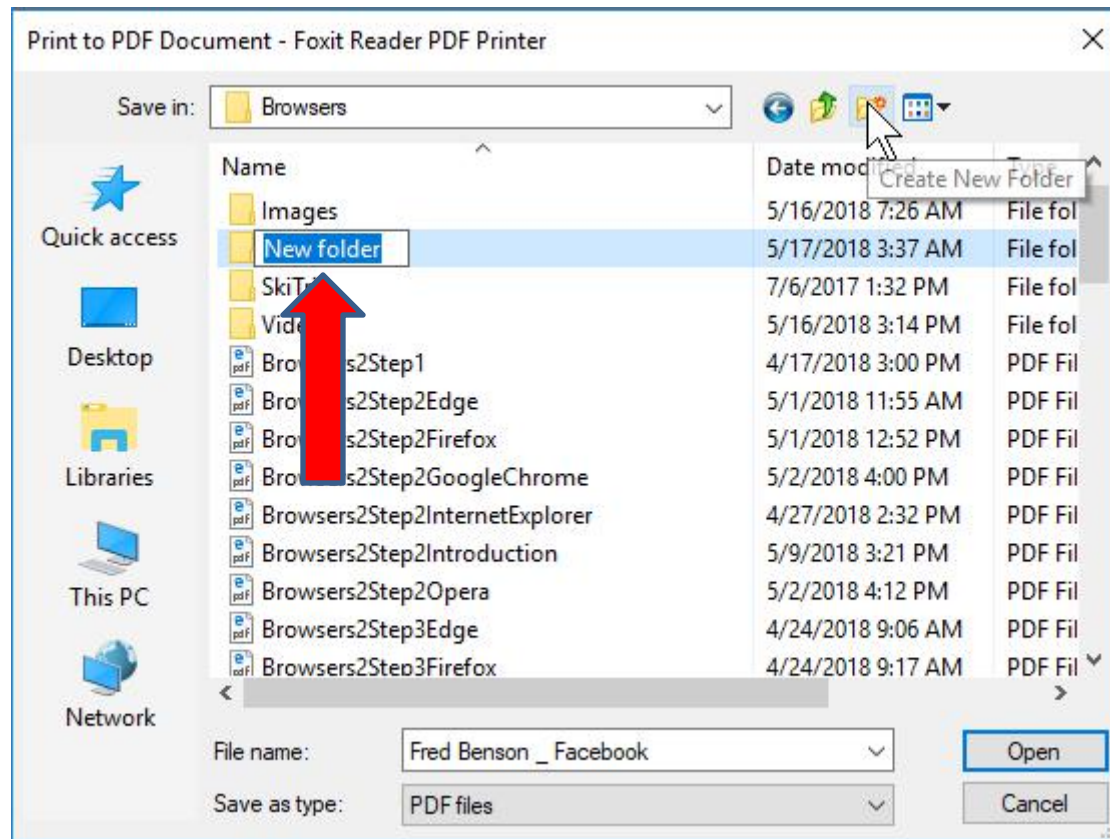
- **Window closes again and a new window opens, like File Explorer. You then can change the File Name if you want and then find a Folder you want to save or you can click the New Folder Icon to add a new Folder.**



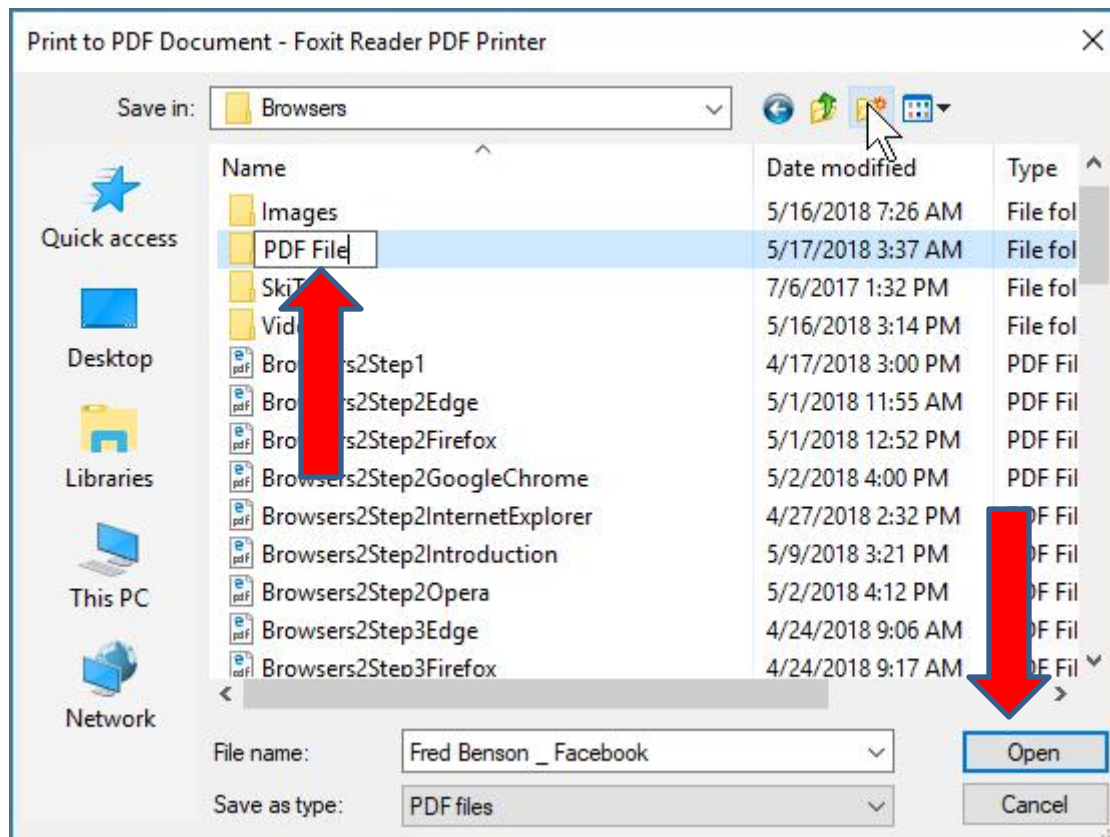
- **Window closes again and a new window opens, like File Explorer. You then can change the File Name if you want and then find a Folder you want to save or you can click the New Folder Icon to add a new Folder. Next is a sample of clicking on the New Folder Icon.**



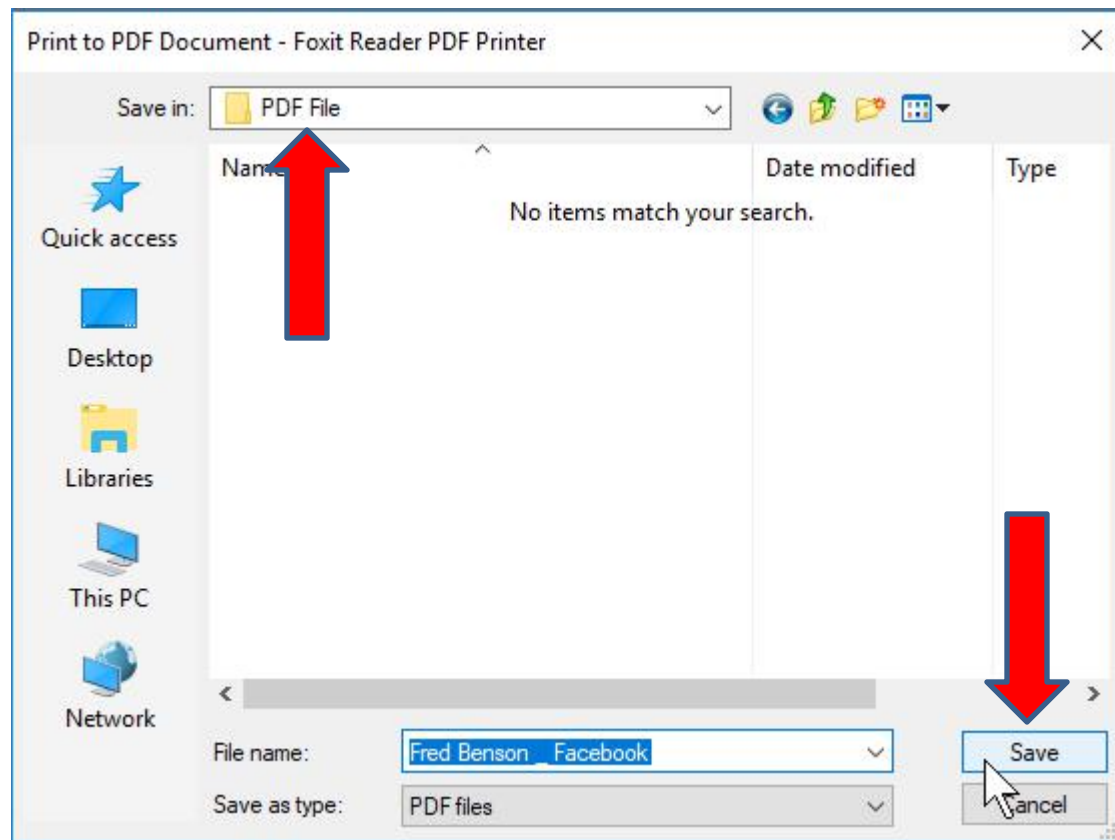
- You see New Folder and the name is Highlighted and you can type in a different name. Next is a sample of typing a new name.



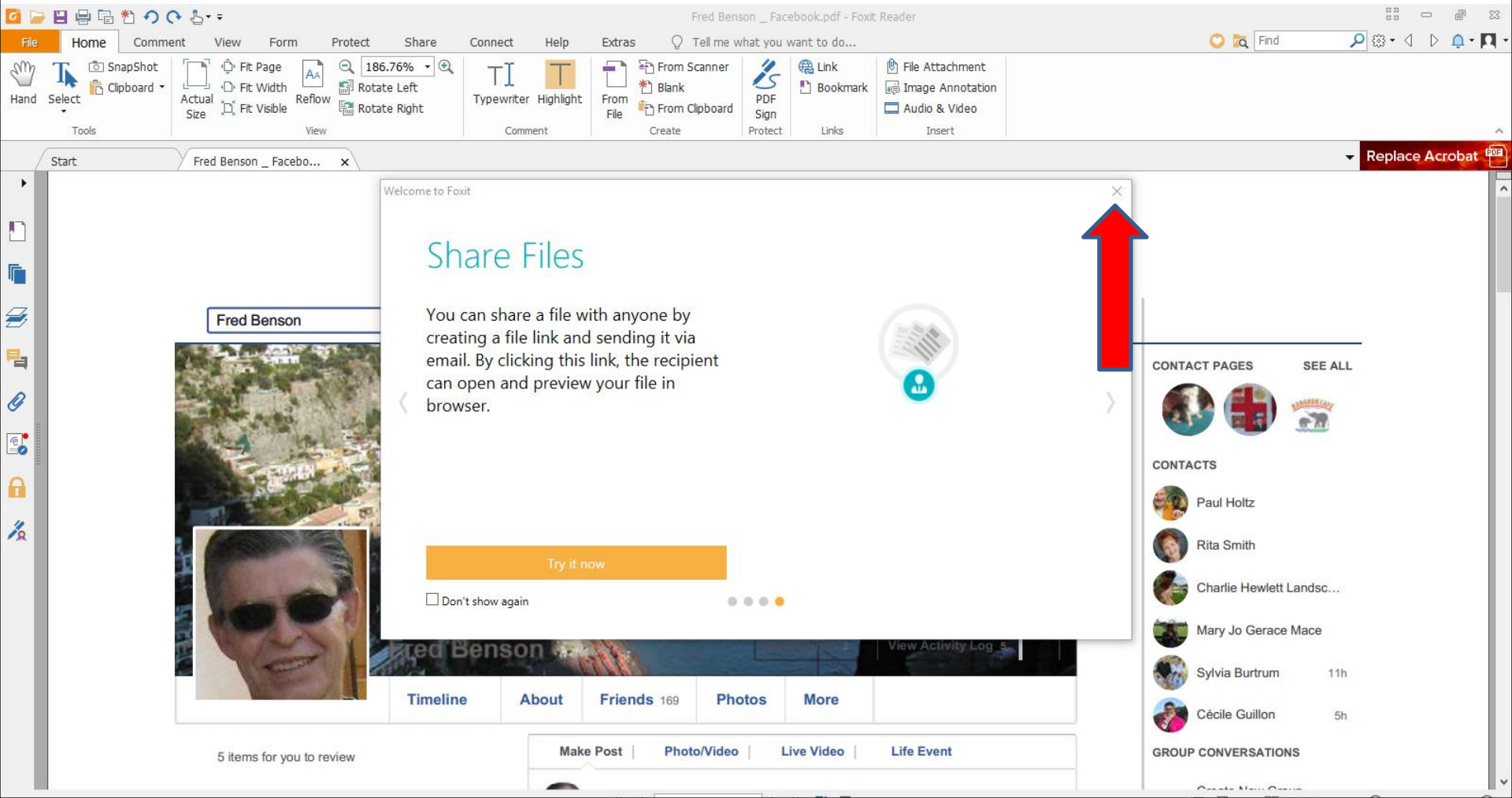
- Here is a sample of typing a new name, likr PDF File. Once complete, click on Open in the lower right and next is what happens.



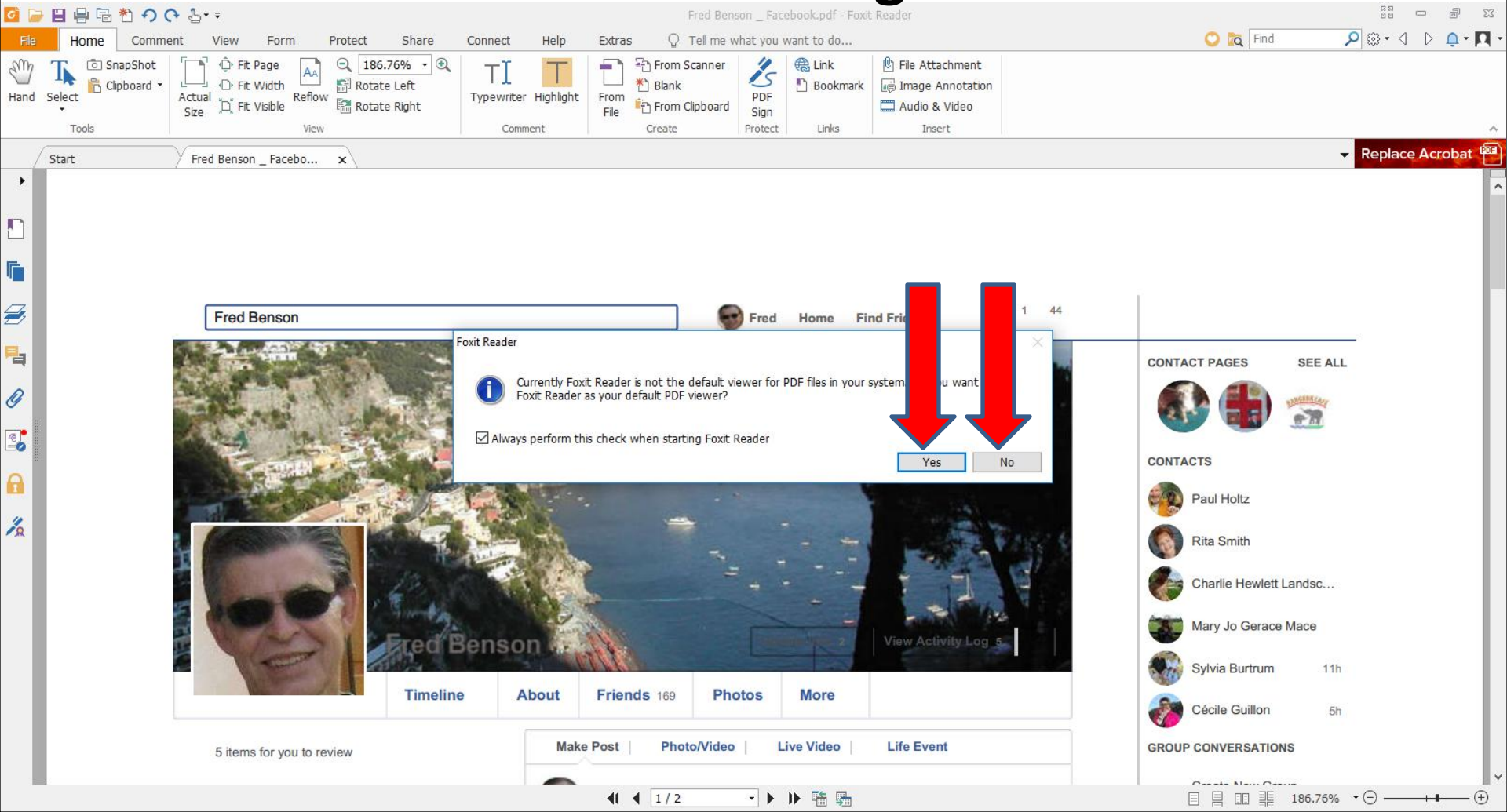
- Page changes to the PDF File Folder. You then click on Save in the lower right and next is what happens.



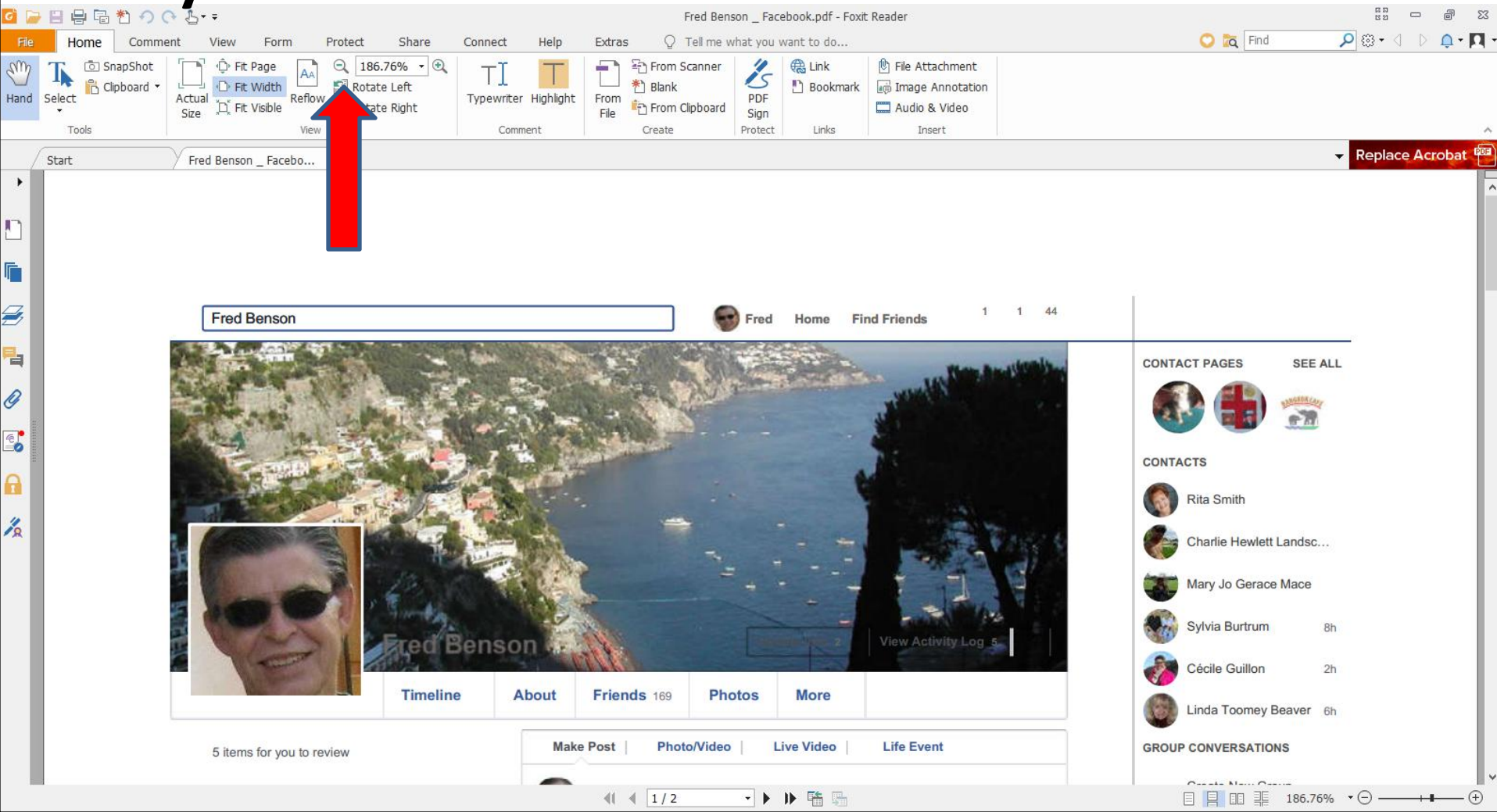
- **Window closes and Foxit Reader opens with a large one. It also shows a new window to Share Files. You can click on the X in the upper right of the window to close it, which is next.**



- **Window closes and you see a new window that says that Currently Foxit Reader is not default viewer. If you want it default, click on Yes. If not click on No. Next is to change the size.**



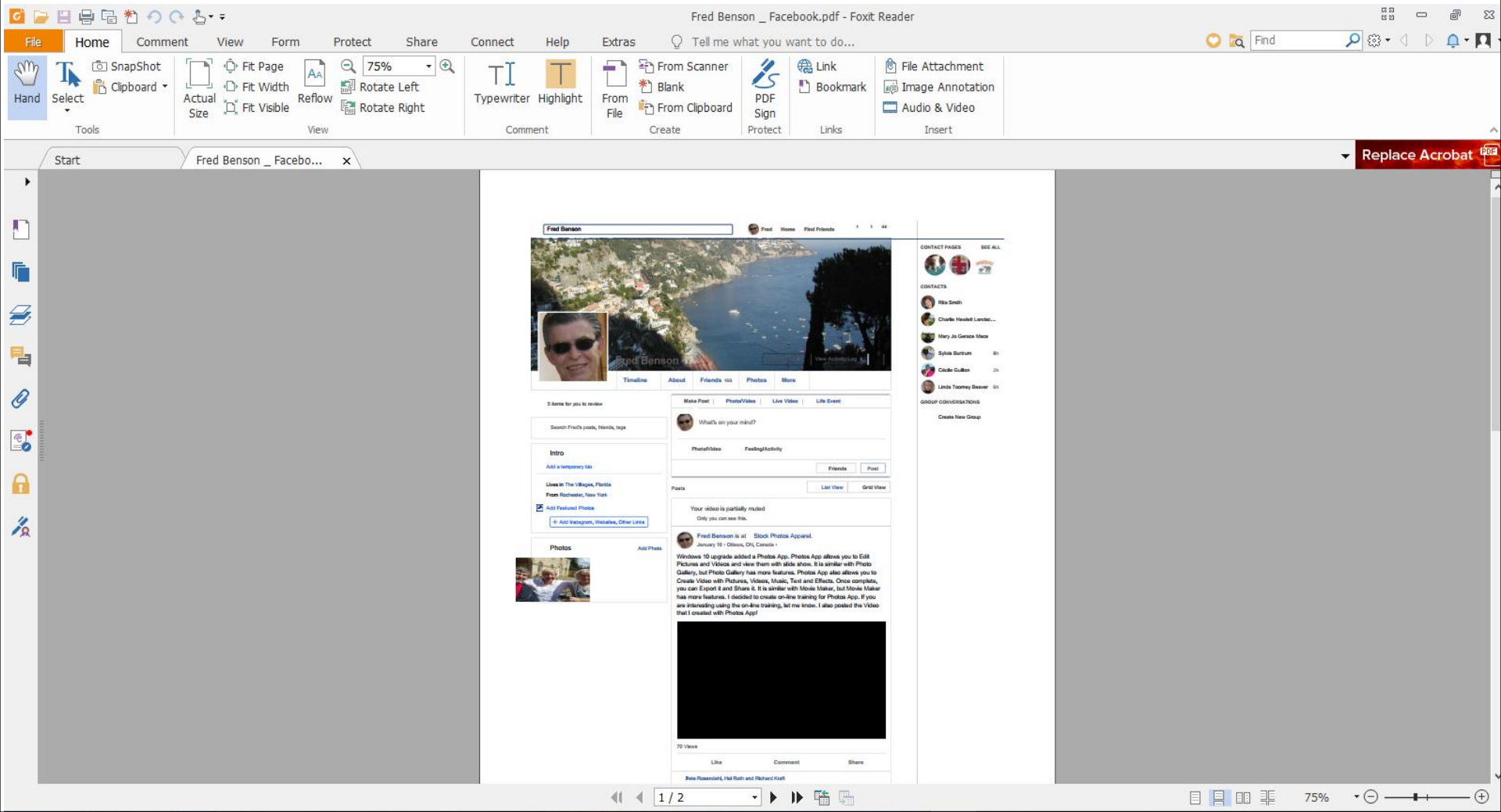
- I decided to click on No and the Window closes. To change the size, click on the – Icon in the upper left 4 times to change the size. Next I will zoom in so you can see the Icon.



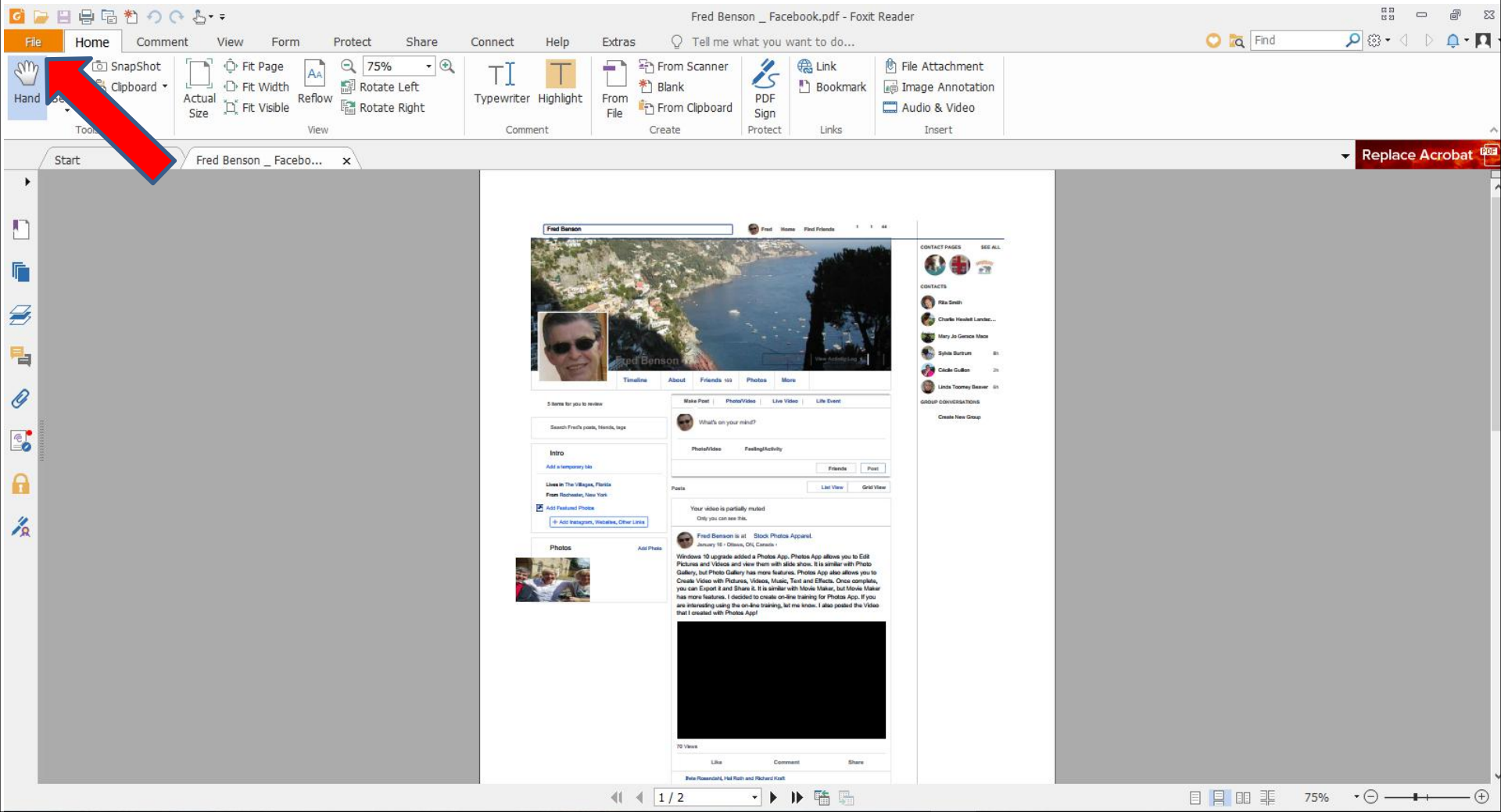
- You then can see the Icon. Next is a sample of clicking on it 4 times.

The image shows a screenshot of a computer screen with a Foxit Reader application open. The window title is "Fred Benson _ Facebook.pdf - Foxit Reader". The application's toolbar is visible, showing various tools like Hand, Select, Snapshot, and Clipboard. The zoom level is set to 186.76%, and a red arrow points to a minus sign icon in the zoom menu. Below the toolbar, the browser window displays a Facebook profile for "Fred Benson". The profile picture is a man wearing sunglasses. The page includes navigation tabs for "Timeline", "About", "Friends", "Photos", and "More". On the right side, there are sections for "CONTACT PAGES", "CONTACTS" (listing Rita Smith, Charlie Hewlett Landsc..., Mary Jo Gerace Mace, Sylvia Burtrum, Cécile Guillon, and Linda Toomey Beaver), and "GROUP CONVERSATIONS". The bottom of the screen shows the Windows taskbar with the system tray displaying the date and time.

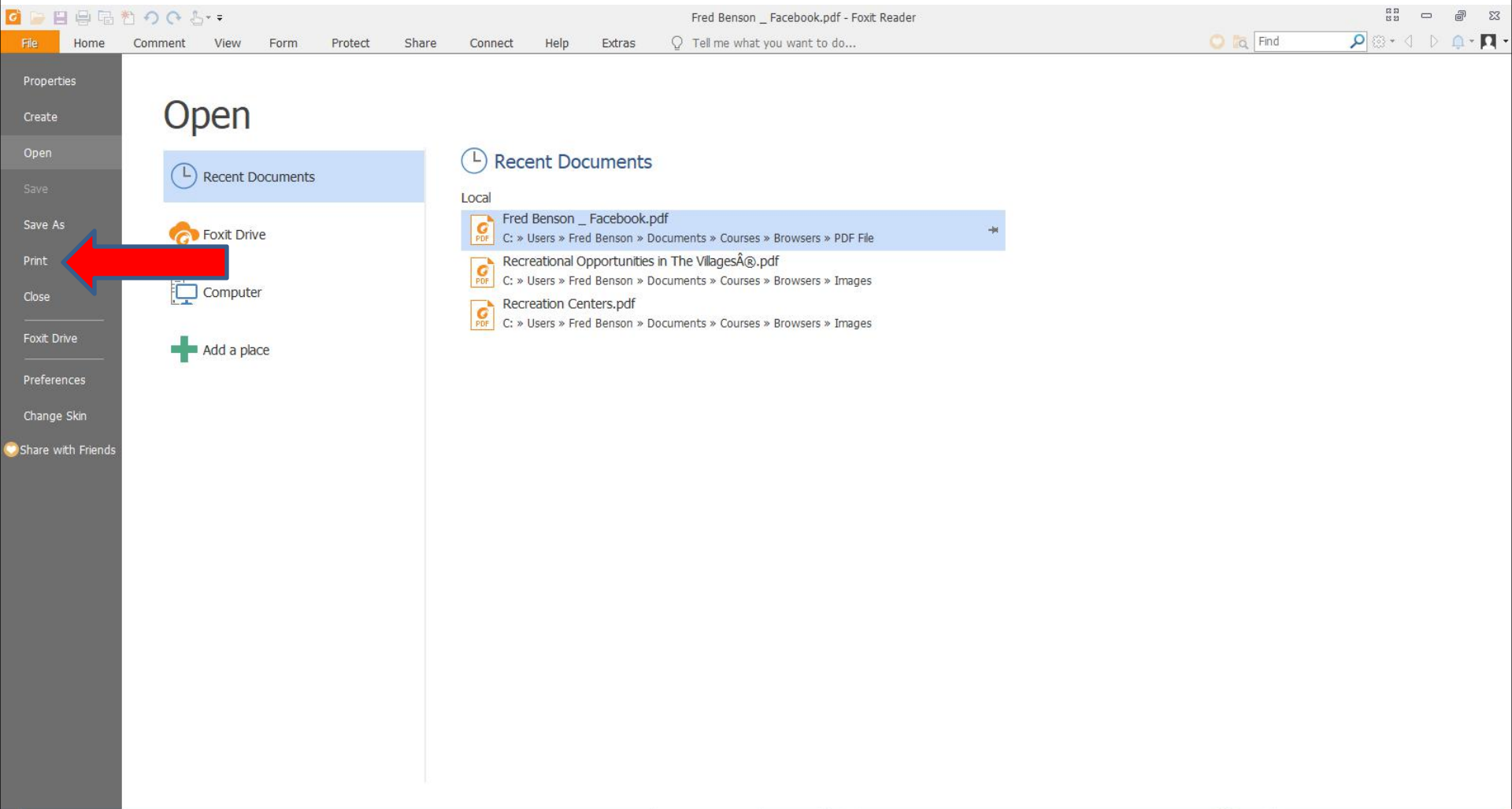
- Here is a sample of clicking on it 4 times. The layout is not Full again. The other Browsers show full layout in Foxit Reader. Next is how to Print.



- If you want to print it on your printer, click on File in the upper left and next is what happens.



- Page changes to File and then click on Print on the left and next is what happens.



Name: Foxit Reader PDF Printer

Copies: Fax

Print as PDF

Print Range

Current page

Current pages

All pages

Pages: 1-2

Subset: All pages in range

Reverse pages

Print Handling

Scale | Tile Large Pages | Multiple Pages Per Sheet | Booklet

None

Fit to printer margins

Reduce to printer margins

Custom scale

Choose paper source by PDF page size

Orientation

Portrait

Landscape

Print on both sides of paper

Flip on long edge

Flip on short edge

Auto-Rotate

Auto-Center

Advanced

Bleed Marks

Print What

Document and markups

Summarize Comments

Output

Simulate Overprinting

Preview

Zoom: 99.57%

Document: 8.5 x 11.0 inch


Paper: 8.5 x 11.0 inch

Page 1 of 2

OK Cancel

• A new window opens and you see Foxit Reader is the default. You click on the dropdown next to it, like I did and you see a list and click on your Printer. Next is a sample.


✕ Here is a sample of clicking on my Printer. To Print, you click on OK at the bottom. Next is what happens.

Name: HP ENVY 4520 series (Network) 

Copies: 1 Collate

Print as grayscale Print as image Bleed Marks

Print Range

Current view
 Current page
 All pages
 Pages: 1-2 
Subset: All pages in range Reverse pages

Print Handling

Scale | Tile Large Pages | Multiple Pages Per Sheet | Booklet

None
 Fit to printer margins
 Reduce to printer margins
 Custom scale
 Choose paper source by PDF page size

Orientation

Portrait
 Landscape

Print on both sides of paper
 Flip on long edge Flip on short edge

Auto-Rotate
 Auto-Center

Print What


Document and markups



Output

Simulate Overprinting

Preview

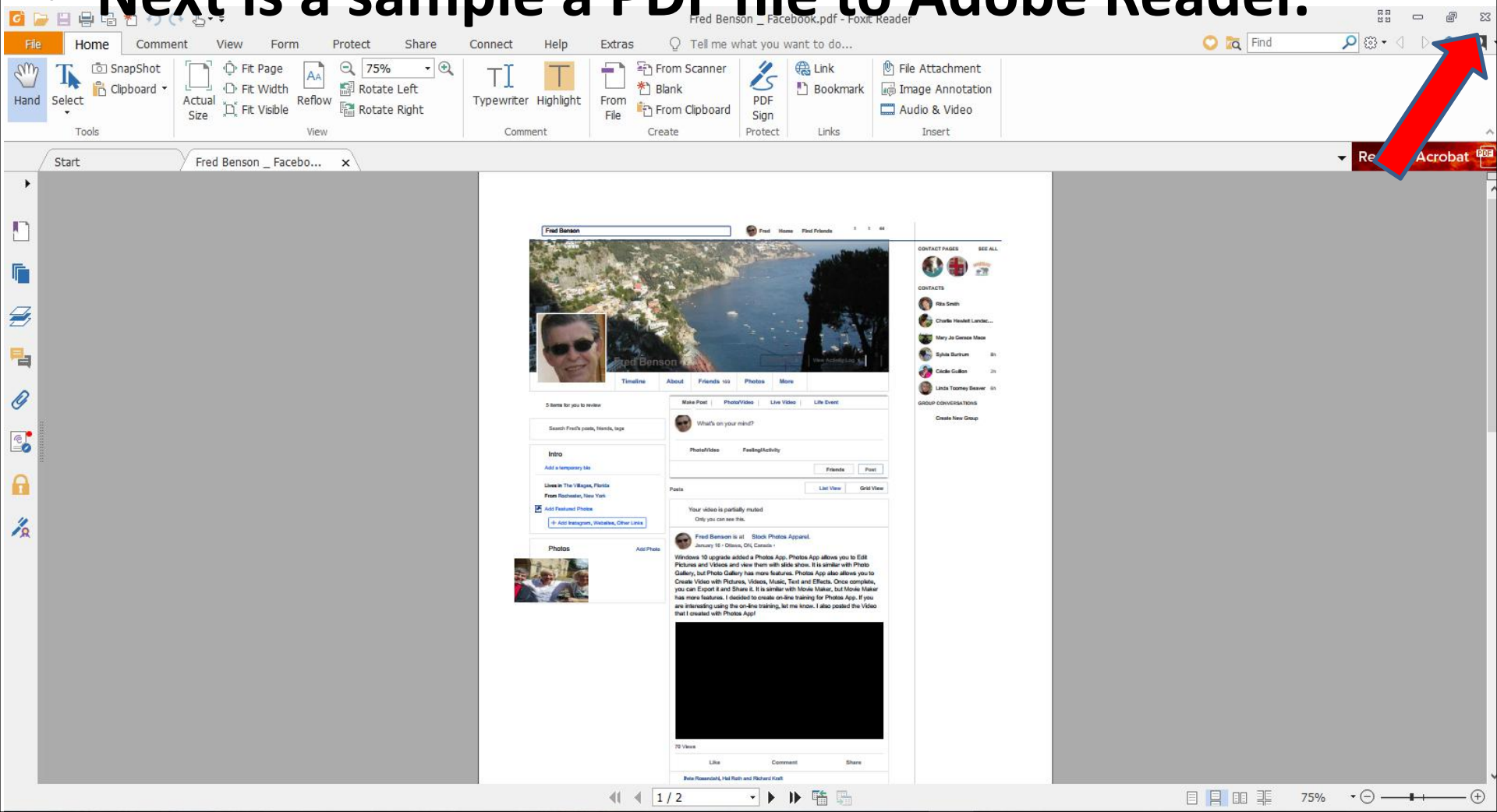
Zoom: 96.82%
Document: 8.5 x 11.0 inch
Paper: 8.5 x 11.0 inch



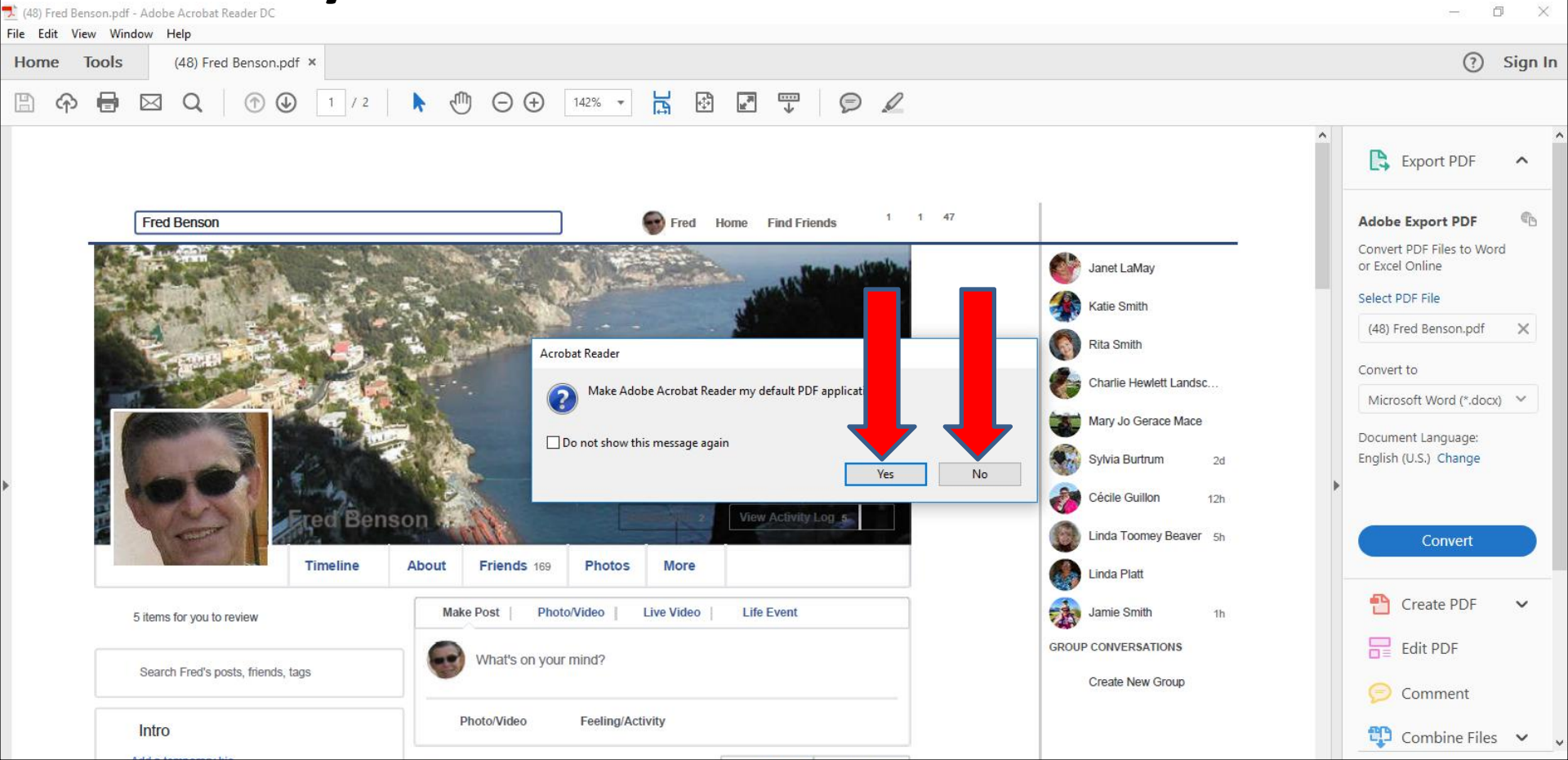
  Page 1 of 2

- Window closes and it starts to Print with your Printer. To close Foxit Reader, click on X in the upper right.

- Next is a sample a PDF file to Adobe Reader.



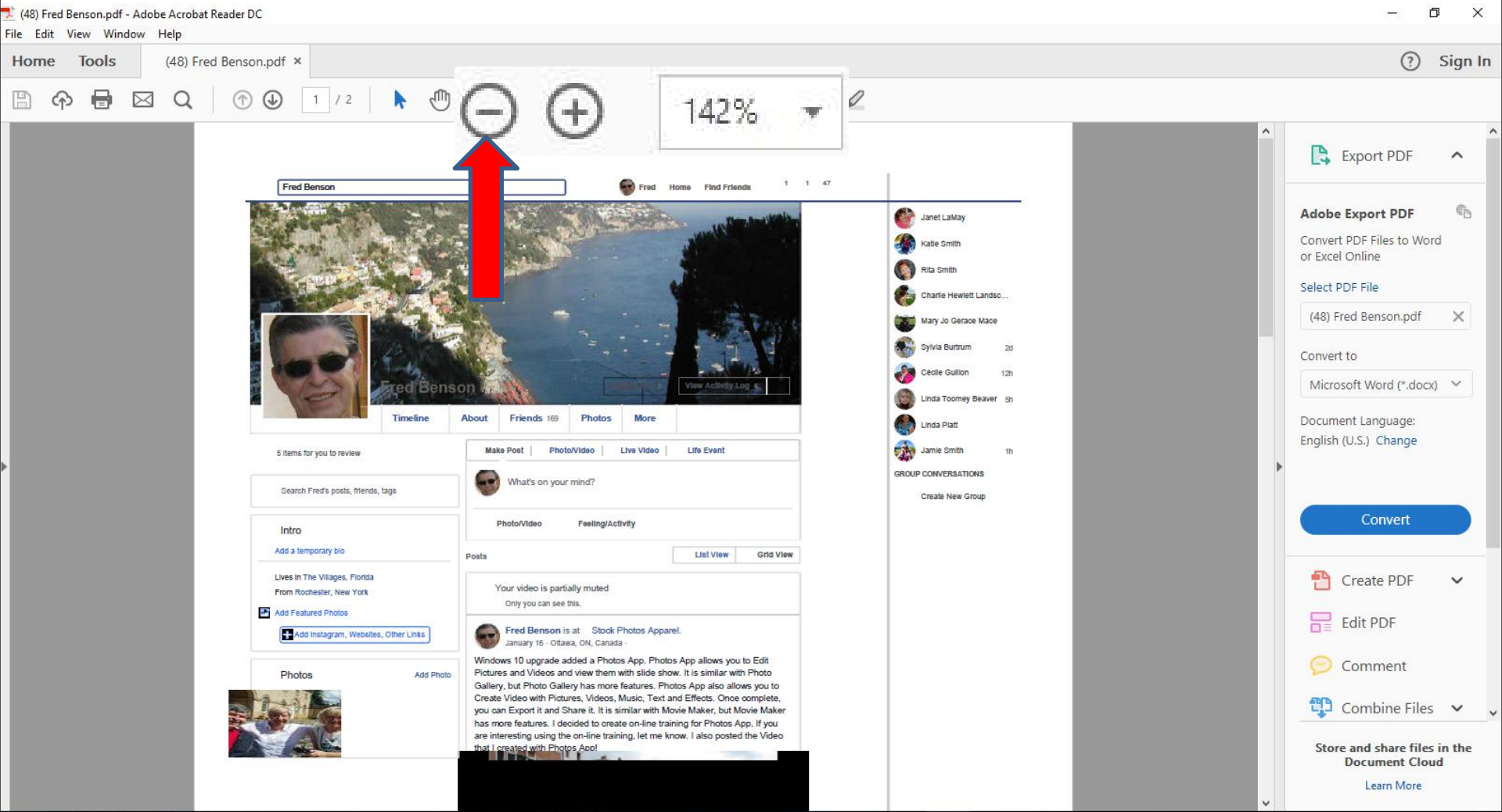
• Here is a sample when you print the PDF file to Adobe Reader. If it is not your default PDF Reader, a new window opens and asks if you want Adobe Reader default. You can click on Yes or No as I showed you in Foxit Reader. Next is No.



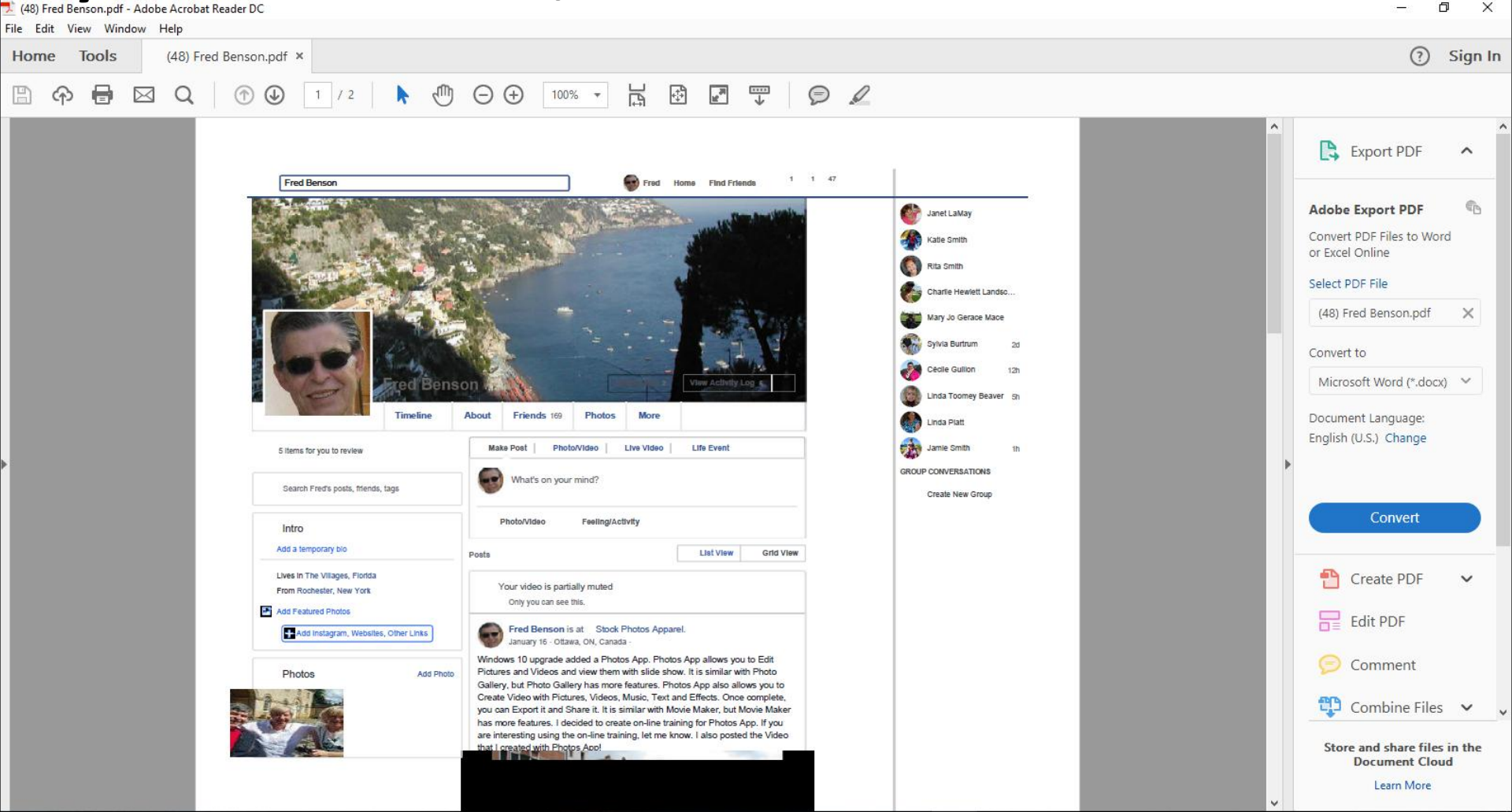
- I decided to click on No and the window closes. The page is large, but not as much as Foxit Reader. To change the size, you click on the Icon on Top. Next I will zoom in, so you can see it better.

The screenshot shows the Adobe Acrobat Reader DC interface. The title bar reads "(48) Fred Benson.pdf - Adobe Acrobat Reader DC". The menu bar includes File, Edit, View, Window, and Help. The toolbar shows various icons, including a zoom-out icon (a circle with a minus sign) which is highlighted by a red arrow. The main content area displays a Facebook profile for "Fred Benson". The profile header includes a search bar with "Fred Benson" entered, a profile picture, and navigation links for "Fred", "Home", and "Find Friends". Below the header is a large landscape photo of a coastal town. The profile tabs include "Timeline", "About", "Friends 169", "Photos", and "More". The "Timeline" tab is active, showing a "Make Post" section with options for "Photo/Video", "Live Video", and "Life Event". Below this is a search bar for "Fred's posts, friends, tags" and an "Intro" section with the text "Lives in The Villages, Florida" and "From Rochester, New York". On the right side, there is a list of friends, including Janet LaMay, Katie Smith, Rita Smith, Charlie Hewlett Landsc..., Mary Jo Gerace Mace, Sylvia Burtrum, Cécile Guillon, Linda Toomey Beaver, Linda Platt, and Jamie Smith. At the bottom right, there is a sidebar for "Adobe Export PDF" with options to "Export PDF", "Convert PDF Files to Word or Excel Online", "Select PDF File" (showing "(48) Fred Benson.pdf"), "Convert to" (set to "Microsoft Word (*.docx)"), "Document Language" (set to "English (U.S.)"), and a "Convert" button. Other options in the sidebar include "Create PDF", "Edit PDF", "Comment", and "Combine Files".

• You can see it better and click on it two times and next is a sample.



• Here is a sample of clicking on it two times. The layout is the same as Foxit Reader. As I mentioned before the other Browsers have better layout. If you want to Print, next is how to do that.



• To print it, click on File in the upper left and next is what happens when you click on File.

The screenshot shows the Adobe Acrobat Reader DC interface. The main window displays a Facebook profile for 'Fred Benson'. A red arrow points to the 'File' menu in the top-left corner of the application window. On the right side, the 'Export PDF' sidebar is open, showing options to convert the PDF to Microsoft Word (.docx) and a 'Convert' button.

Adobe Acrobat Reader DC
File Edit View Window Help

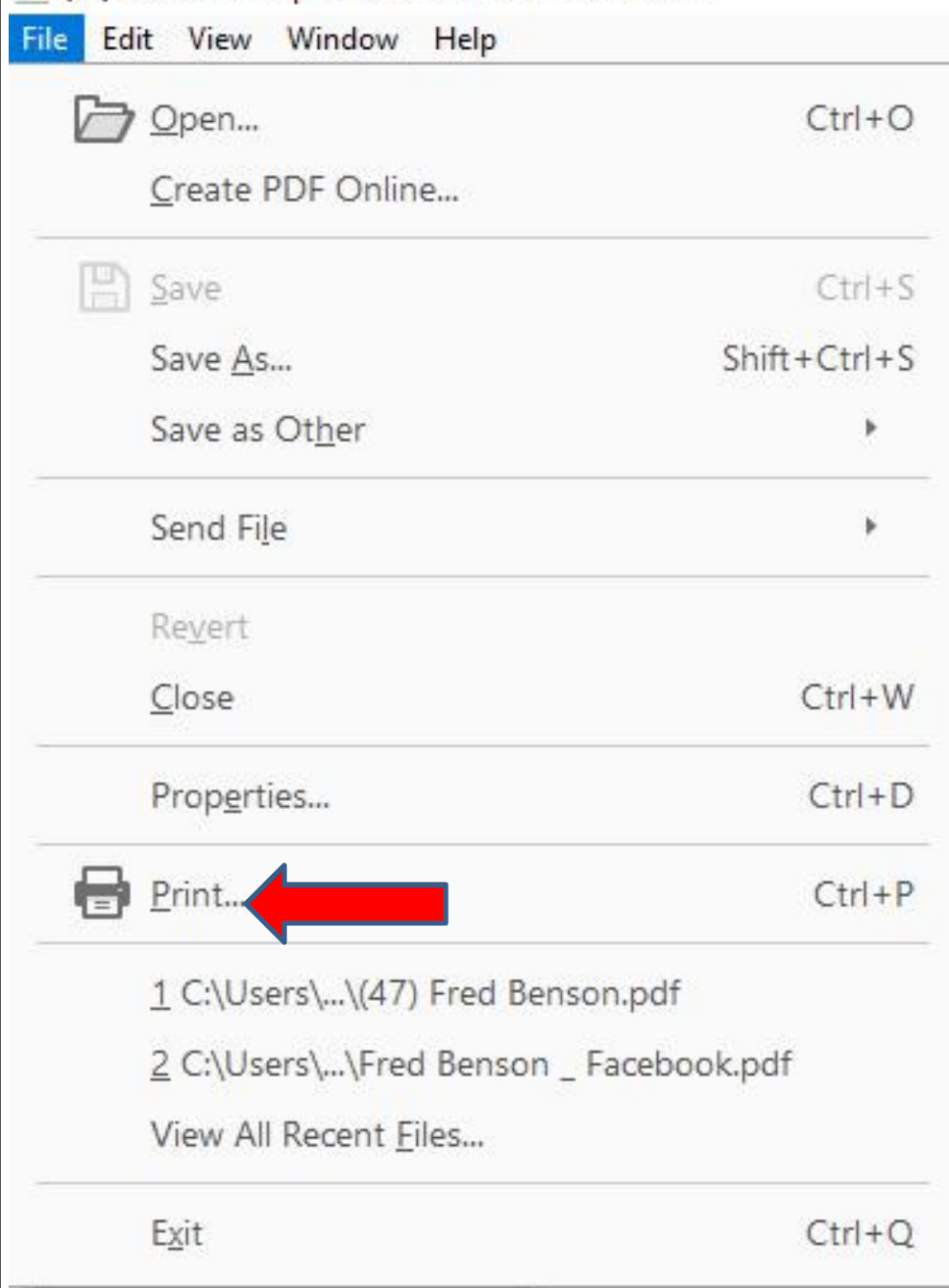
Tools (48) Fred Benson.pdf x

1 / 2 100% [Icons]

Facebook Profile: Fred Benson

Janet LaMay, Katie Smith, Rita Smith, Charlie Hewlett Lands..., Mary Jo Gerace Mace, Sylvia Burtrum, Céleste Gullion, Linda Toomey Beaver, Linda Platt, Jamie Smith

Export PDF Sidebar:
Export PDF
Adobe Export PDF
Convert PDF Files to Word or Excel Online
Select PDF File: (48) Fred Benson.pdf
Convert to: Microsoft Word (*.docx)
Document Language: English (U.S.)
Convert



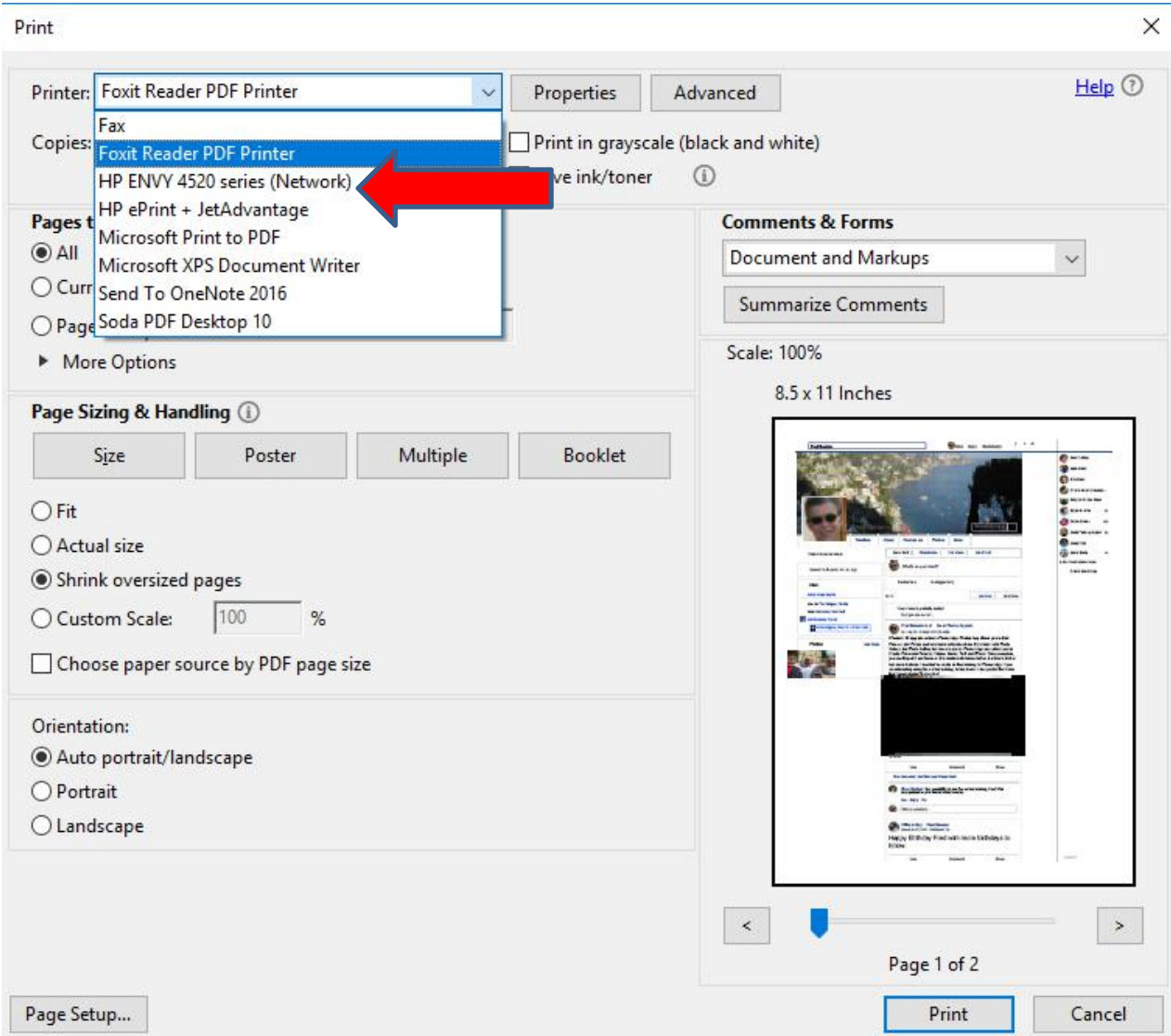
- **When you click on File, you see a list and then click on Print and next is what happens.**

- File closes and a new window opens similar to Foxit Reader and you see Foxit Reader is default. Click on it to change it, which is next.

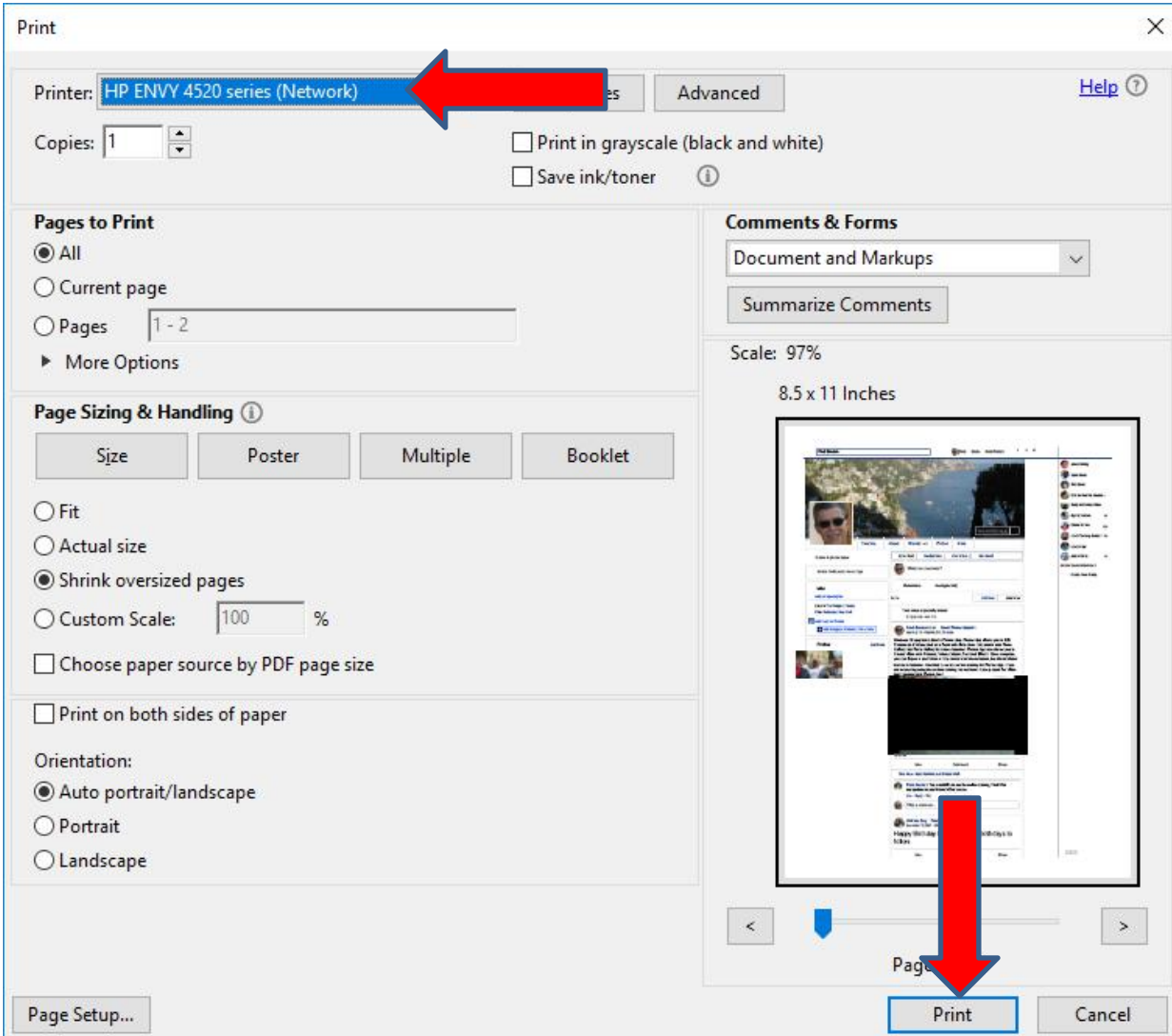
The screenshot shows the 'Print' dialog box with the following details:

- Printer:** Foxit Reader PDF Printer (highlighted with a red arrow)
- Copies:** 1
- Options:** Print in grayscale (black and white), Save ink/toner
- Pages to Print:** All, Current page, Pages 1 - 2
- Page Sizing & Handling:** Fit, Actual size, Shrink oversized pages, Custom Scale: 100%
- Orientation:** Auto portrait/landscape, Portrait, Landscape
- Comments & Forms:** Document and Markups, Summarize Comments
- Scale:** 100%
- Size:** 8.5 x 11 Inches
- Preview:** A preview of a document page with text and images.
- Page:** Page 1 of 2
- Buttons:** Page Setup..., Print, Cancel

- You see a list and click on your Printer, like I have and next is a sample.



- Here is a sample of my Printer. Once complete, click on Print in the bottom right and next is what happens.



- **Window closes and it starts to Print. To close Adobe Reader, click on X in the upper right.**
- **This is the End of Step 4 – Part 1 Microsoft Edge.**

The screenshot displays the Adobe Acrobat Reader DC interface. The main content area shows a Facebook profile for 'Fred Benson', including a profile picture, a cover photo of a coastal town, and a post about Windows 10's Photos App. The right sidebar is open to the 'Adobe Export PDF' tool, which offers options to convert the PDF to Microsoft Word, create a new PDF, edit, comment, or combine files. A red arrow points to the 'X' close button in the top right corner of the Adobe Acrobat Reader window.