Step 4 - How to print a page on Google Chrome.
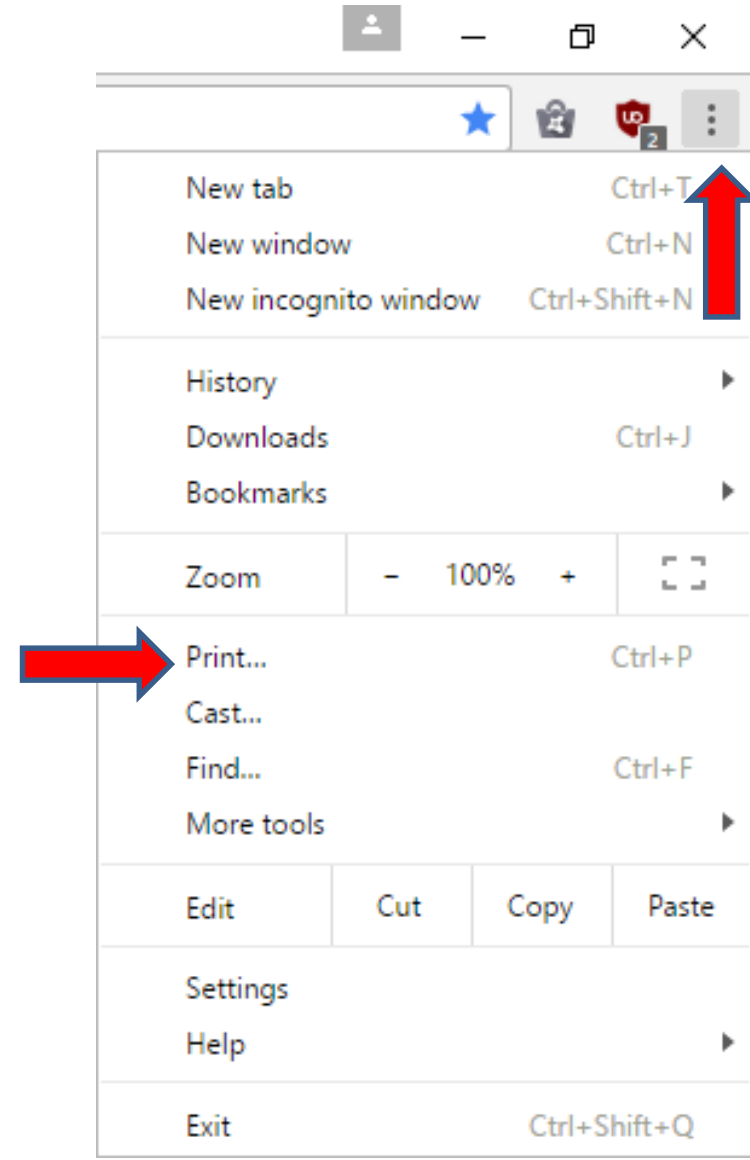
- As I mentioned in my website page, if you don't have a printer, you can print it to a PDF file.

- If you don't have a PDF reader, 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 Google Chrome and go to a page you want to print.

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

Next is what happens.

New tab	Ctrl+T
New window	Ctrl+N
New incognito window	Ctrl+Shift+N
History	▶
Downloads	Ctrl+J
Bookmarks	▶
Zoom	− 100% + ⛶
Print...	Ctrl+P
Cast...	
Find...	Ctrl+F
More tools	▶
Edit	Cut	Copy	Paste
Settings	
Help	▶
Exit	Ctrl+Shift+Q

- **Window closes and a new Window opens and on the left you have Print options. You also see the website page to print.**
- **Next I will show you the options.**

Print

Total: **2 pages**
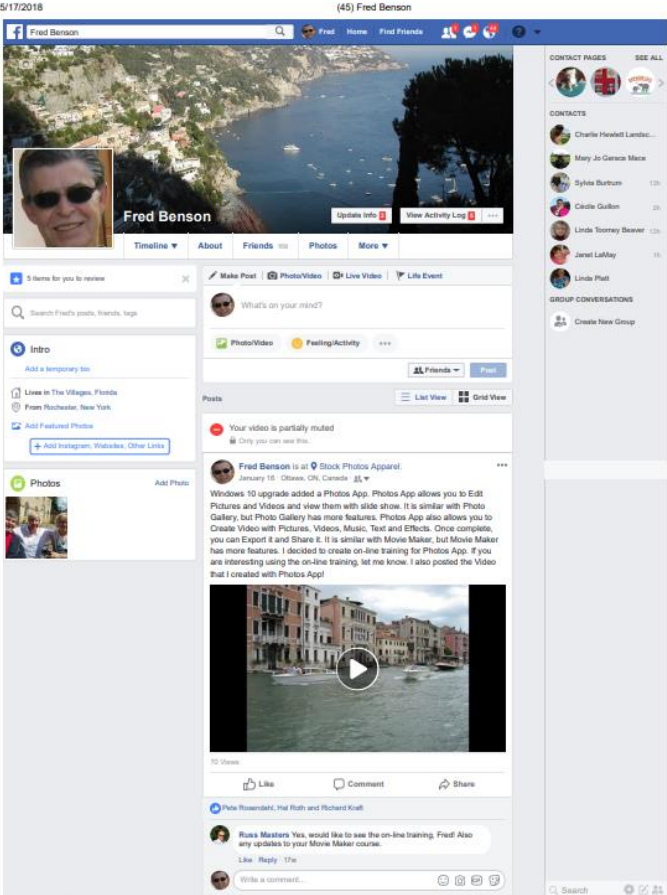
Save   Cancel

Destination   Save as PDF

Change...
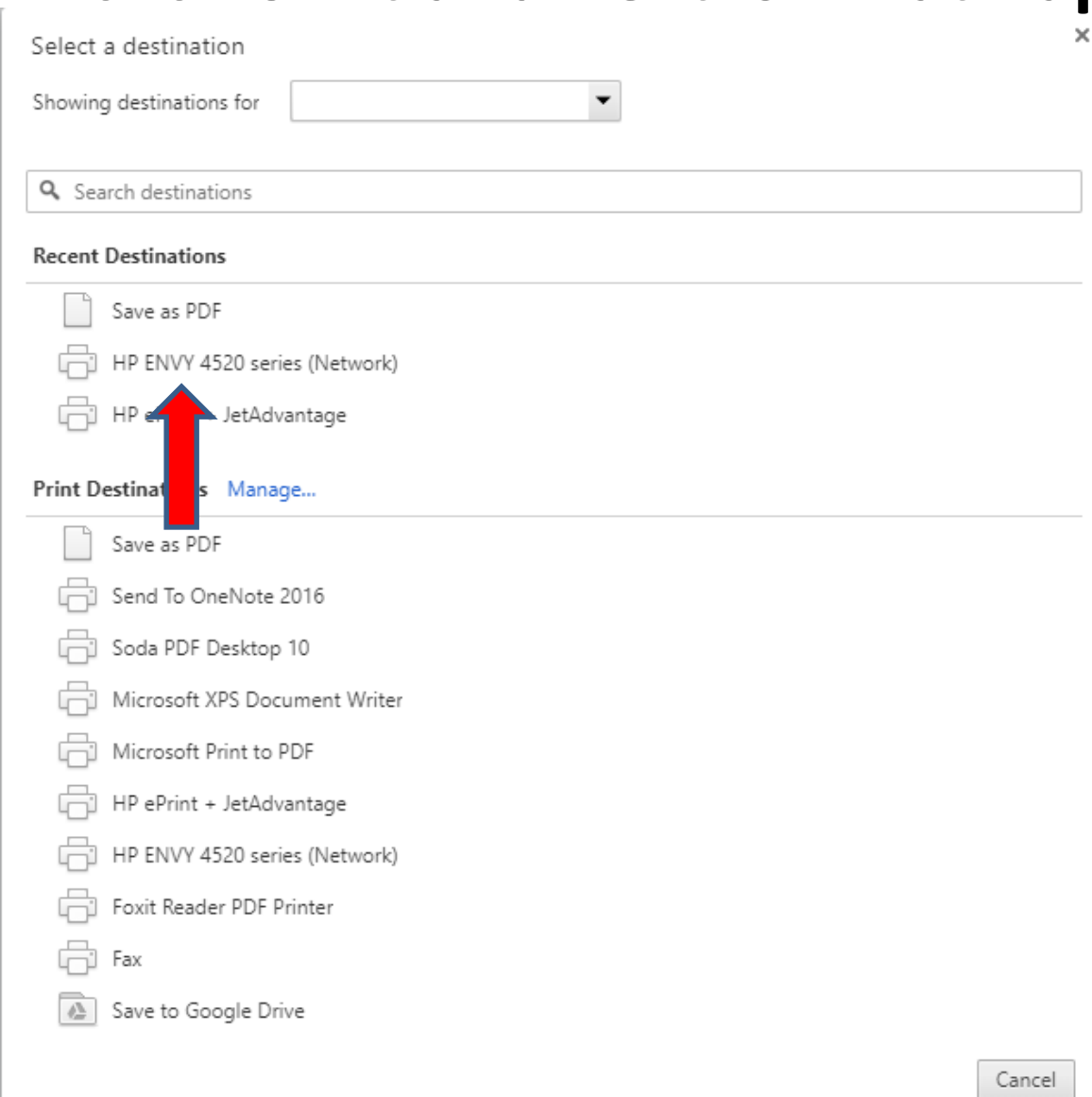
Pages   ⦿

⦾   g. 1-5, 8, 11-13

Layout   Portrait   ▼

+   More settings

- **The default Print is always different. The default now is Save as PDF. To change it, click on Change it bellow it and next is what happens.**

- **A new window opens with a list, depending on your Computer. If you have a Printer, like I have, click on it and next is what happens.**

Select a destination   ×

Showing destinations for   [▾]

🔍 Search destinations

Recent Destinations

📄 Save as PDF

🖨 HP ENVY 4520 series (Network)

🖨 HP e⬤⬤⬤ JetAdvantage

Print Destinations   Manage...

📄 Save as PDF

🖨 Send To OneNote 2016

🖨 Soda PDF Desktop 10

🖨 Microsoft XPS Document Writer

🖨 Microsoft Print to PDF

🖨 HP ePrint + JetAdvantage

🖨 HP ENVY 4520 series (Network)

🖨 Foxit Reader PDF Printer

🖨 Fax

△ Save to Google Drive

Cancel

Print

Total: **2 sheets of paper**

Print | Cancel

Destination — HP ENVY 4520 series (...

Change...

Pages — ⦿ All

○ e.g. 1-5, 8, 11-13

Copies — 1

Layout — Portrait ▼

Color — Color ▼

Options — ☐ Two-sided

➕ More settings

Print using system dialog... (Ctrl+Shift+P)

- **Window closes and you see the default is changed.**
- **I recommend you click on More settings and next is what happens.**

Print

Total: **2 sheets of paper**

[Print] [Cancel]

Destination: 🖶 HP ENVY 4520 series...

[Change...]

Pages: ⦿ All

○ e.g. 1-5, 8, 11-13

Copies: 1

Layout: Portrait ▾

Color: Color ▾

Paper size: Letter ▾

Margins: Default ▾

Quality: 600 dpi ▾

Scale: 100

Options: ☑ Headers and footers

☐ Two-sided

☑ Background graphics

- **You see more settings and I recommend you click on the box left of Headers and footers and next is a sample.**

- **You see box unchecked and you don't see Headers and footers. Next is to change the size, to make it like I did in Part 3.**

- **To change the size you click on Default right of Margins, like I did, and you see a list.**
- **I recommend you click on Custom on the bottom of the list and next is what happens.**

- **You then see Custom and you see lines highlighted on the page. To change the size, you left click on a line, like the one on the Top left, and hold it down and drag it left. Next is a sample.**

- **Here is a sample of dragging it left. You follow the same process on the right line to drag it to the right and next is a sample**

Here is a sample of dragging it right. You follow the same process on the top line to drag it to the Top and do the bottom line and drag it to the bottom right and next is a sample of both of them.
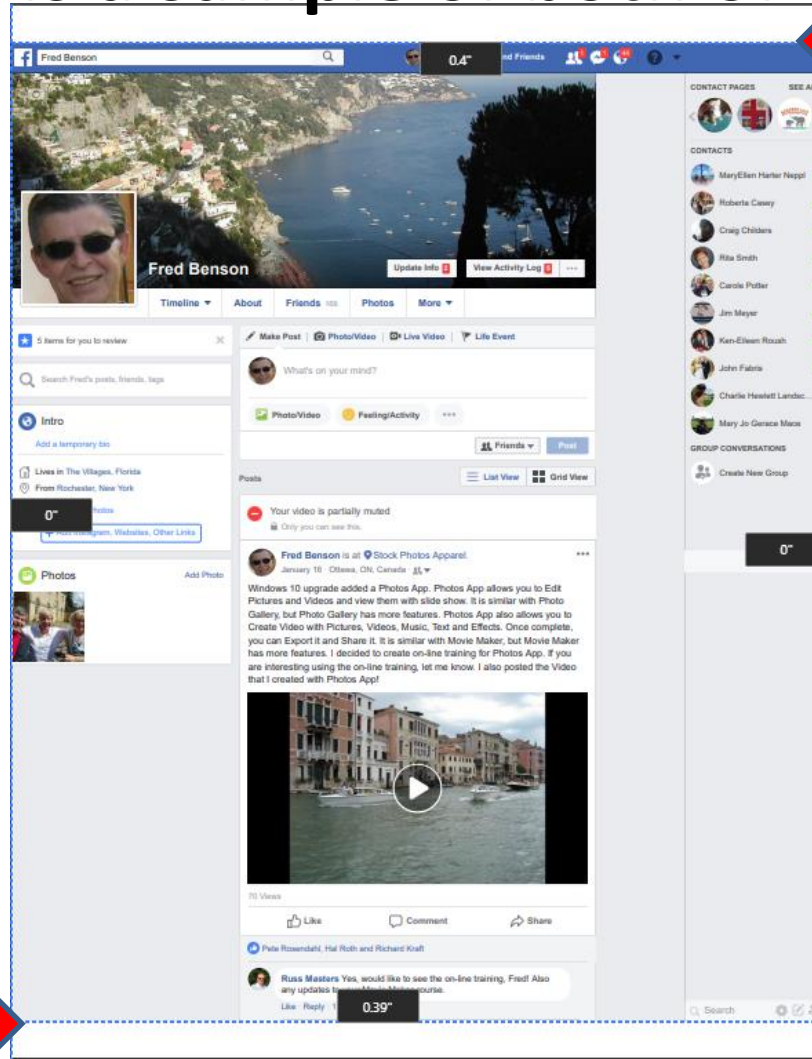
Here is a sample of dragging both of them and it is similar to the same size as I showed you in Part 3, but it is a little better. Once complete, click on Print at the top and it Starts Printing on my Printer and window closes. Next is Print to PDF file.

- **If you don't have a printer or you have it and want to save it as a PDF file, you follow the same process to open this window again and then click on Change. Next is what happens.**

- **When you click on Change, a new window opens and you see options. If you have a PDF Reader, like I do, click on it and next is what happens.**

Select a destination   ×

Showing destinations for   [▼]

🔍 Search destinations

Recent Destinations

🖶 HP ENVY 4520 series (Network)

📄 Save as PDF

🖶 HP ePrint + JetAdvantage

Print Destinations Manage...

📄 Save as PDF

🖶 HP ENVY 4520 series (Network)

🖶 Send To OneNote 2016

🖶 Soda PDF Desktop 10

🖶 Microsoft XPS Document Writer

🖶 Microsoft Print to PDF

🖶 HP ePrint + JetAdvantage

🖶 Foxit Reader PDF Printer

🖶 Fax

📄 Save to Google Drive

Cancel

Print

Total: **2 sheets of paper**

Print | Cancel

Destination   Foxit Reader PDF Printer

Change...

Page   ● All

○   e.g. 1-5, 8, 11-13

Layout   Portrait ▼

Color   Color ▼

+   More settings

Print using system dialog... (Ctrl+Shift+P)

- **Once you click on your PDF Reader, the window closes and you see the Destination has changed to Foxit Reader. You then click on Print and next is what happens.**

A new window opens like File explorer as I showed you in other Parts. You follow the same process to find Folder or New Folder. You also can change the File name. Once complete, click on Save and next is what happens.
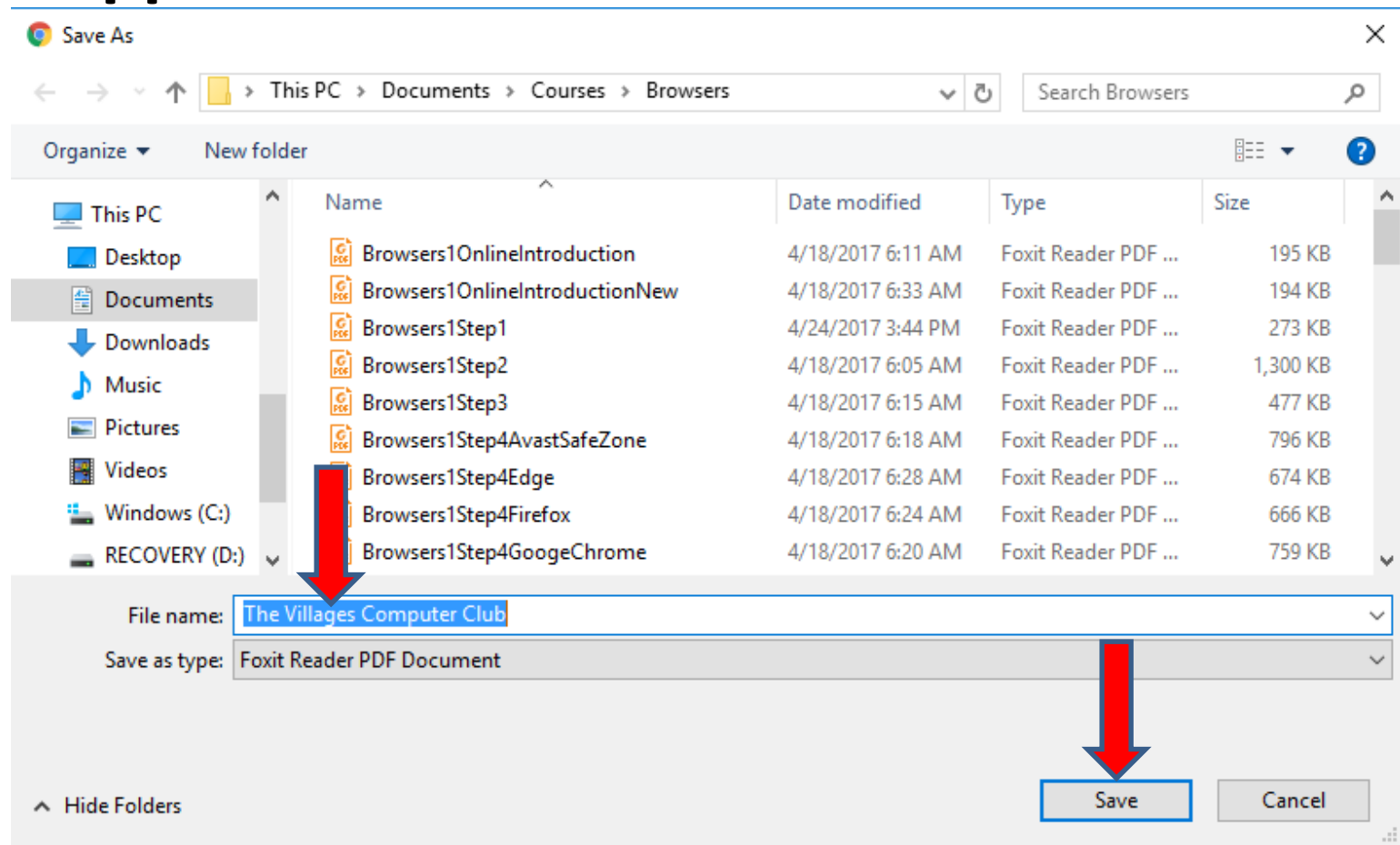
- **Window closes and the other window closes and you Foxit Reader is highlighted on your Taskbar, as I showed you in Part 3. When you click on it, Firefox Reader opens. Next I will show you the same as I showed in Part 3.**
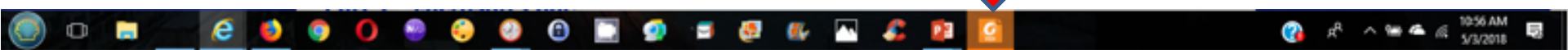
- **Foxit Reader opens with a large one. It also shows a new window to Share Files. You can click on the X in the upper right of the window to close it, which is next.**
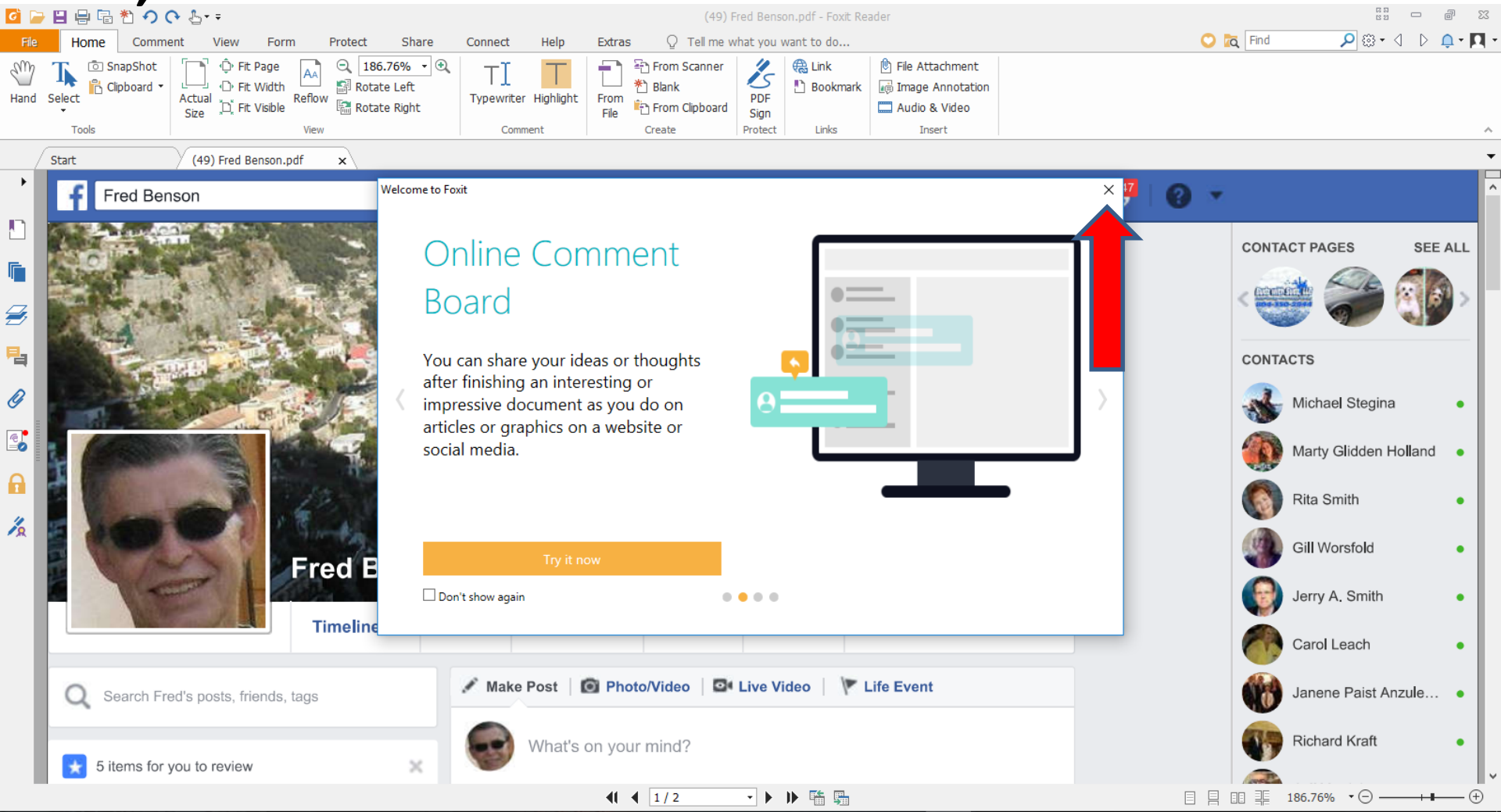
- **Window closes and you see a new window that says that Currently Foxit Reader is not default viewer. If you want it default, click on Yes. If not click on No. Next is to change the size.**
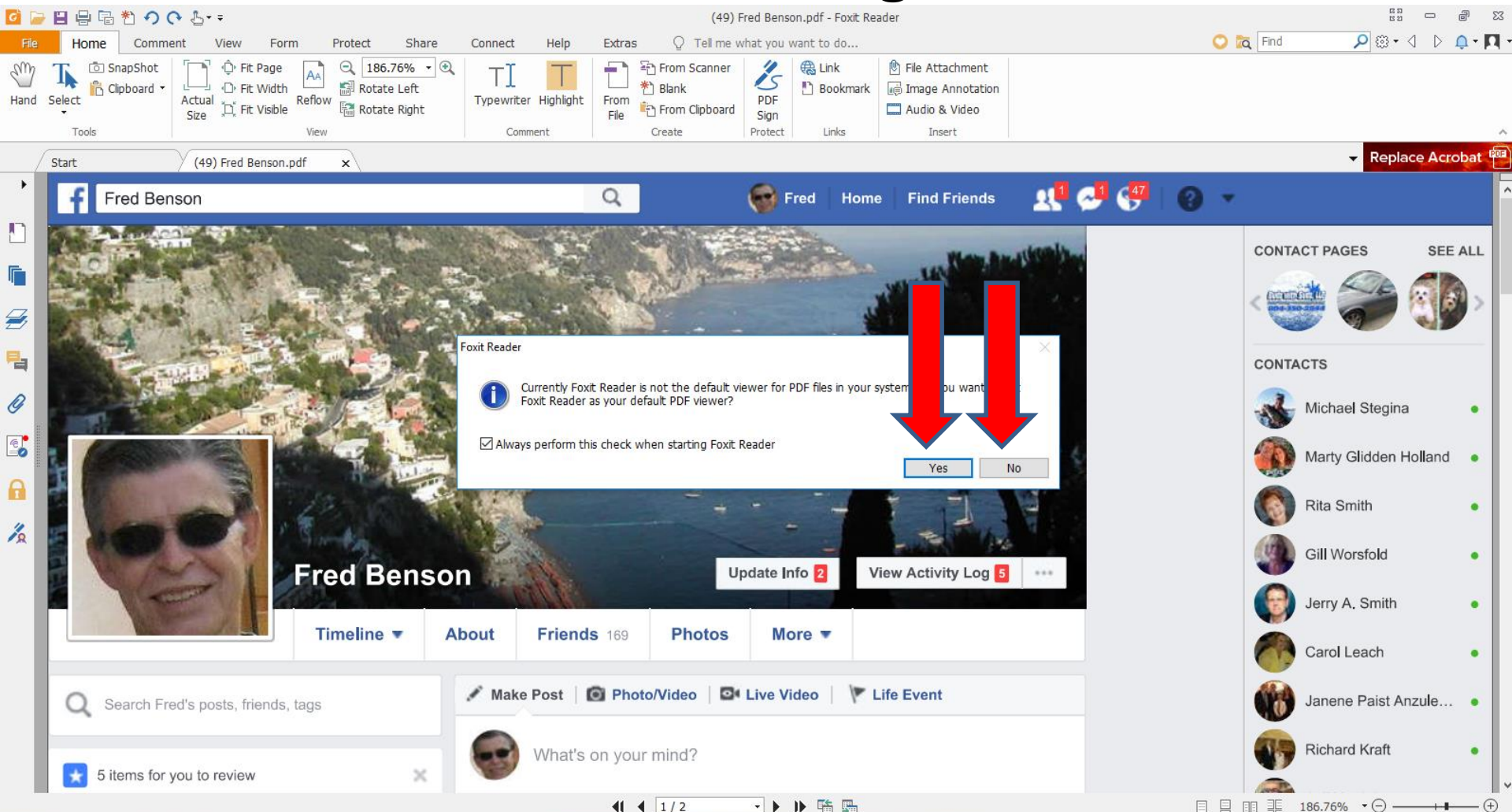
- **I decided to click on No and the Window closes. To change the size, click on the – Icon in the upper left 3 times to change the size. Next I will zoom in so you can see the Icon.**

- **You then can see the Icon. Next is a sample of clicking on it 3 times.**

- **Here is a sample of clicking on it 3 times. If you want to print it on your printer, click on File in the upper left and next is what happens.**
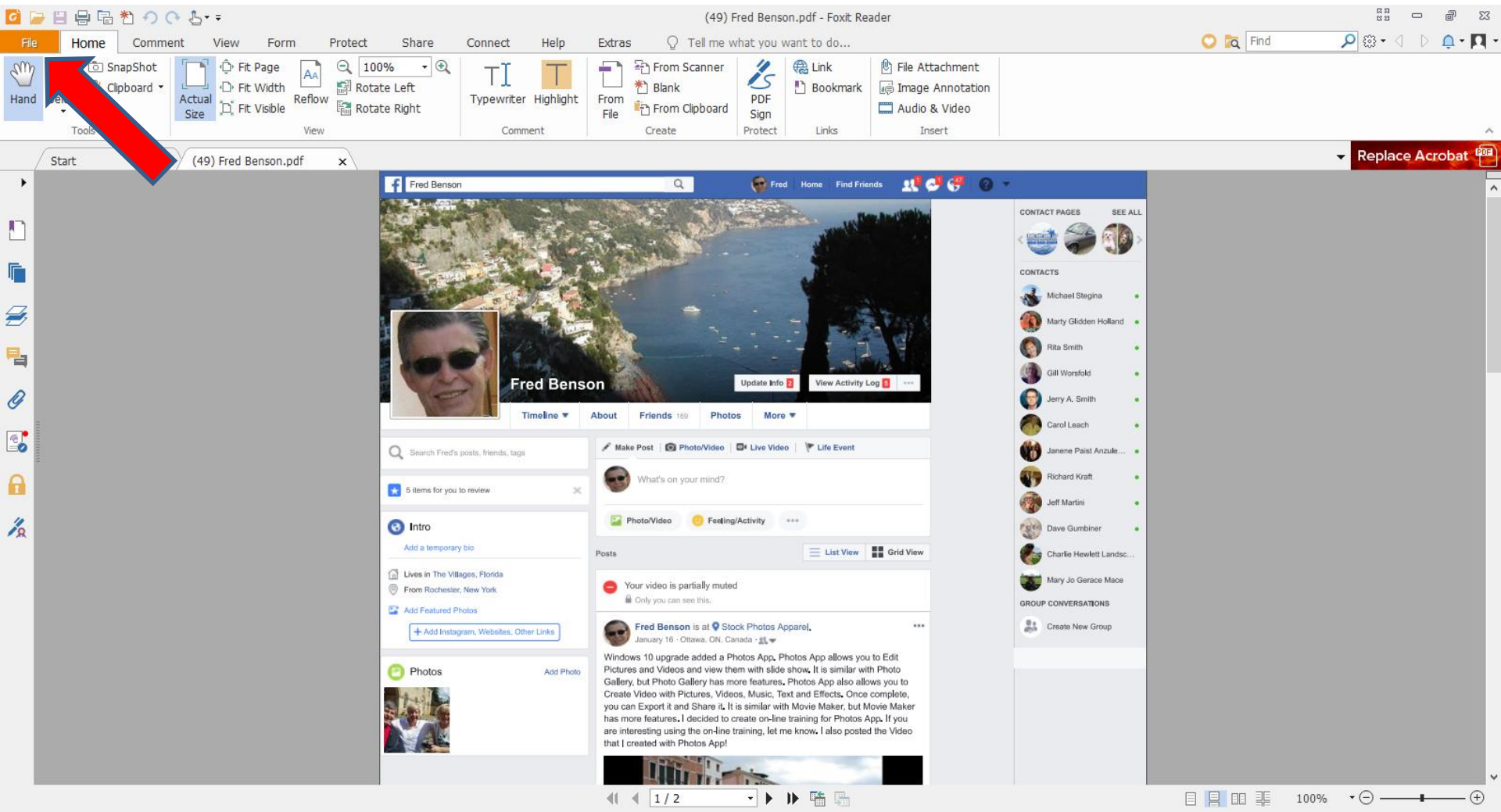
- **Page changes to File and then click on Print on the left and next is what happens.**
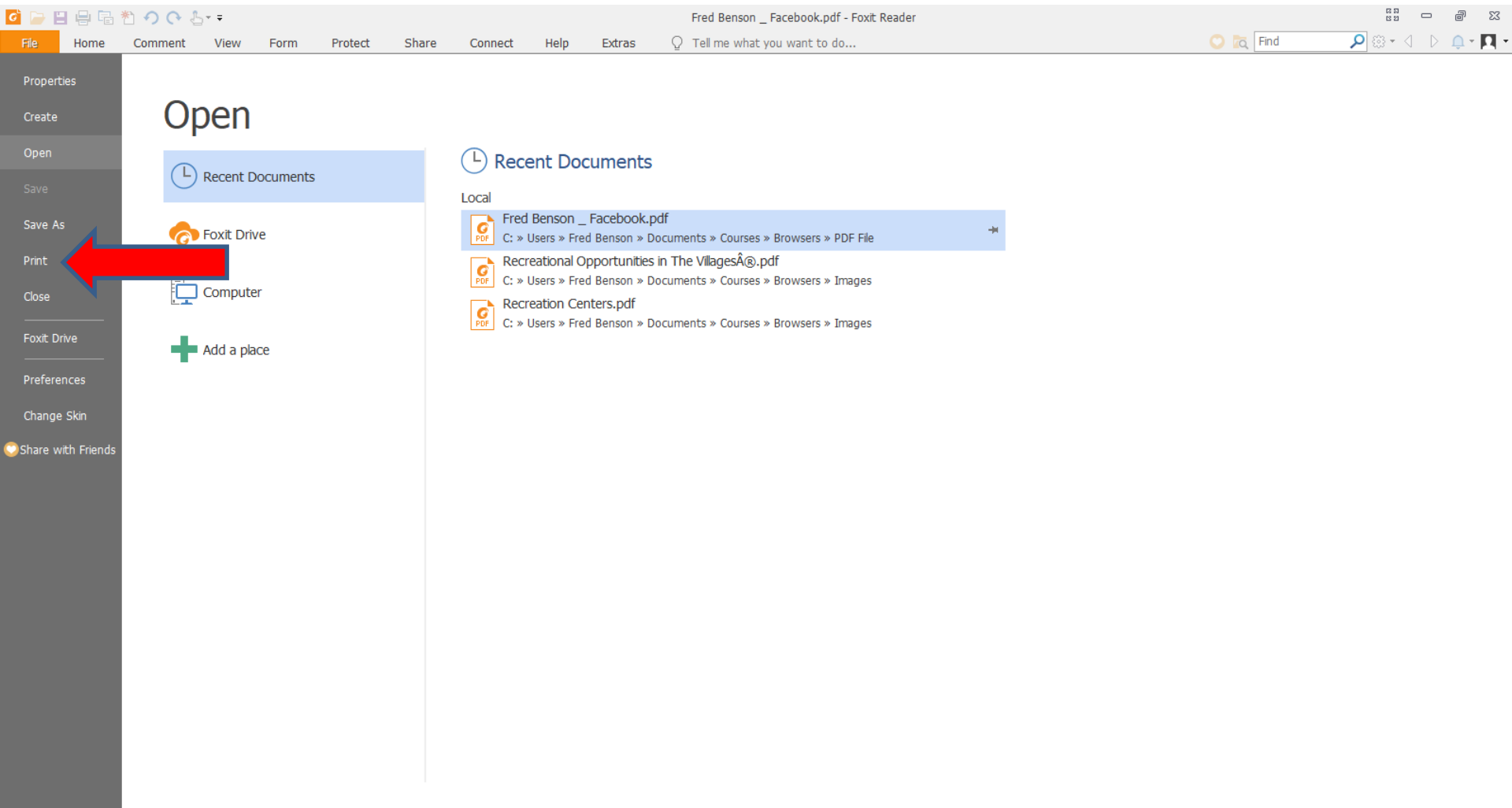
A new window opens and you see Foxit Reader is the default. You click on the dropdown next to it, like I did and you see a list and click on your Printer. Next is a sample.

Print

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
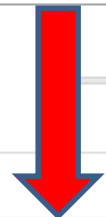☑ Auto-Rotate
☑ Auto-Center

Advanced

Print What
Document and markups ⌄
Summarize Comments
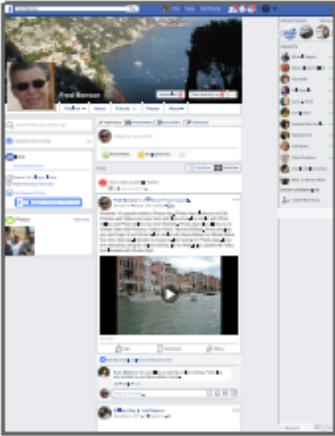
Output
☐ Simulate Overprinting

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

<   >
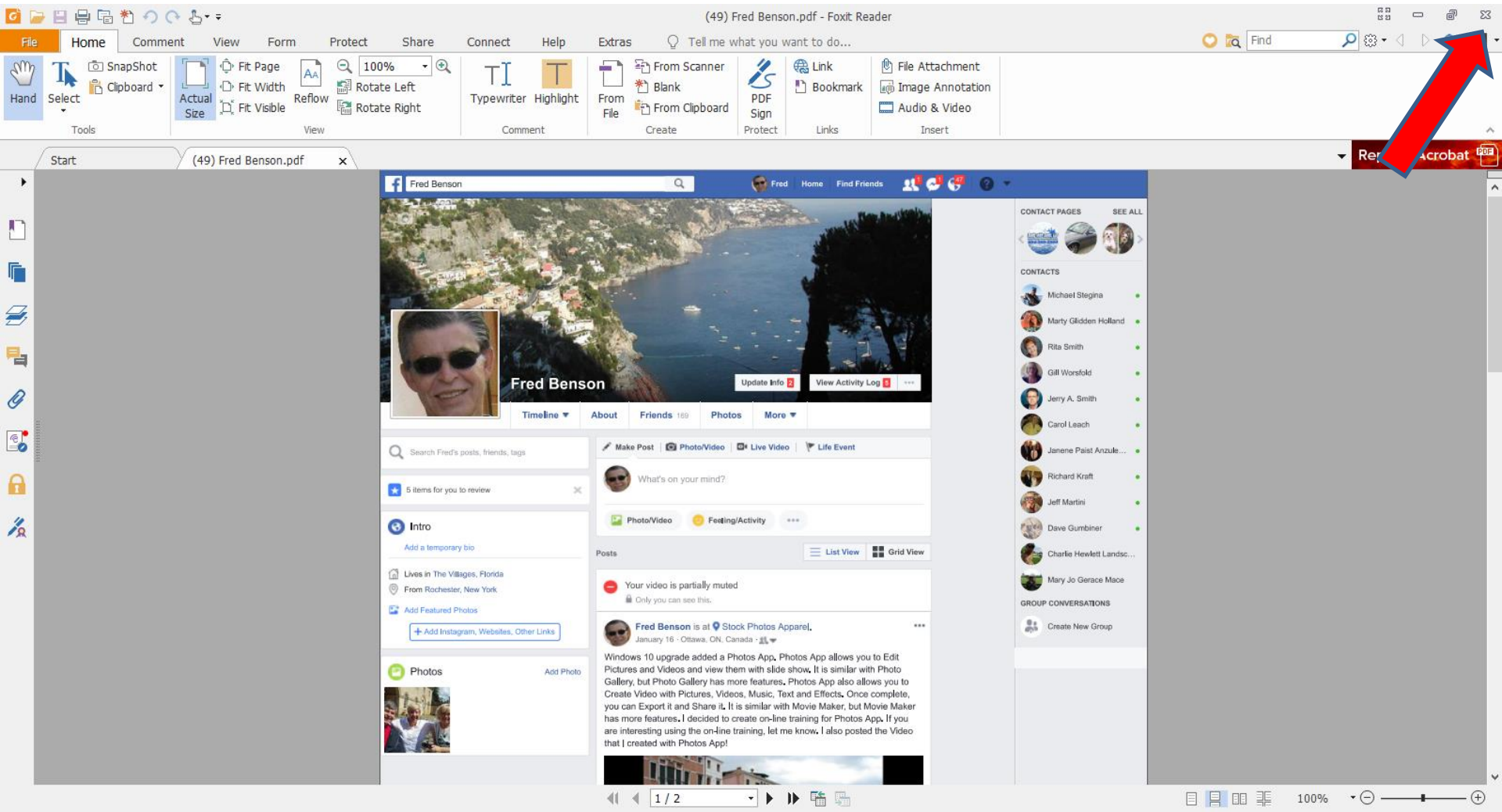Page 1 of 2

OK   Cancel

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

- **Window closes and it starts to Print. To close Foxit Reader, click on X in the upper right. Next is a sample a PDF file to Adobe Reader as I showed you in Part 3.**

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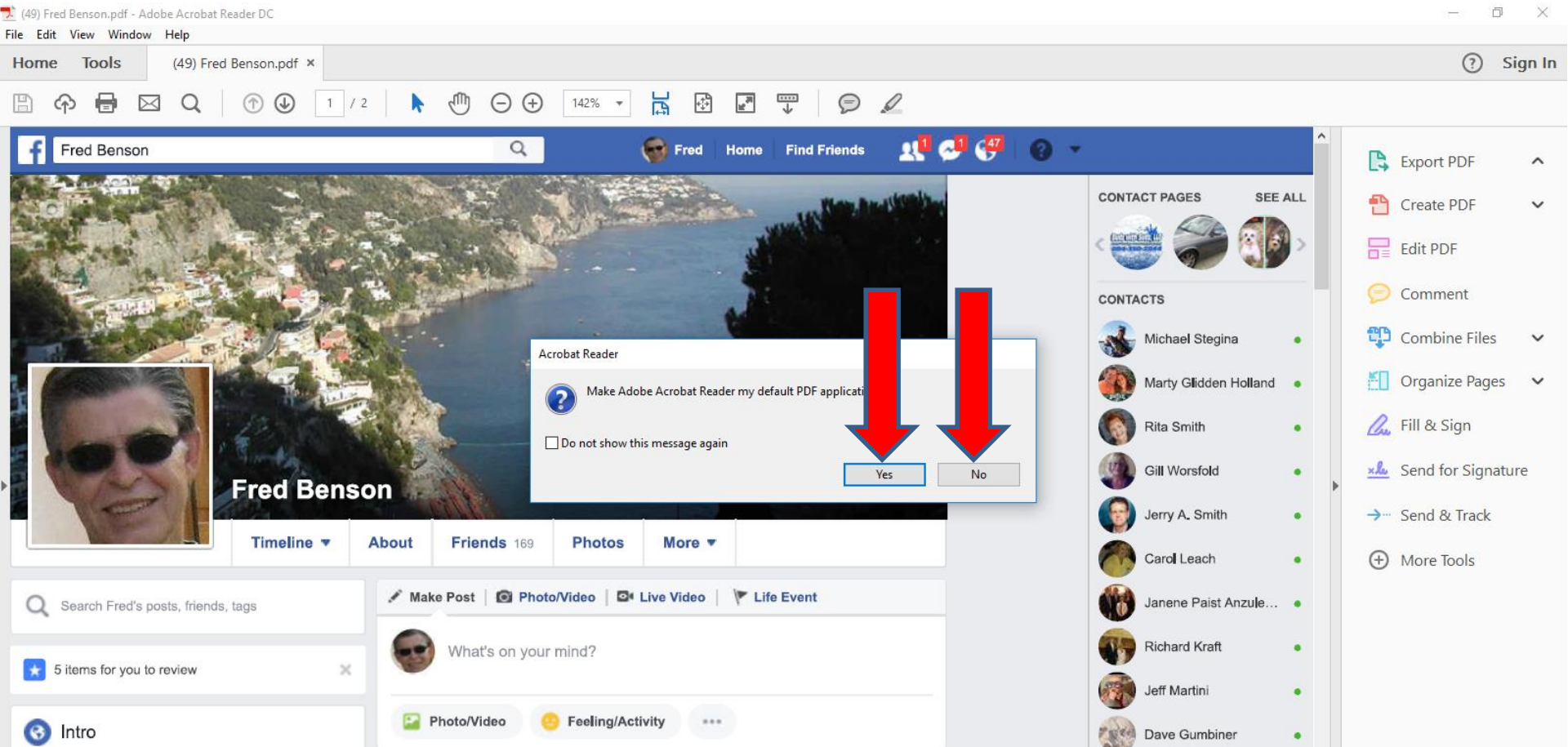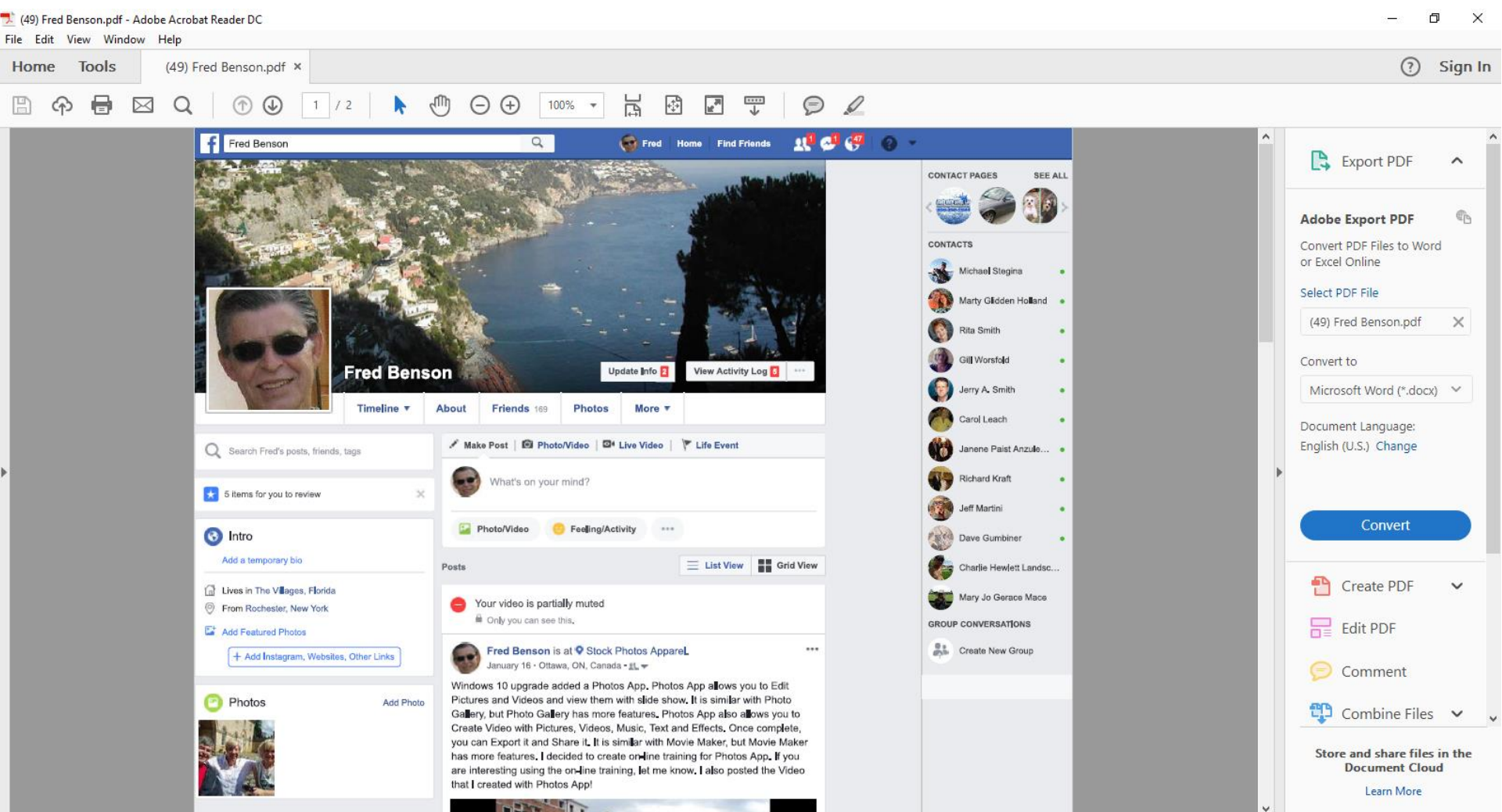
- **I decided to click on No and the window closes. The page is large, but not as much as Foxit Reader. To change the size, you click on the Icon on Top. Next I will zoom in, so you can see it better.**

- **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. If you want to Print, next is how to do that.**
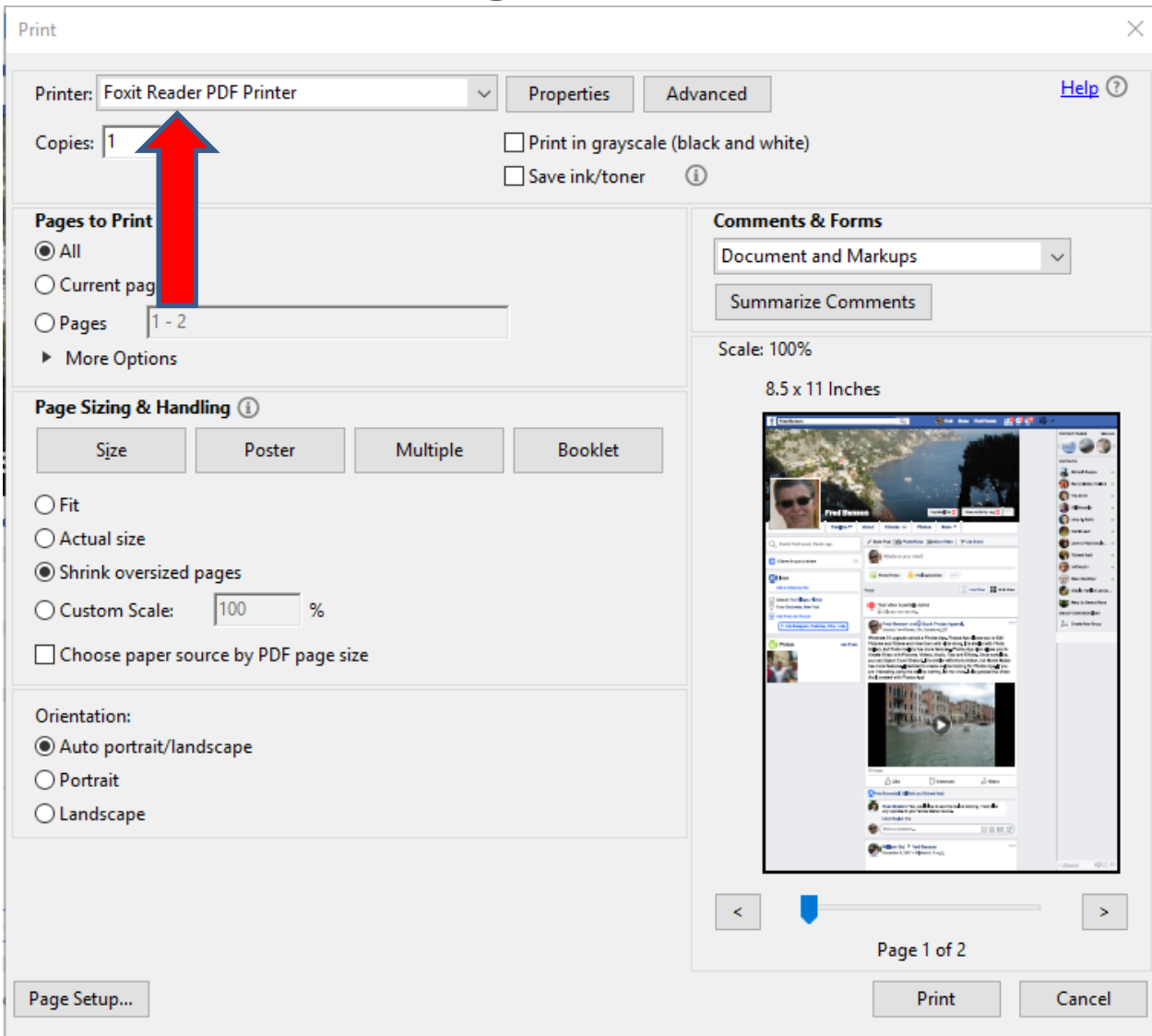
- **To print it, click on File in the upper left and next is what happens when you click on File.**
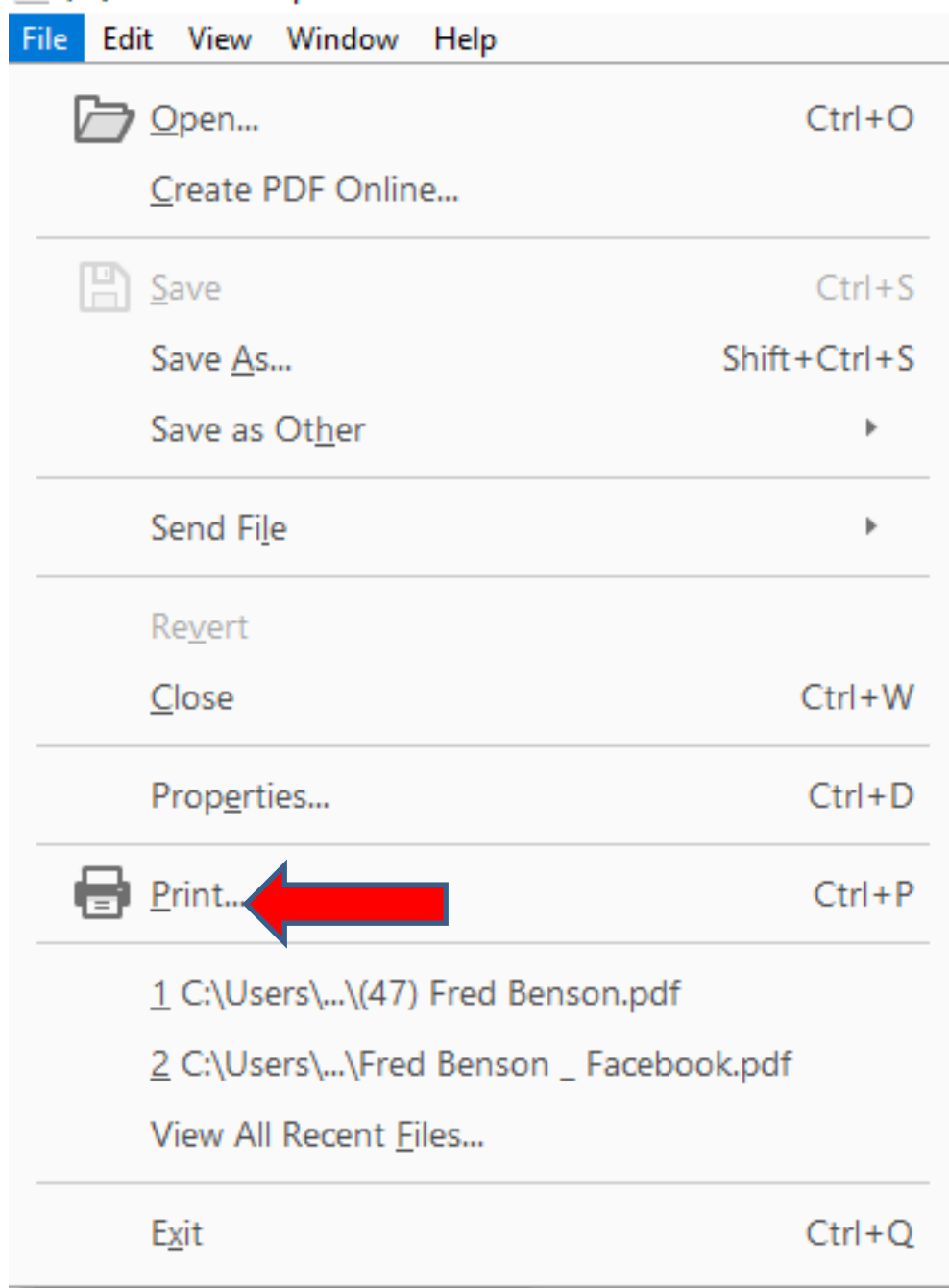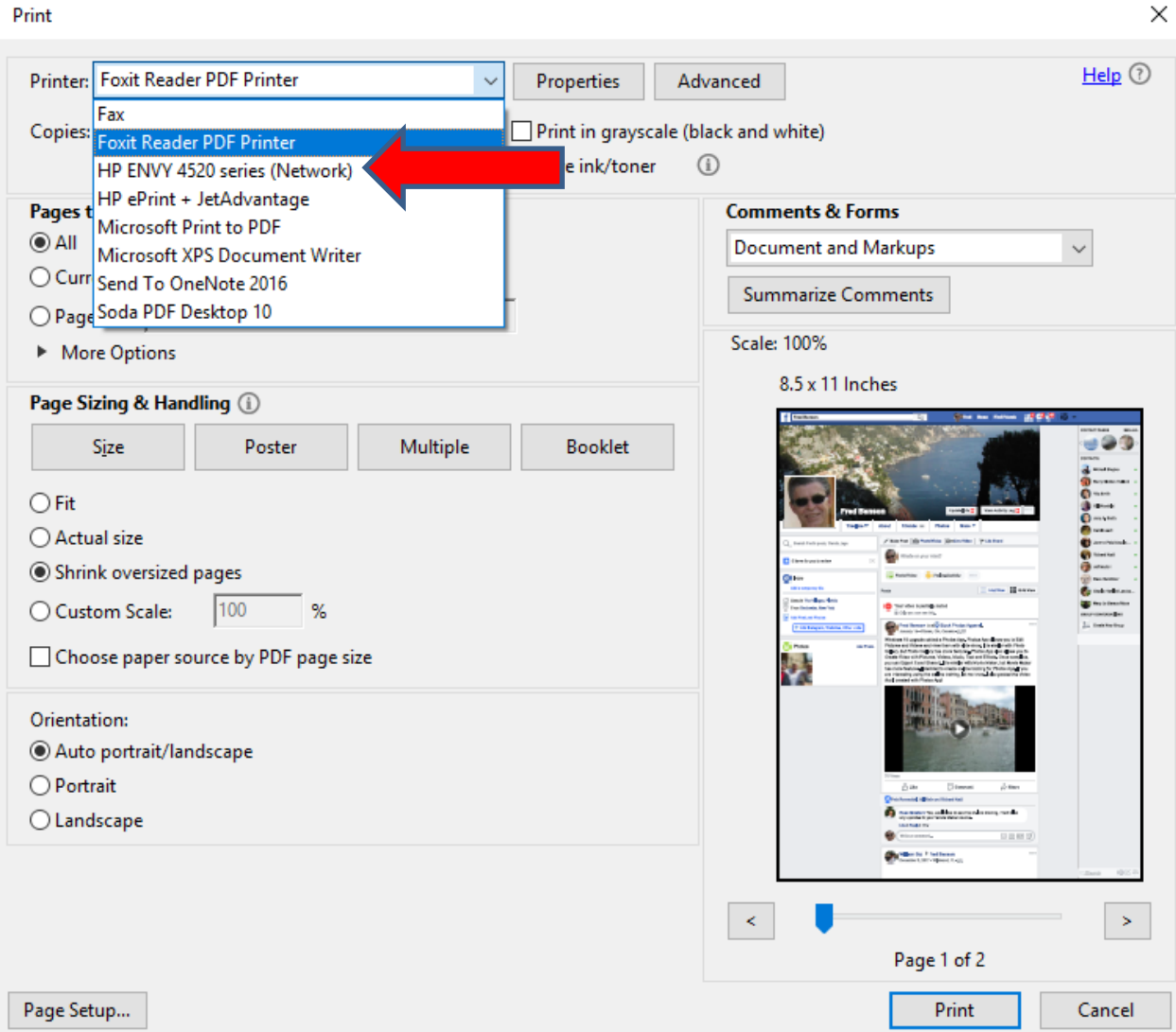
- **When you click on File, you see a list and then click on Print and next is what happens.**
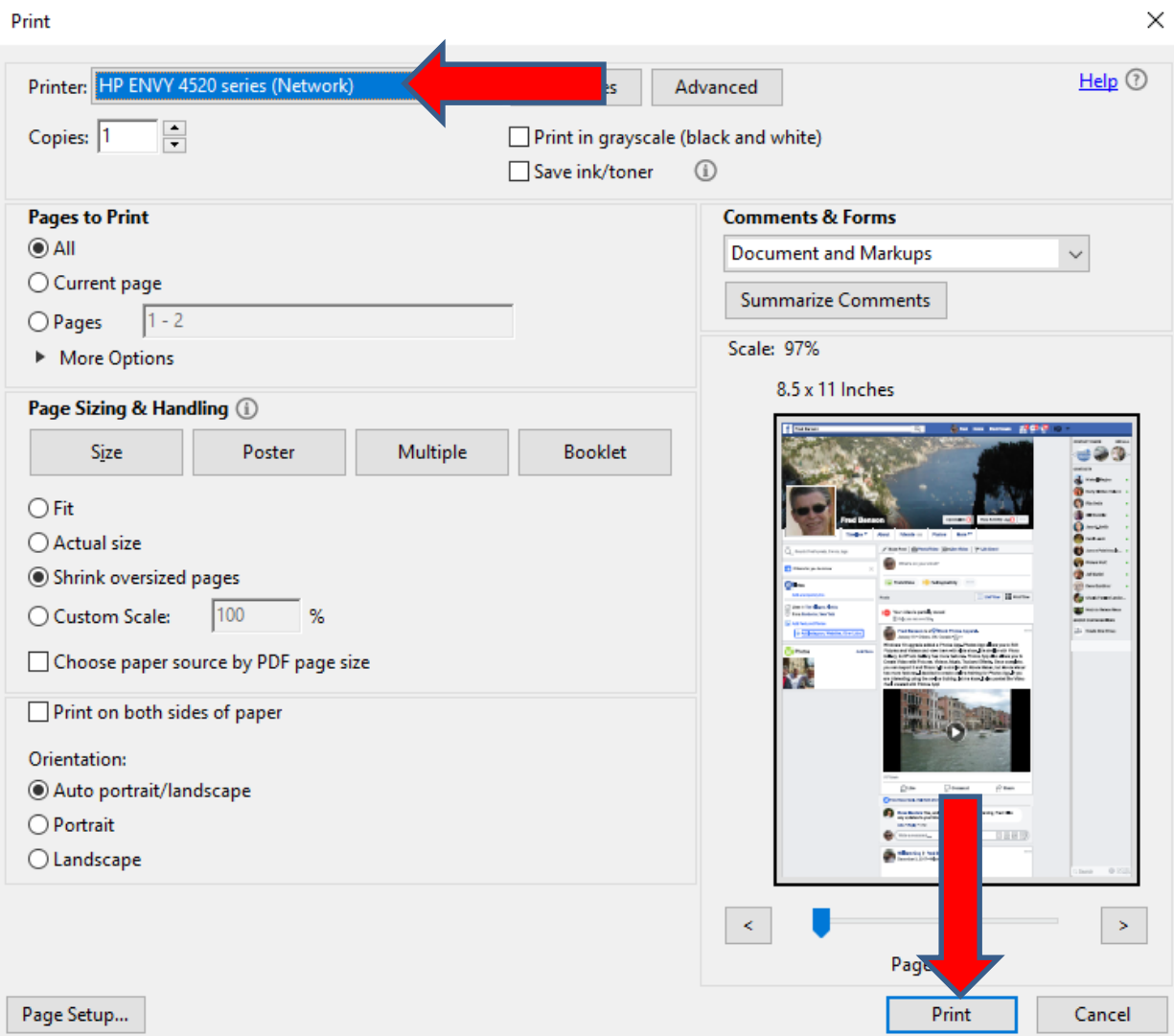
- **File closes and a new window opens similar to Foxit Reader and you see Foxit Reader is default. Click on it to change it, which is next.**

- **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 4 Google Chrome.**