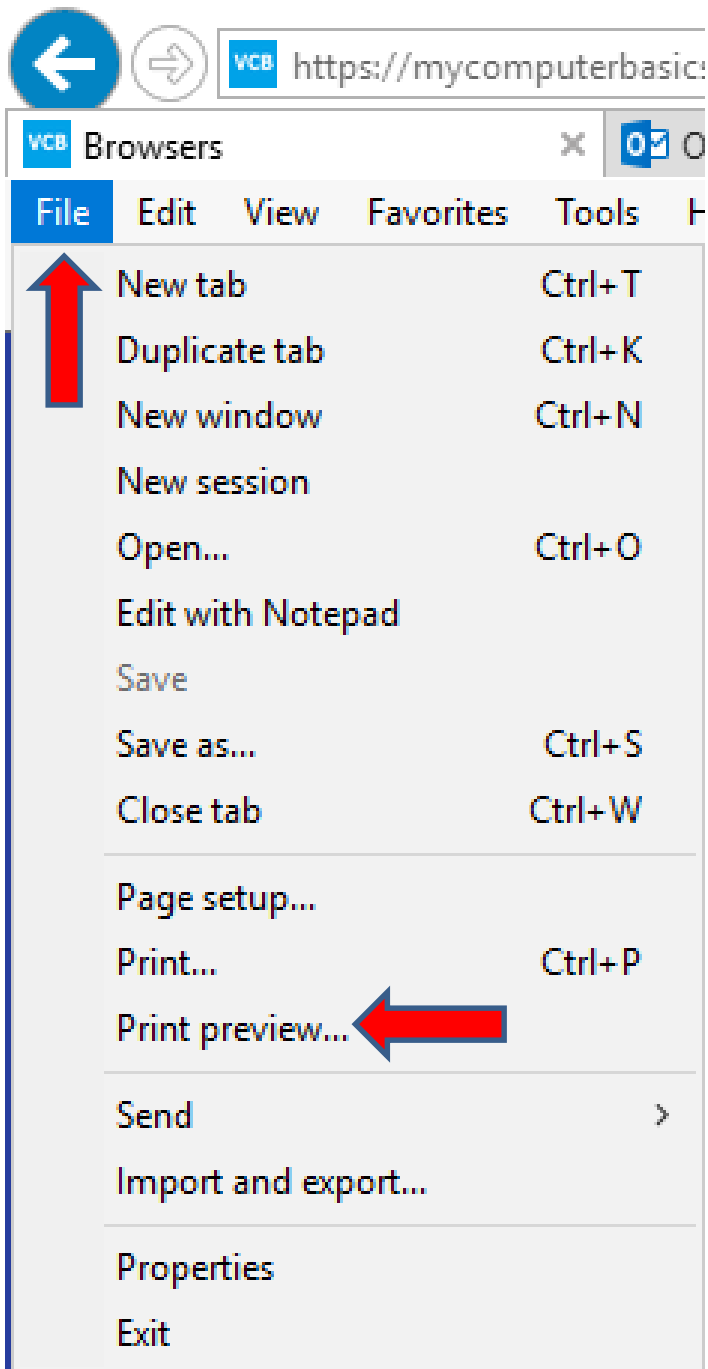


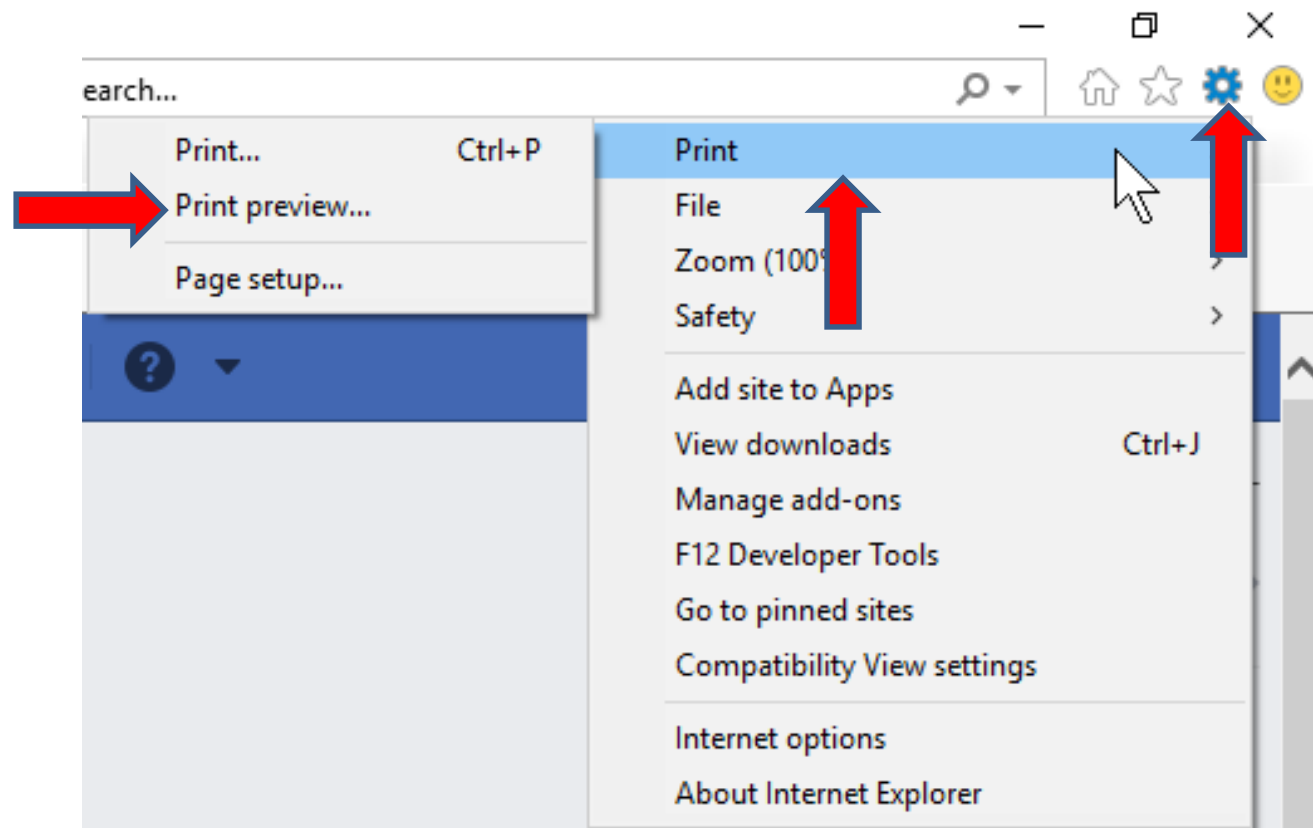
Step 4 – Part 2 - How to print a page on Internet Explorer.

- 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 Internet Explorer and go to a page you want to print. I will show you my Facebook page.**

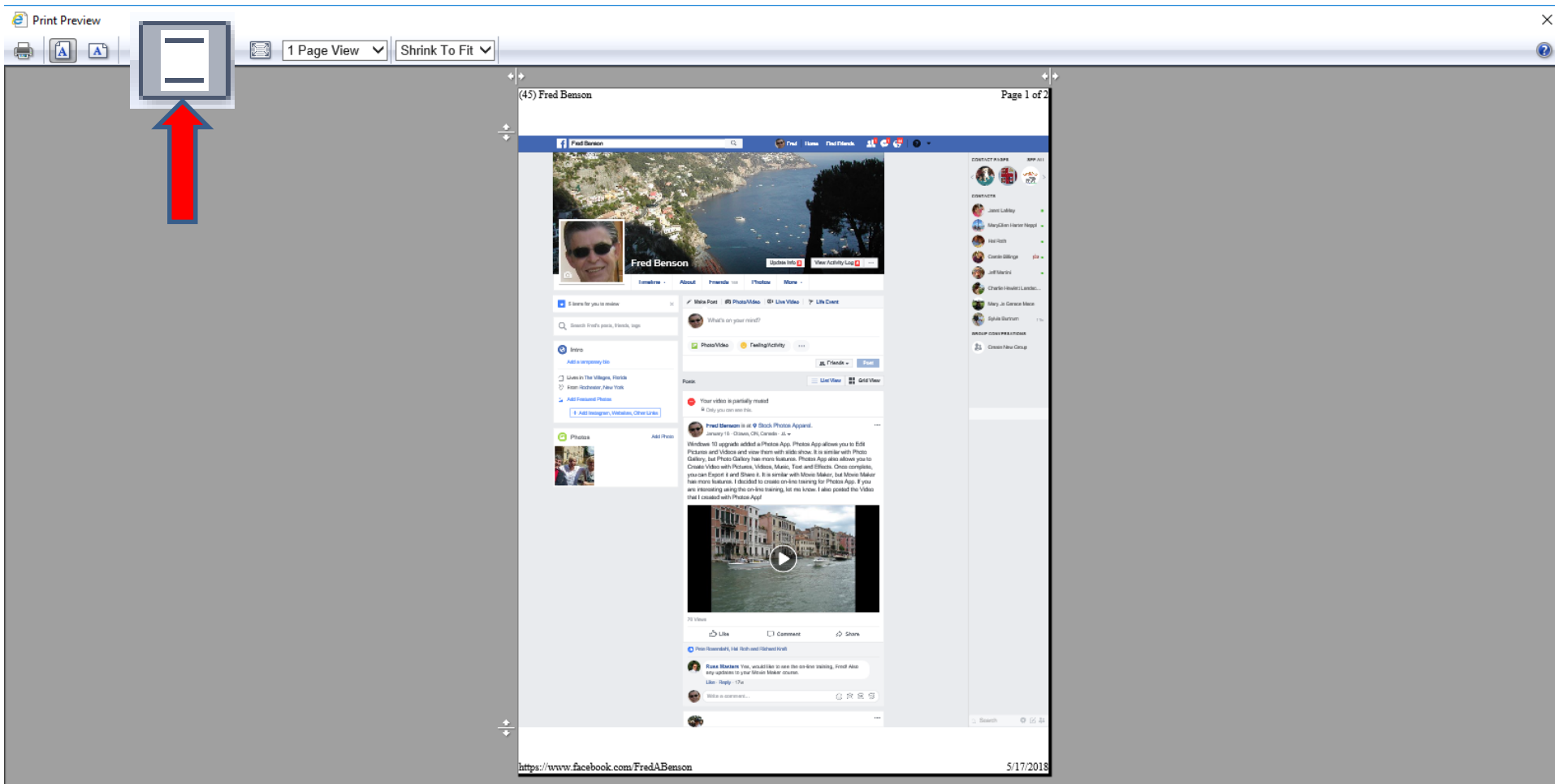


- You have two options to get to Print. If you have the Menu Bar as I showed you in Step 2 – Part 2, you click on File in the upper left and you see a list and click on Print preview.
- If you don't have the Menu Bar, next is the second option.

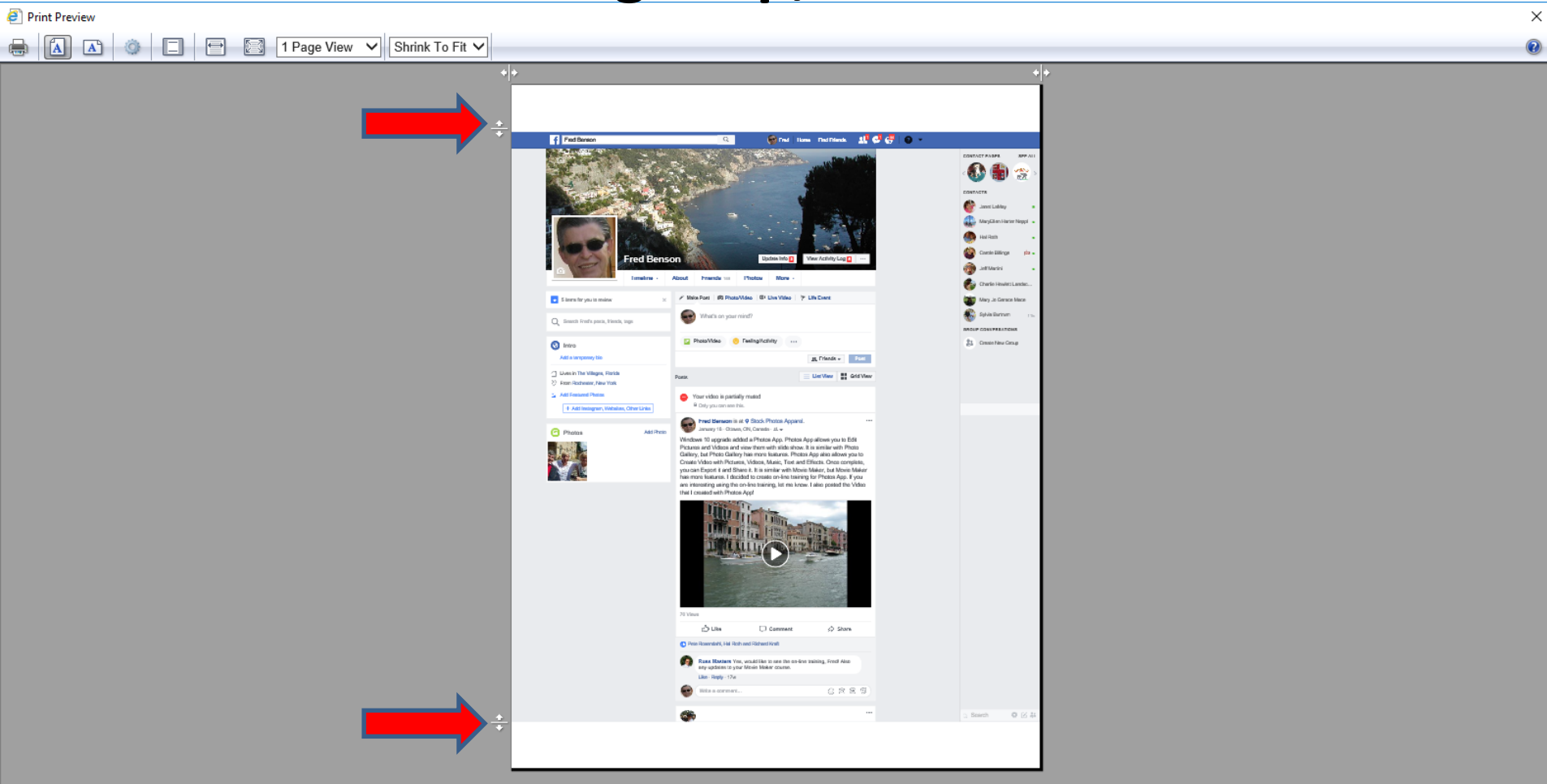
- The second option is click on the Icon in the upper right as I have showed before in other Steps and then hover over Print and then click on Print preview.
- Next is what happens with both options.



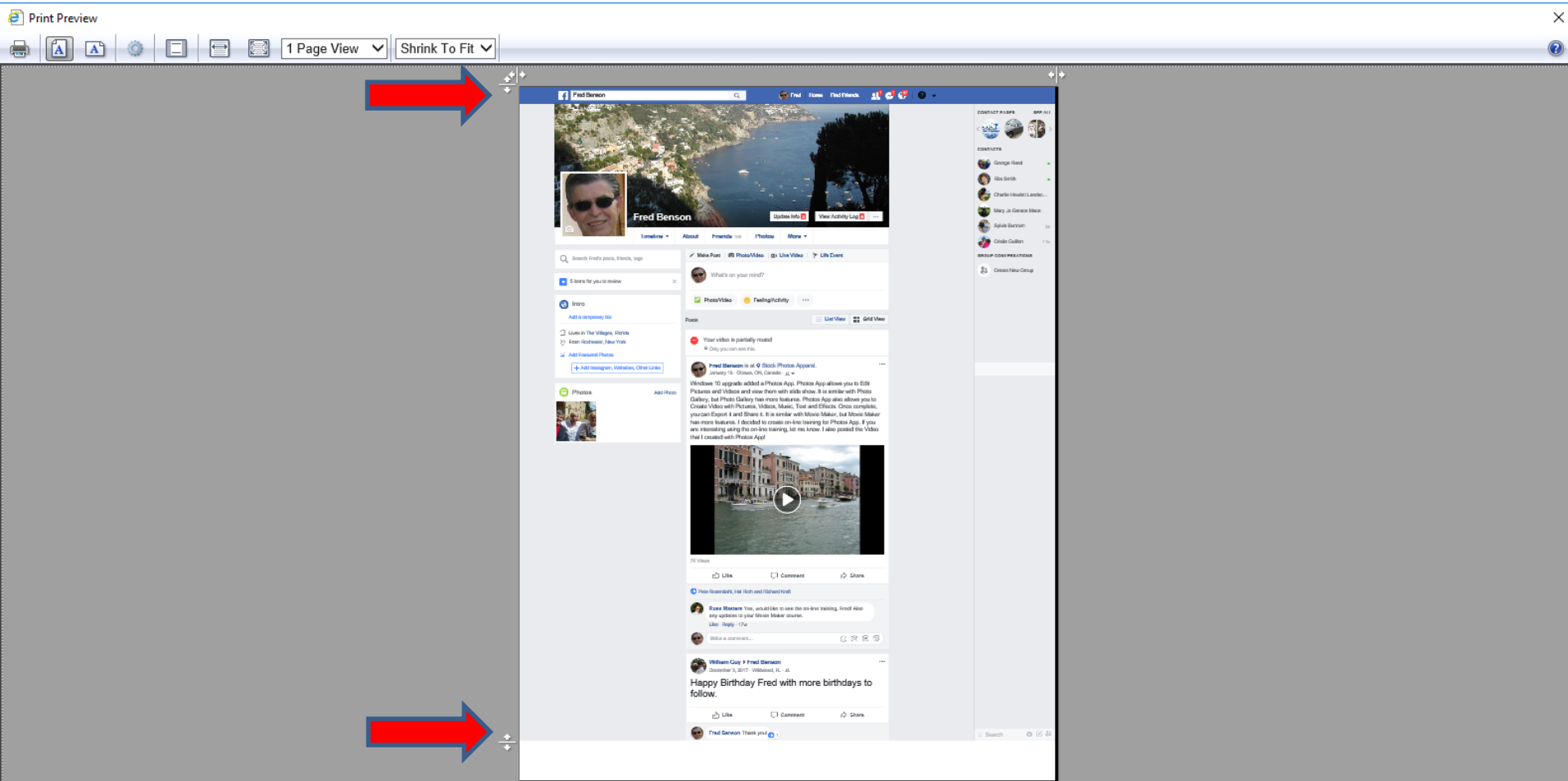
Window closes and a new window opens with Print Preview. If don't want the one at the top or the bottom, you can click on this Icon and I zoomed in so you can see it better, and next is what happens.



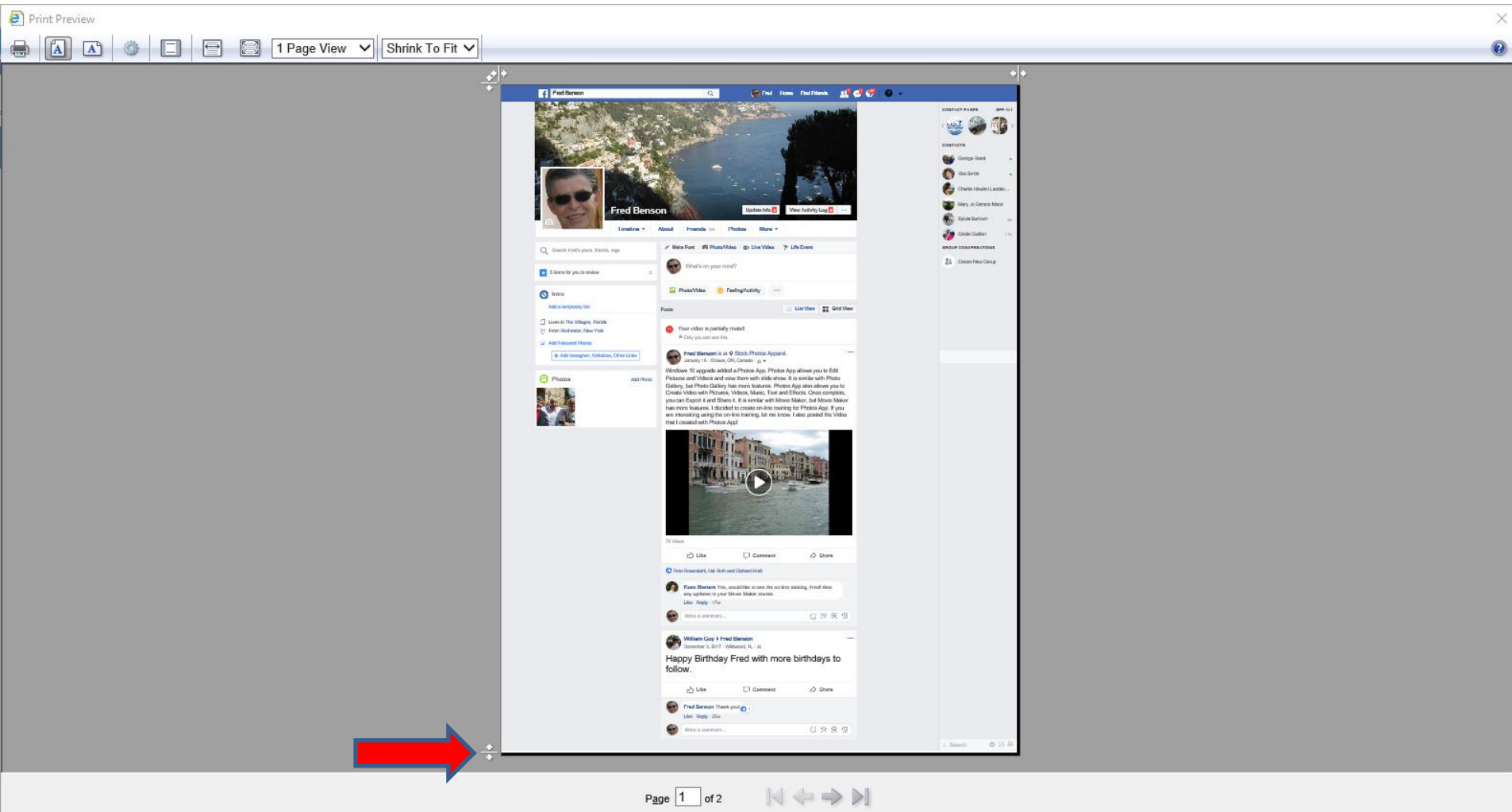
You don't see the one at the top and the bottom.
The other option is there is lines at the top and the bottom. You can left click on the line at the top and hold it down and drag it up, which is next.



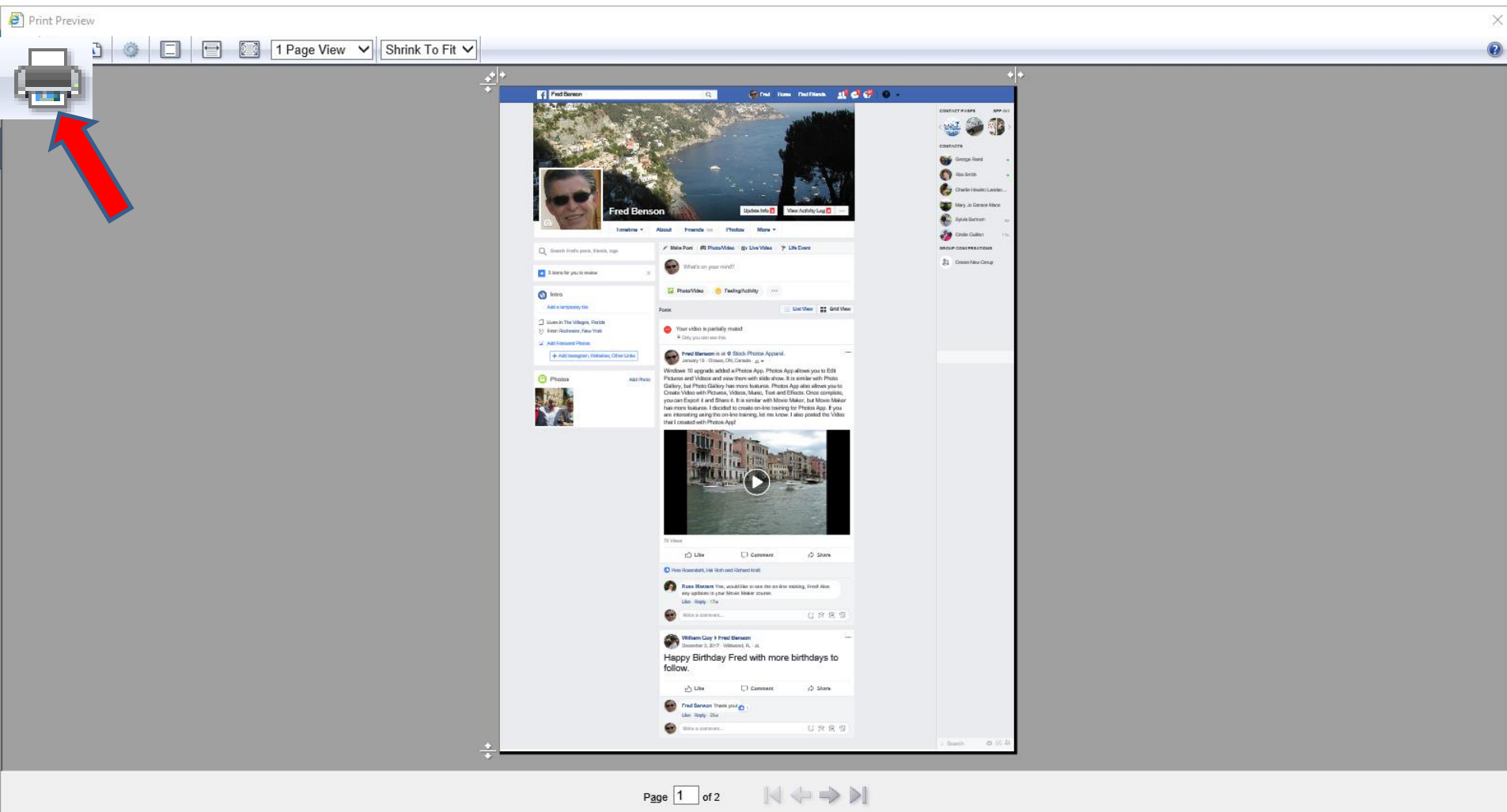
Here is a sample of dragging it up. You follow the same process on the line at the bottom to drag it down and next is a sample.



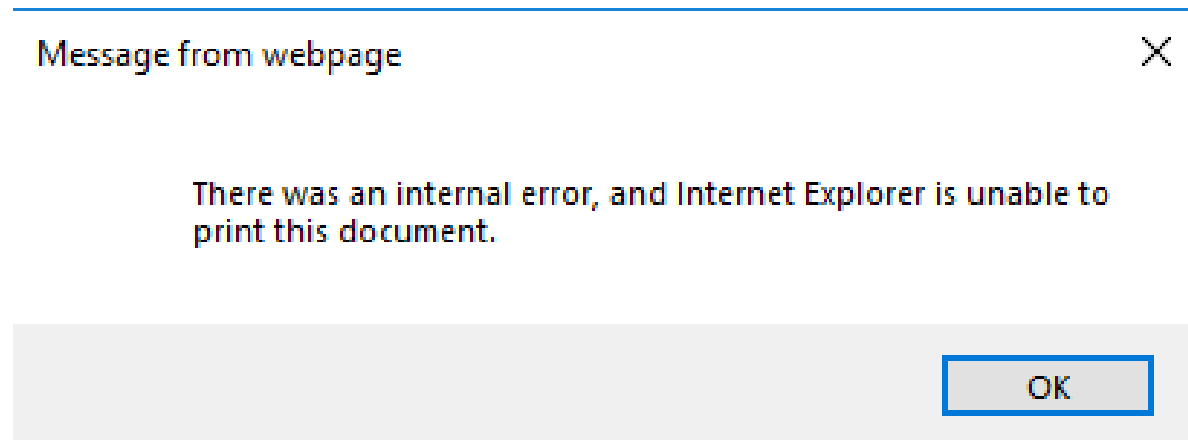
Here is a sample of dragging it to the bottom. The layout is better. Next is how to Print.



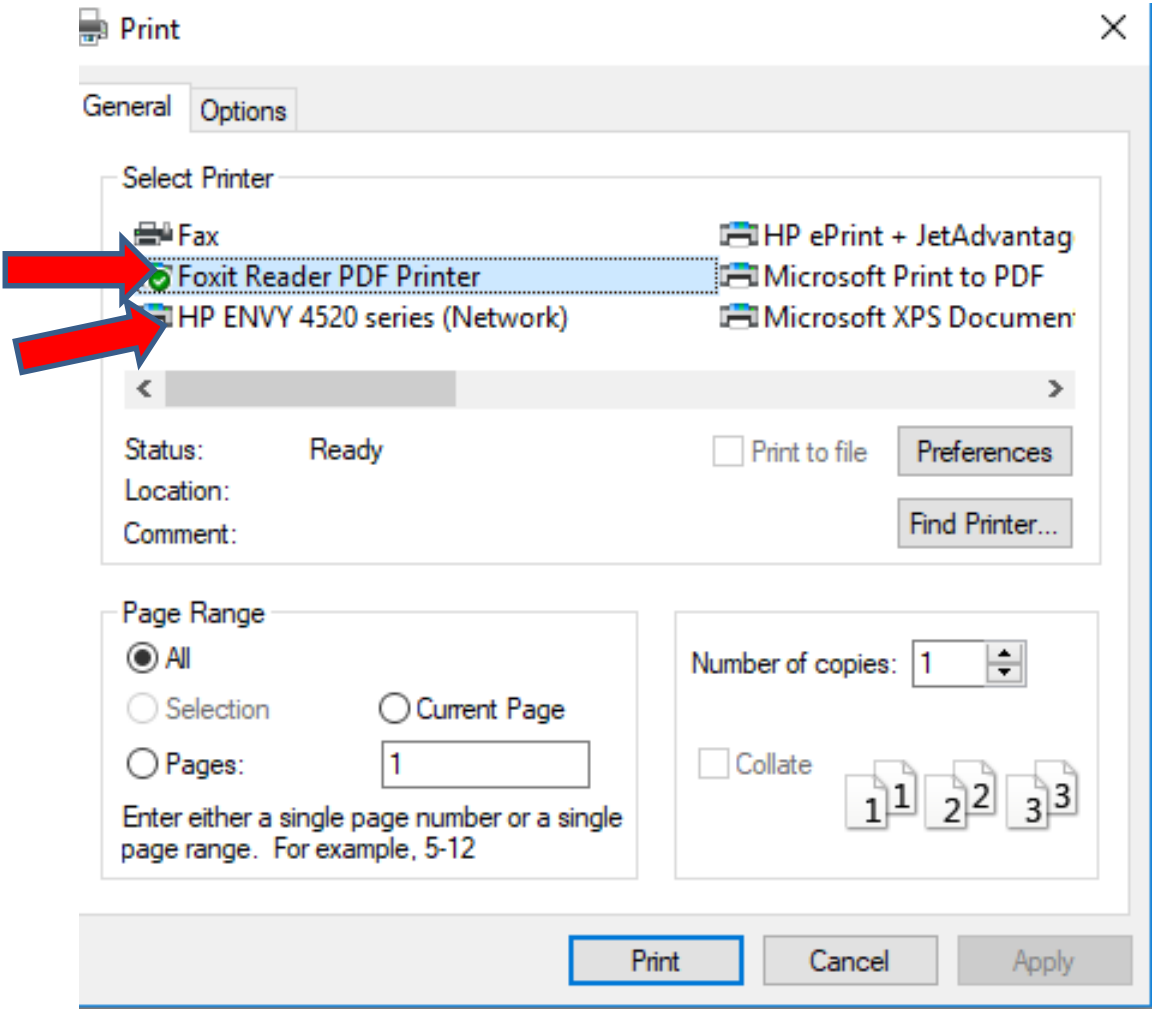
To print, you can click on this Icon in the upper left and I zoomed in so you can see it better, and next is what happens.



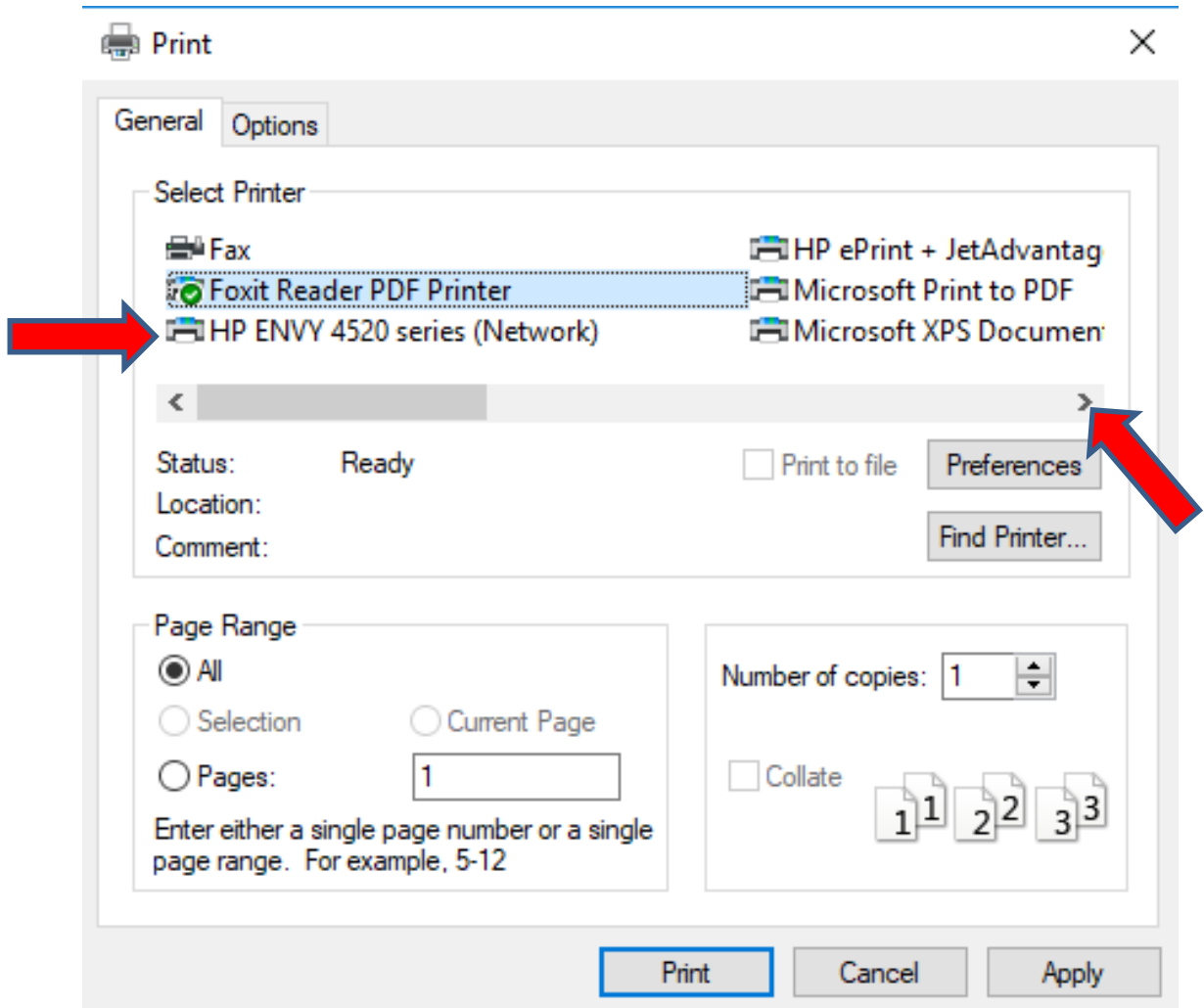
- **Window closes and a new window opens that shows error. The reason for the error is because I dragged the lines to change the layout. I tried to do it again without dragging the lines and it worked, but I don't like the layout. That's why I do it with the other Browsers. But, I will show when you click on the Print icon with out dragging the lines. Window closes again and a new window opens, which is next.**



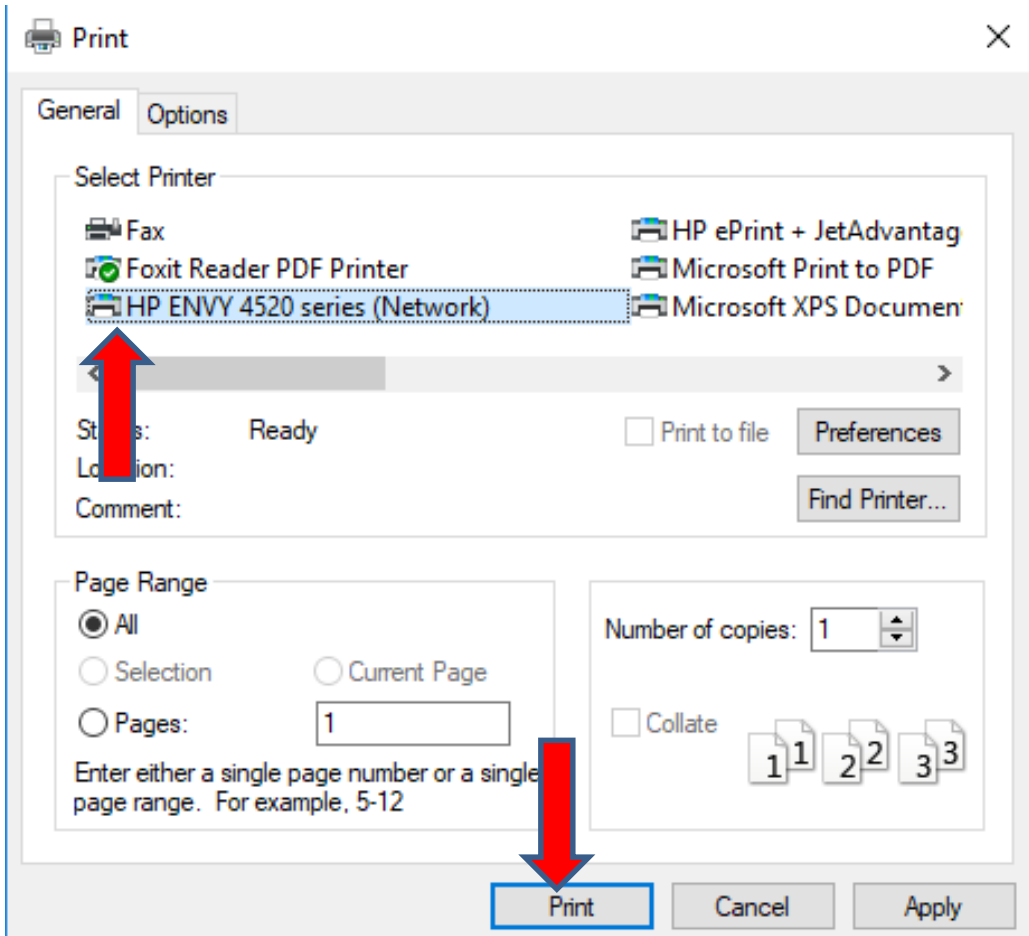
- A new window opens and the default is Foxit Reader and it is always different. You can always change it, like the one below it, which is my Printer. Next is how to see more.



- If you don't see your Printer, click on the > on the right one or two times to see others. Next is a sample of clicking on my Printer.

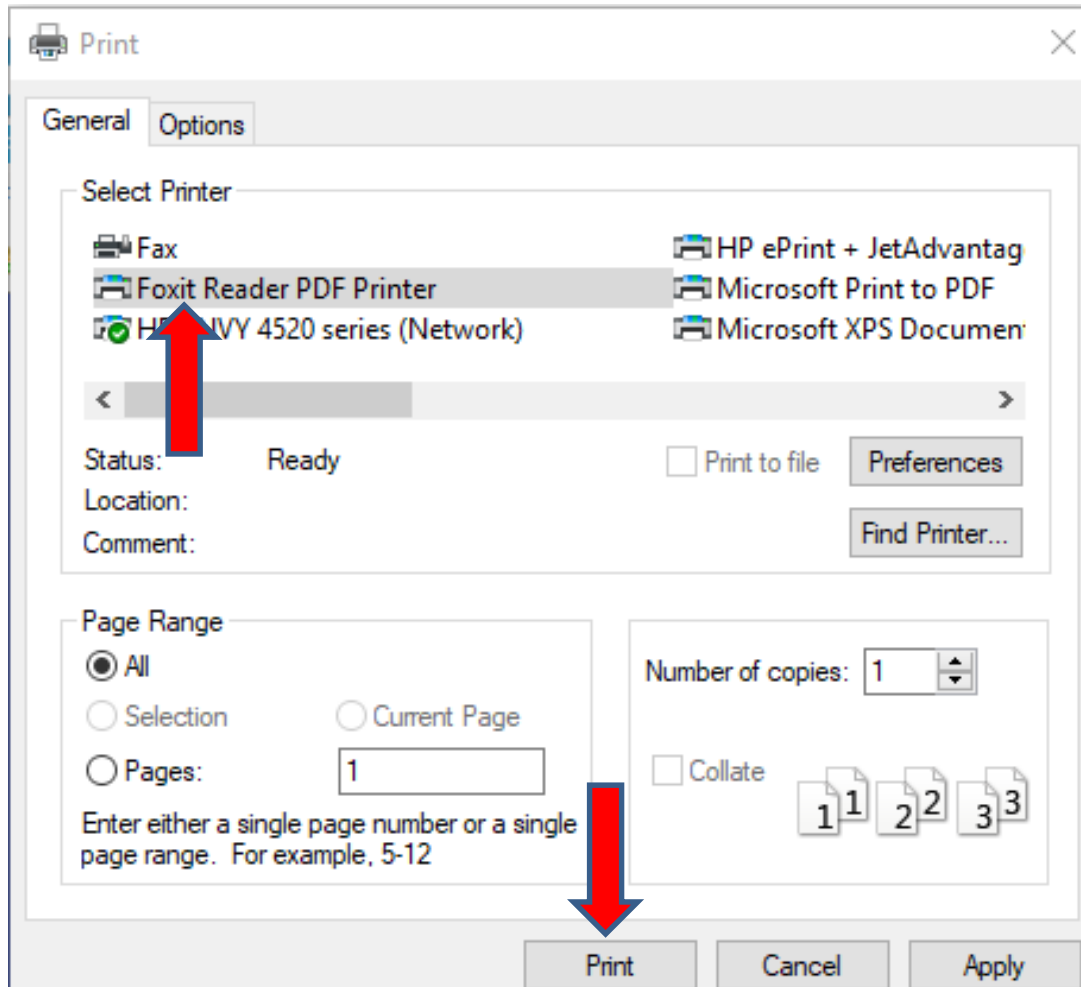


- Here is a sample of clicking on it and you see it highlighted. Once you click on your Printer, click on the Print at the Bottom and next explains what happens.

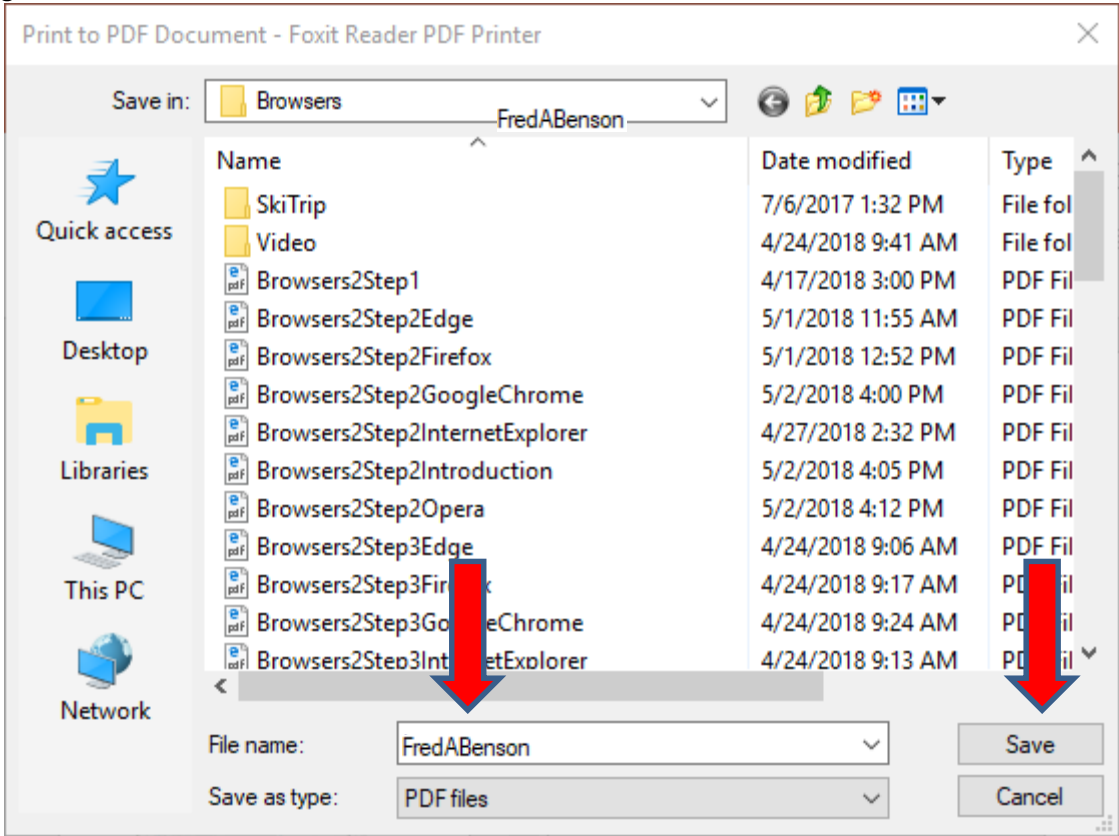


- **When you click on Print at the Bottom, the window closes and it starts to Print on your Printer. As I mentioned before, it is not as good as the other Browsers.**
- **Next is how to Print a PDF file. As I mentioned before, if you don't have a PDF reader, I recommend you got to ninite.com and download Foxit Reader, which I have. If you have Adobe Reader, I will show you at the end.**

- If you don't have a printer or you have it and want to save it to a PDF file, which I recommend, you click on the PDF reader you have and click on Print again at the bottom. Next is what happens.



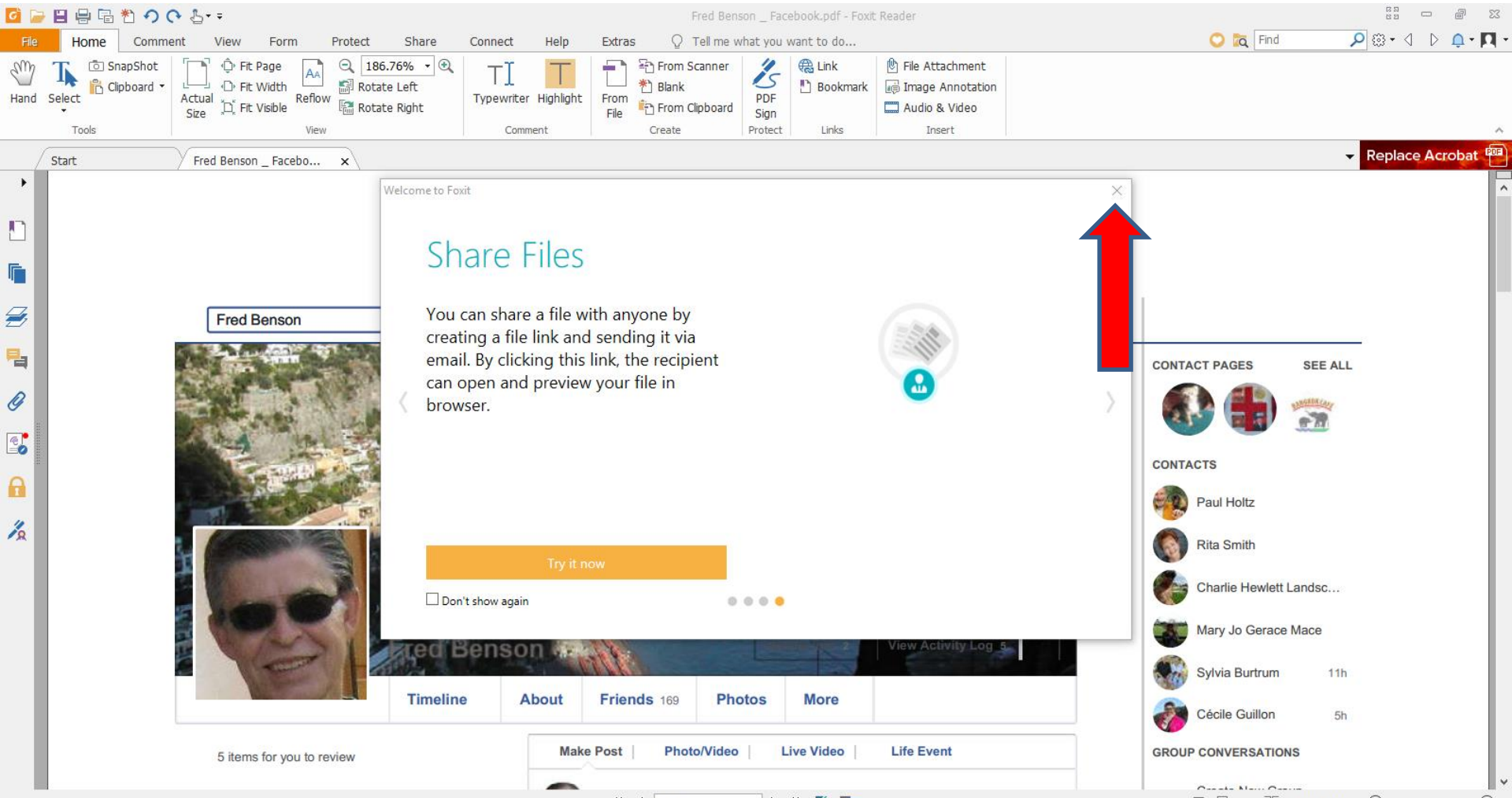
- The window closes and a new window opens, like I showed you in Part 1. As I mentioned in Part 1, you find the folder you want to save it or add a new Folder. You can also change the File name. Once complete, click on Save. Next is what happens.



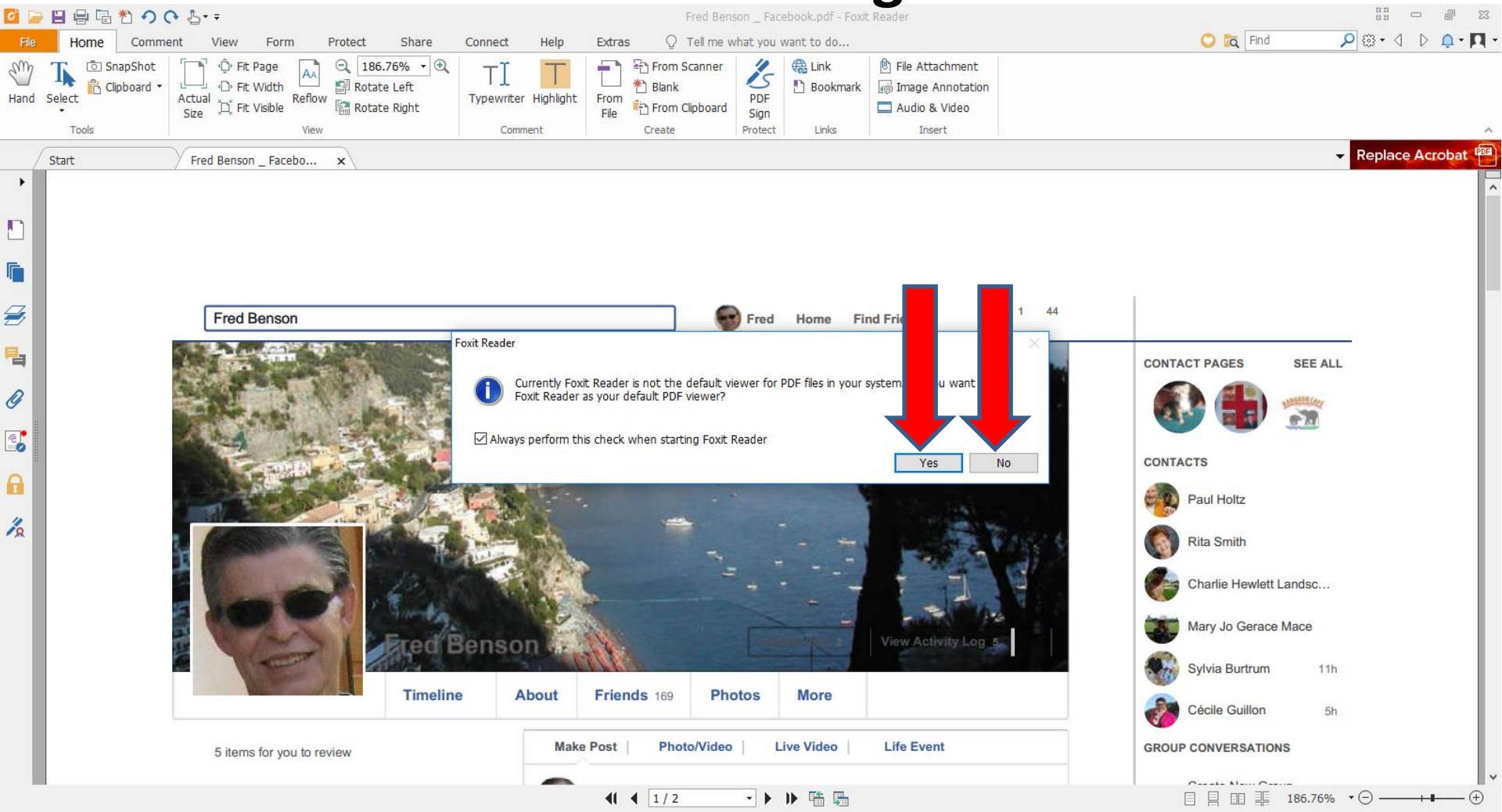
- **The window closes and it saves to the folder and you see the PDF reader shows on the Taskbar. You click on it to open it. Next is what happens again as I showed you in Part 1.**



- **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.**



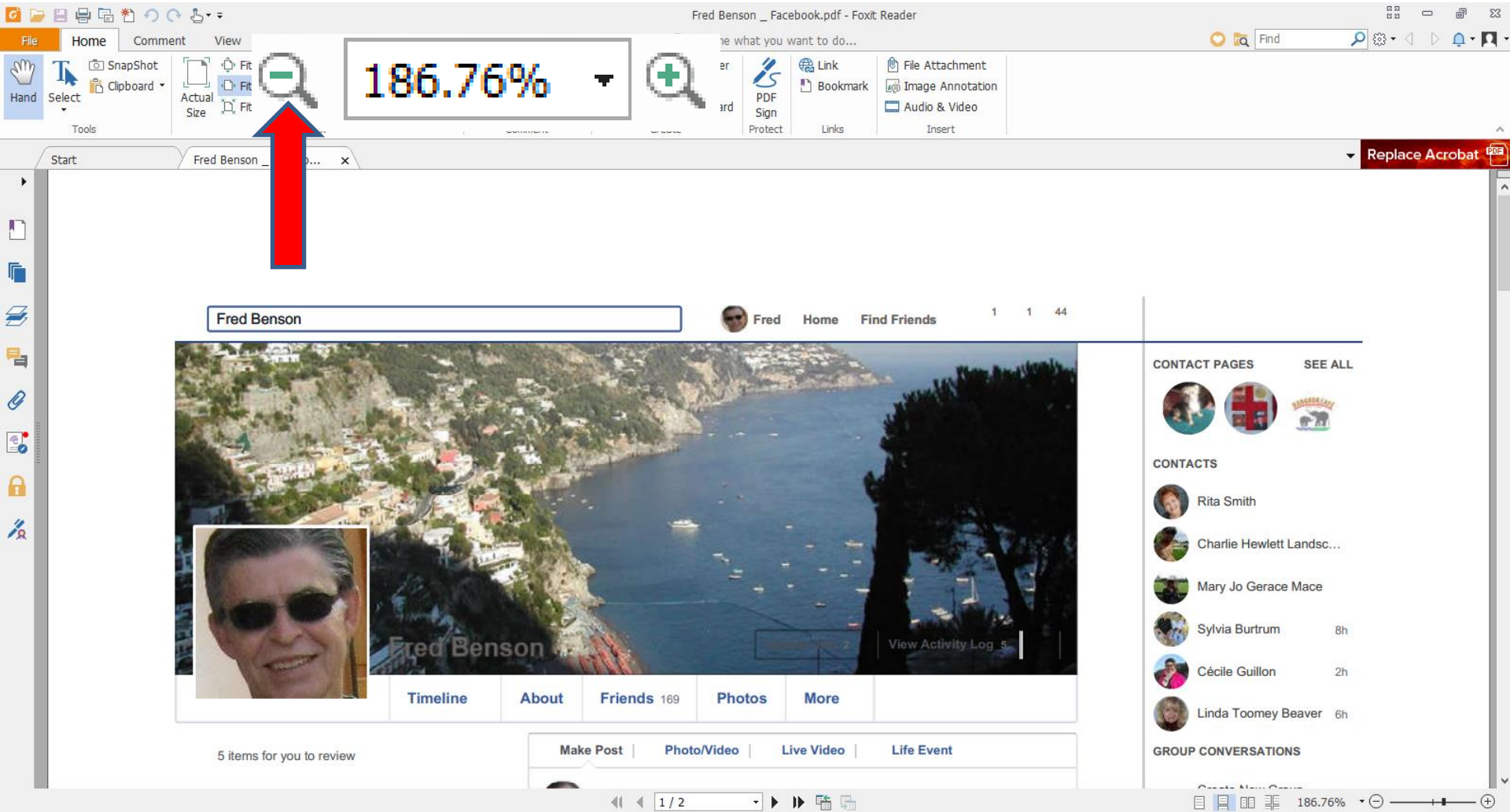
- **Window closes and you see a new window that says that Currently Foxit Reader is not default viewer. If you want it default, click on Yes. If not click on No. Next is to change the size.**



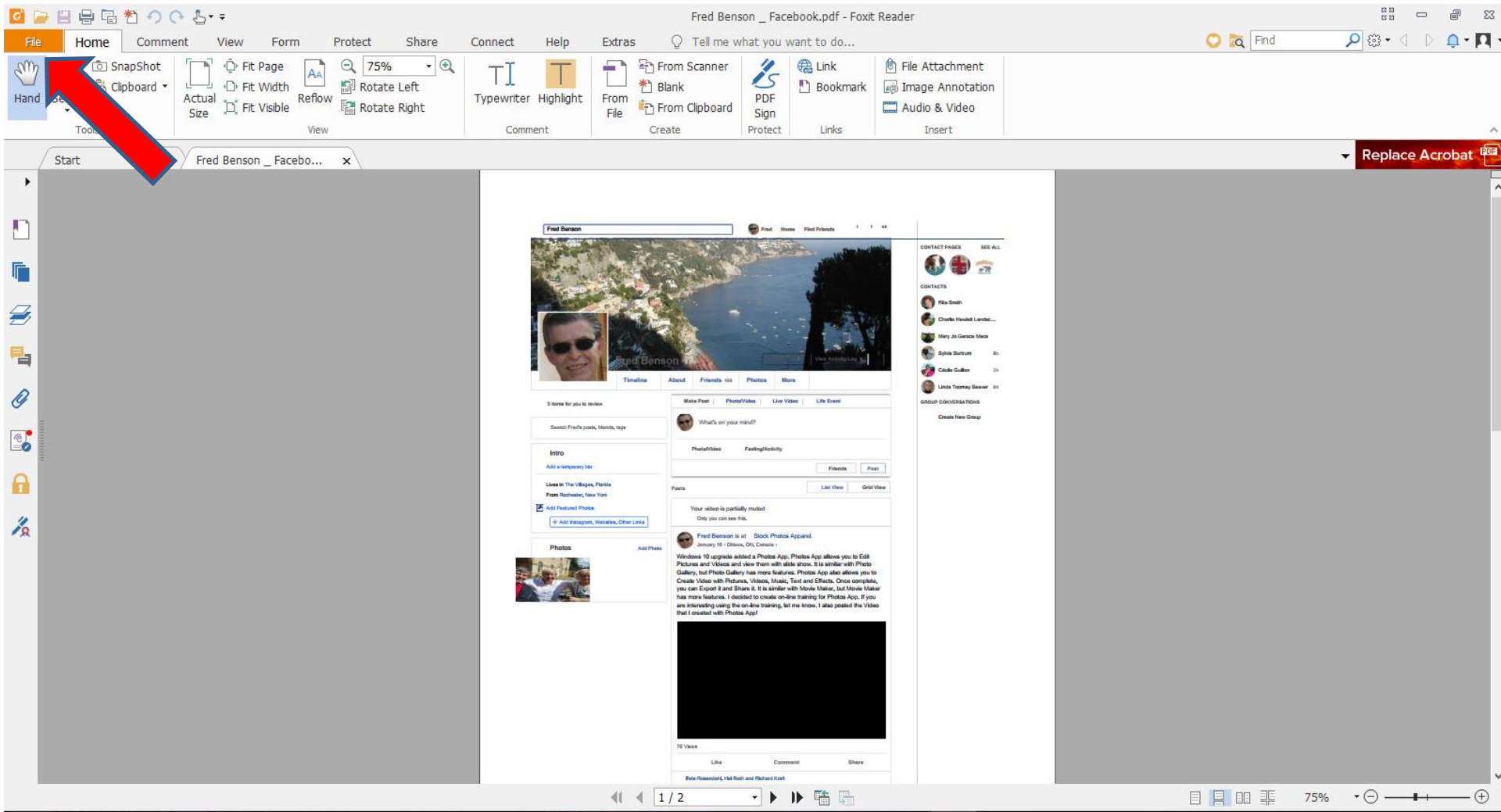
- I decided to click on No and the Window closes. To change the size, click on the – Icon in the upper left 4 times to change the size. Next I will zoom in so you can see the Icon.

The image shows a screenshot of the Foxit Reader application window. The title bar reads "Fred Benson _ Facebook.pdf - Foxit Reader". The application's toolbar is visible, with various icons for file operations, editing, and viewing. A red arrow points to the zoom out icon (a minus sign) in the top toolbar. The main content area displays a Facebook profile page for "Fred Benson". The profile picture is a man wearing sunglasses. The background image is a scenic view of a coastal town built on a hillside overlooking a bay with several boats. The page includes navigation tabs for "Timeline", "About", "Friends 169", "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 status bar shows the page number "1 / 2" and the zoom level "186.76%".

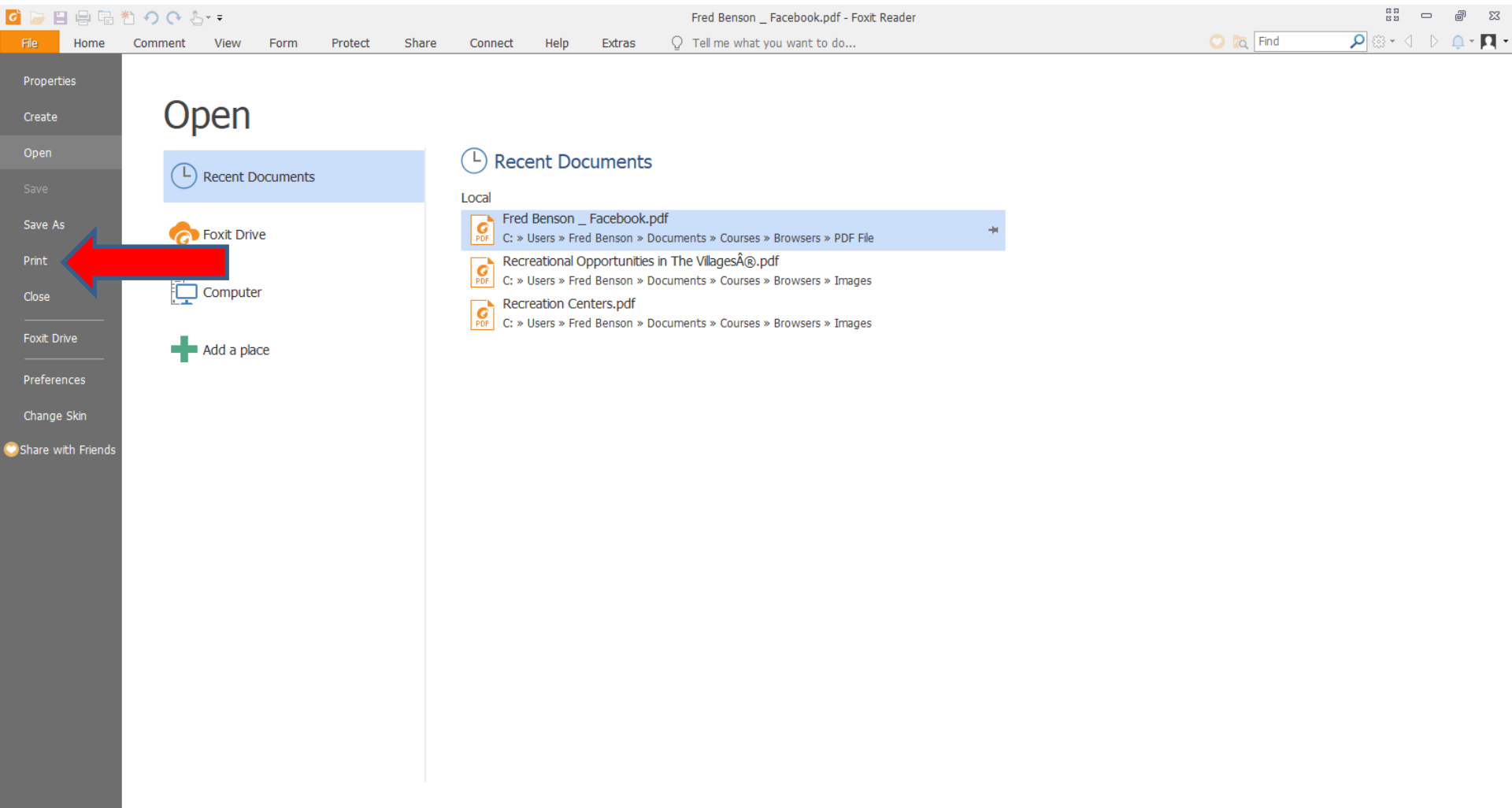
- You then can see the Icon. Next is a sample of clicking on it 4 times.

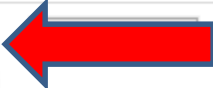



- Here is a sample of clicking on it 4 times. If you want to print it on your printer, click on File in the upper left and next is what happens.



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



Name: **Foxit Reader PDF Printer** 

Copies: **Fax** 


Print as **Fax**

Print Range

Current page

Current pages

All pages

Pages: 

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




< >

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

Advanced

Print What


Document and markups

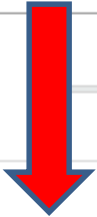
Output

Simulate Overprinting

Preview

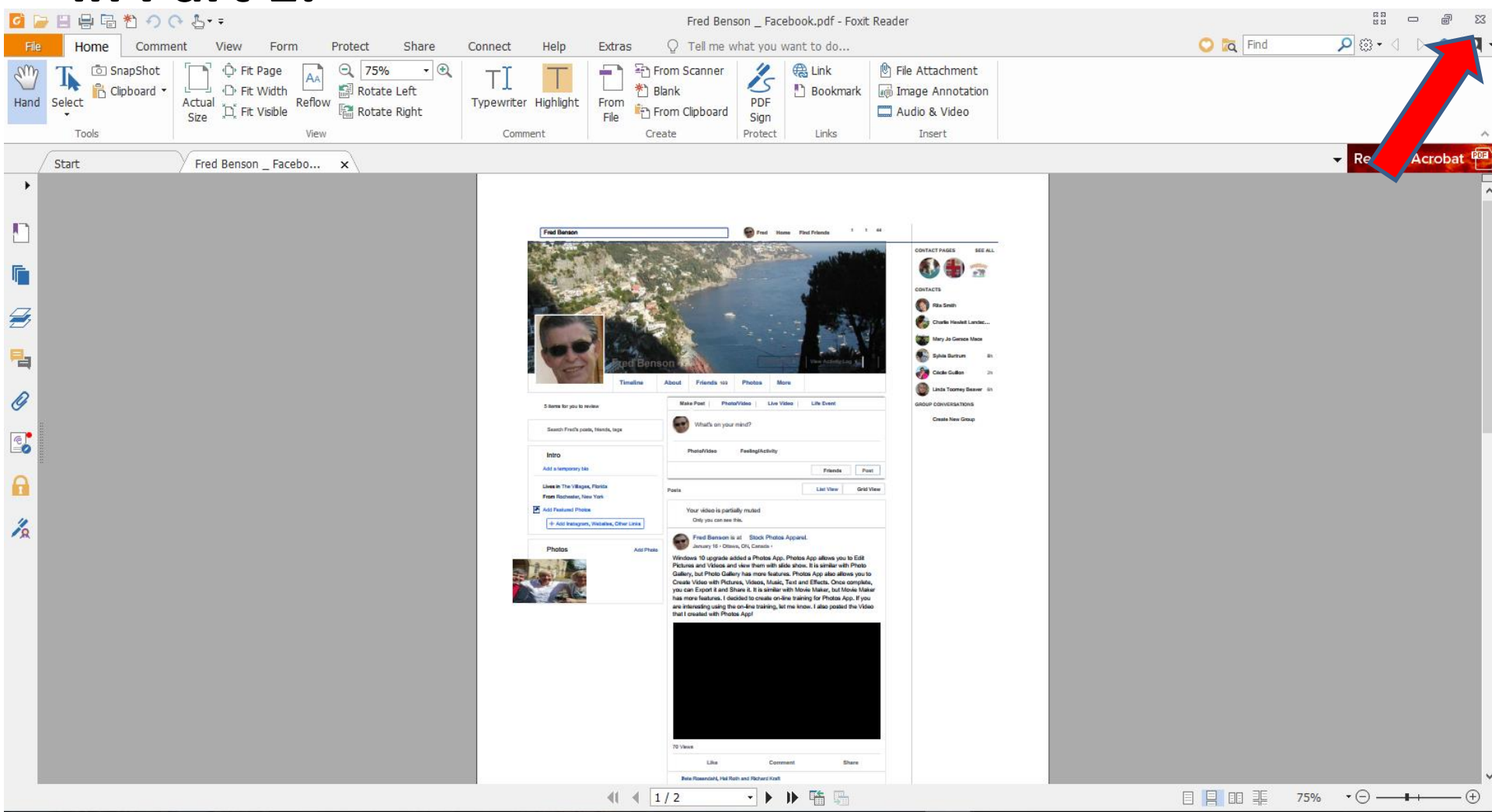
Zoom: 96.82%
Document: 8.5 x 11.0 inch
Paper: 8.5 x 11.0 inch



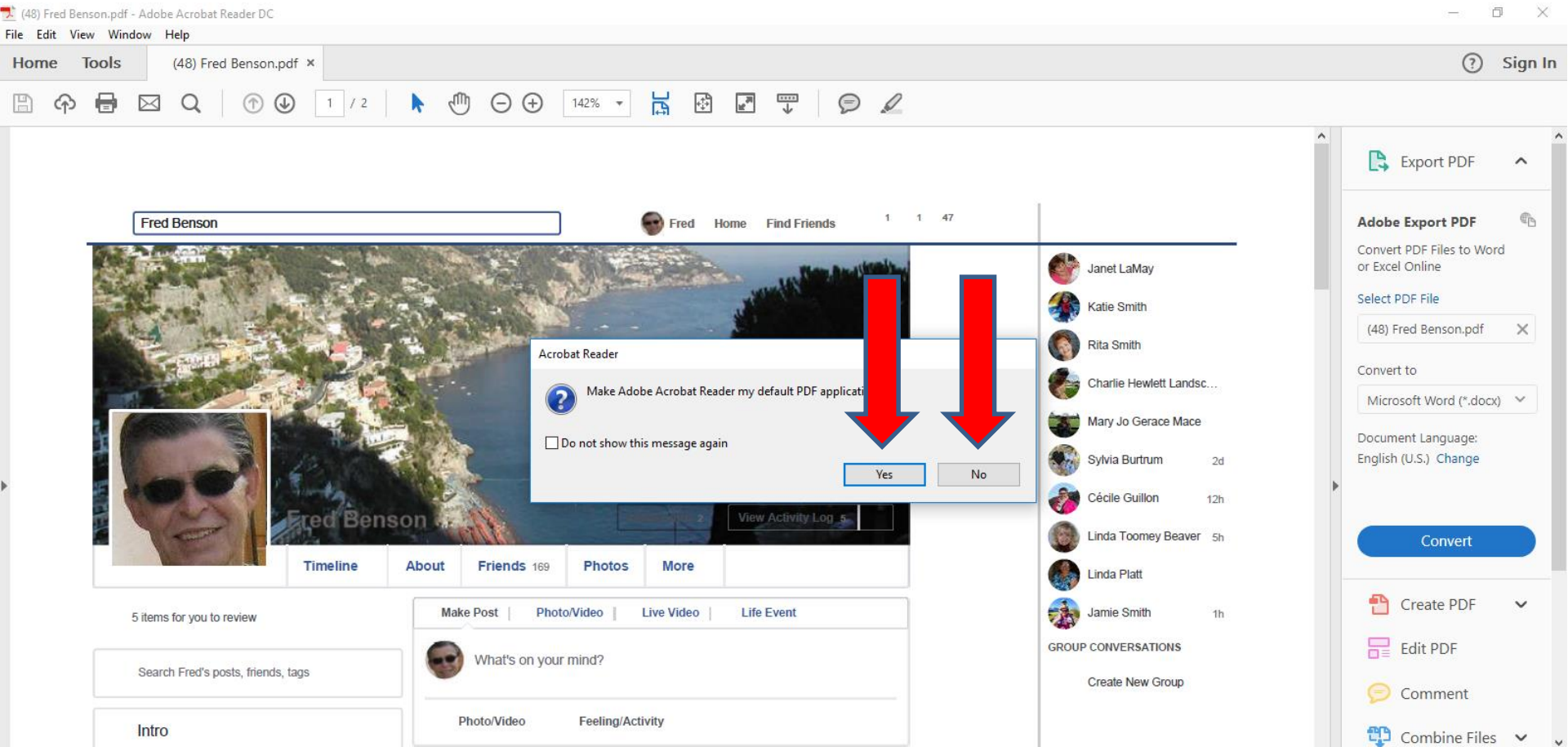


Page 1 of 2

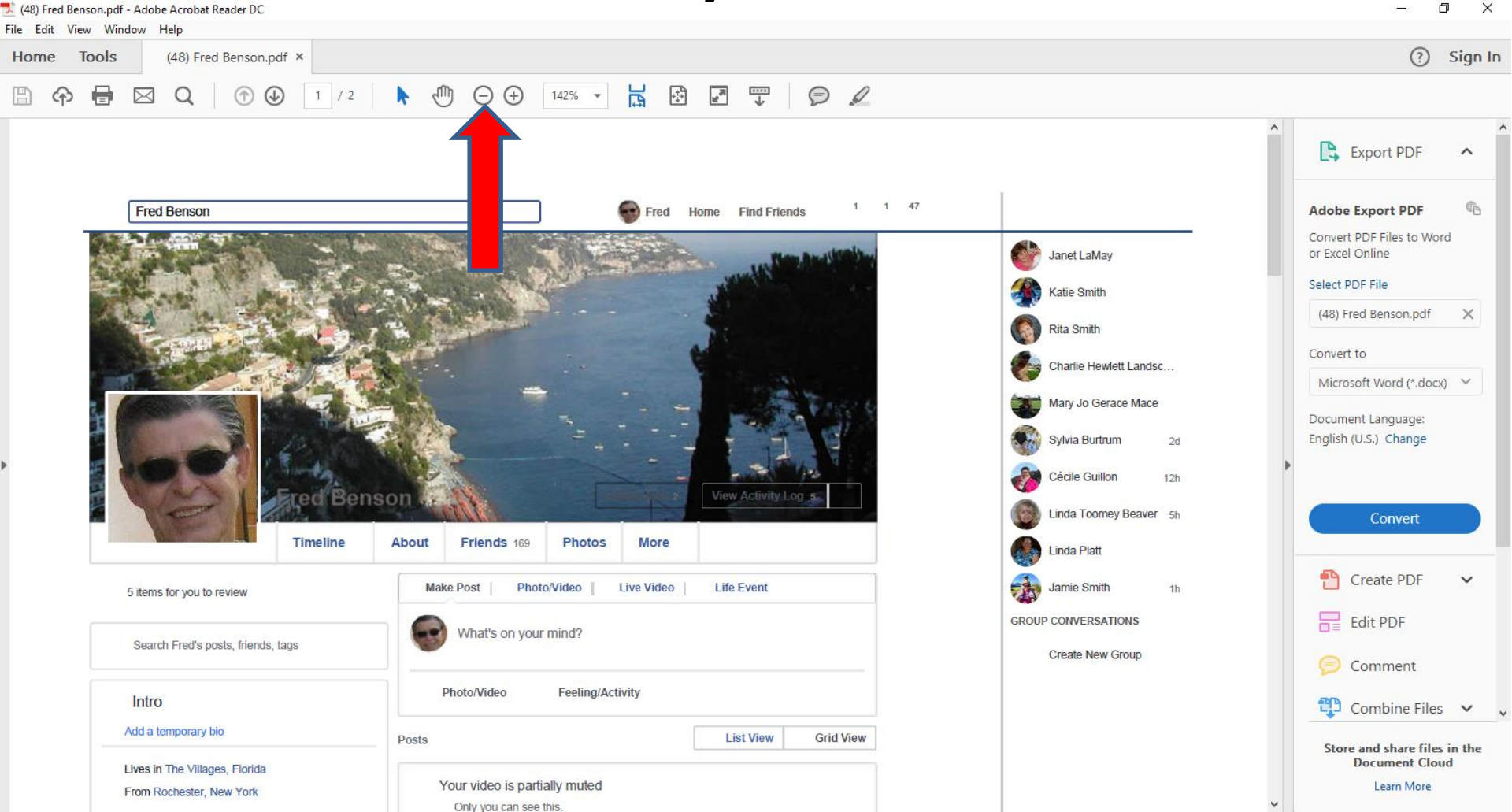
• Window closes and it starts to Print. To close Foxit Reader, click on X in the upper right. Next is a sample a PDF file to Adobe Reader as I showed you in Part 1.



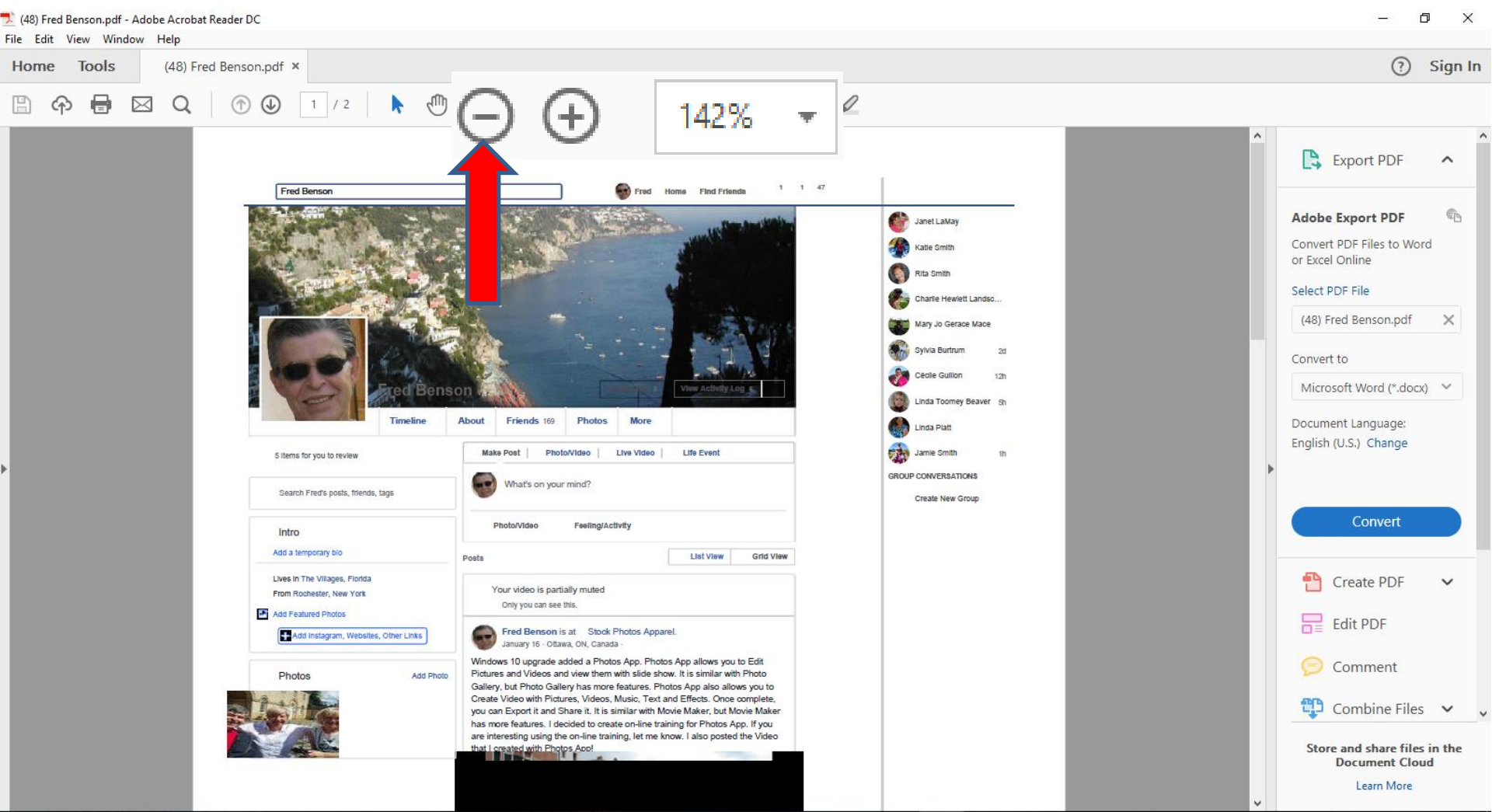
• Here is a sample when you print the PDF file to Adobe Reader. If it is not your default PDF Reader, a new window opens and asks if you want Adobe Reader default. You can click on Yes or No as I showed you in Foxit Reader. Next is No.



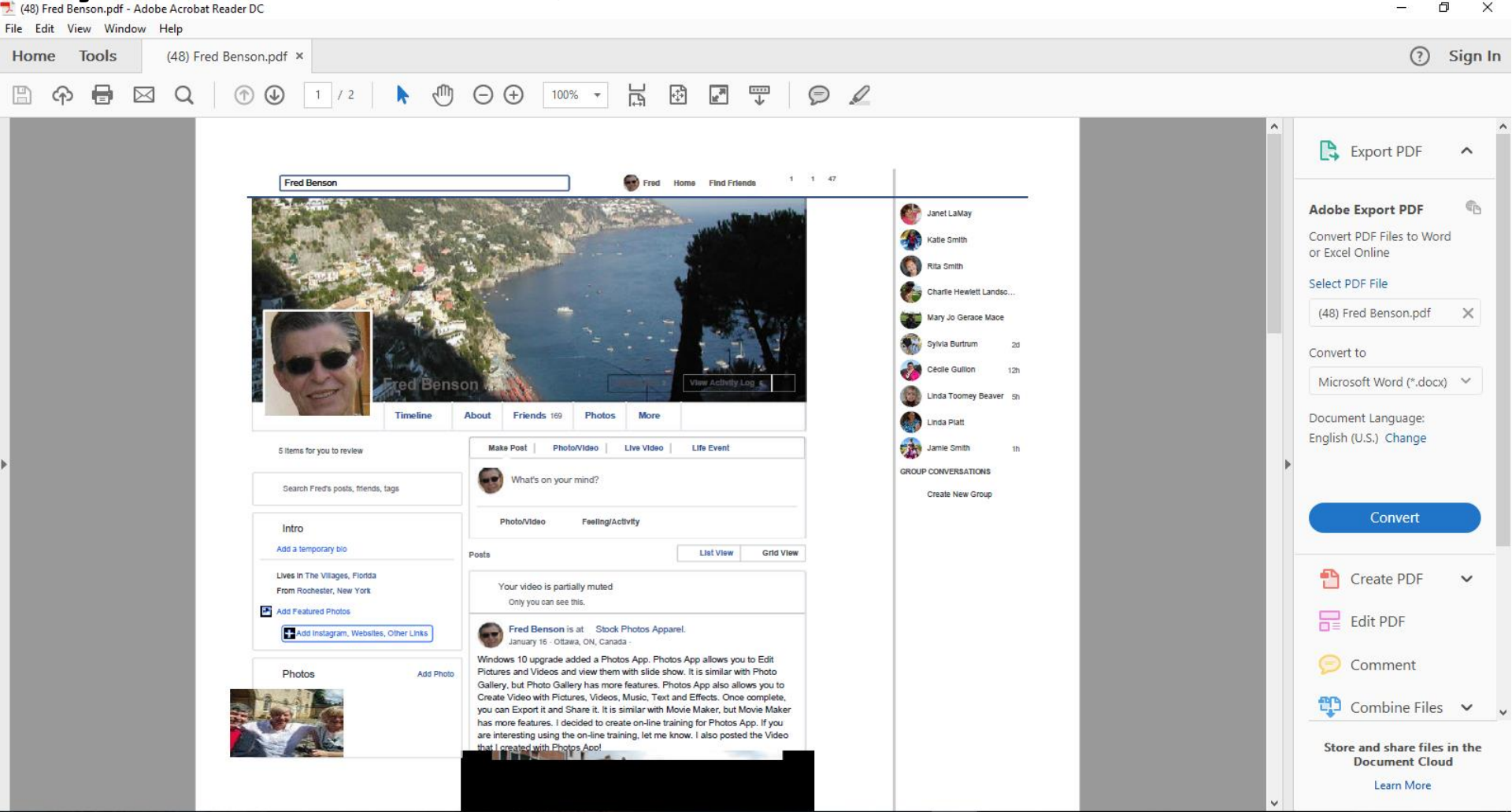
- I decided to click on No and the window closes. The page is large, but not as much as Foxit Reader. To change the size, you click on the Icon on Top. Next I will zoom in, so you can see it better.



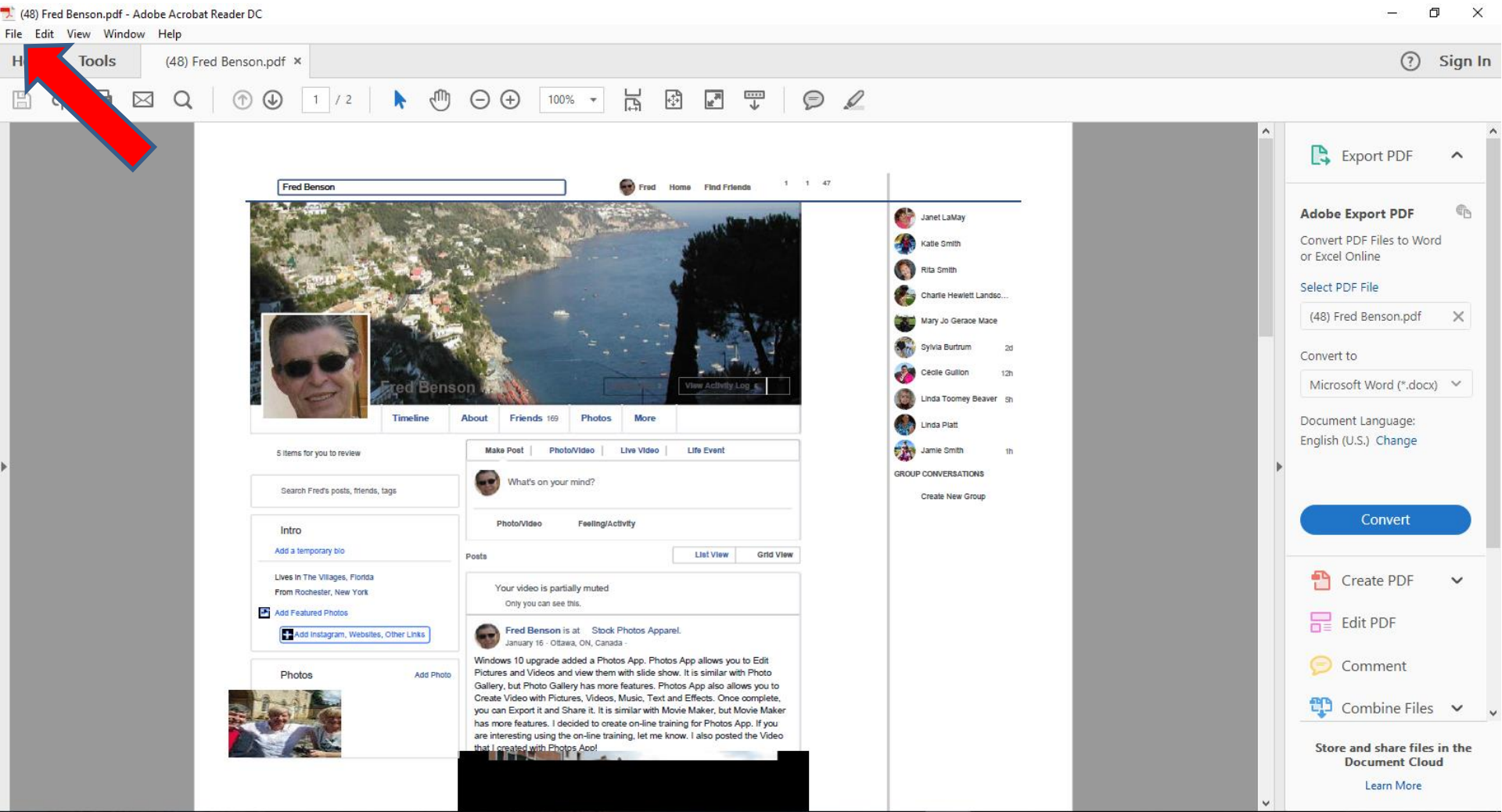
- You can see it better and click on it two times and next is a sample.

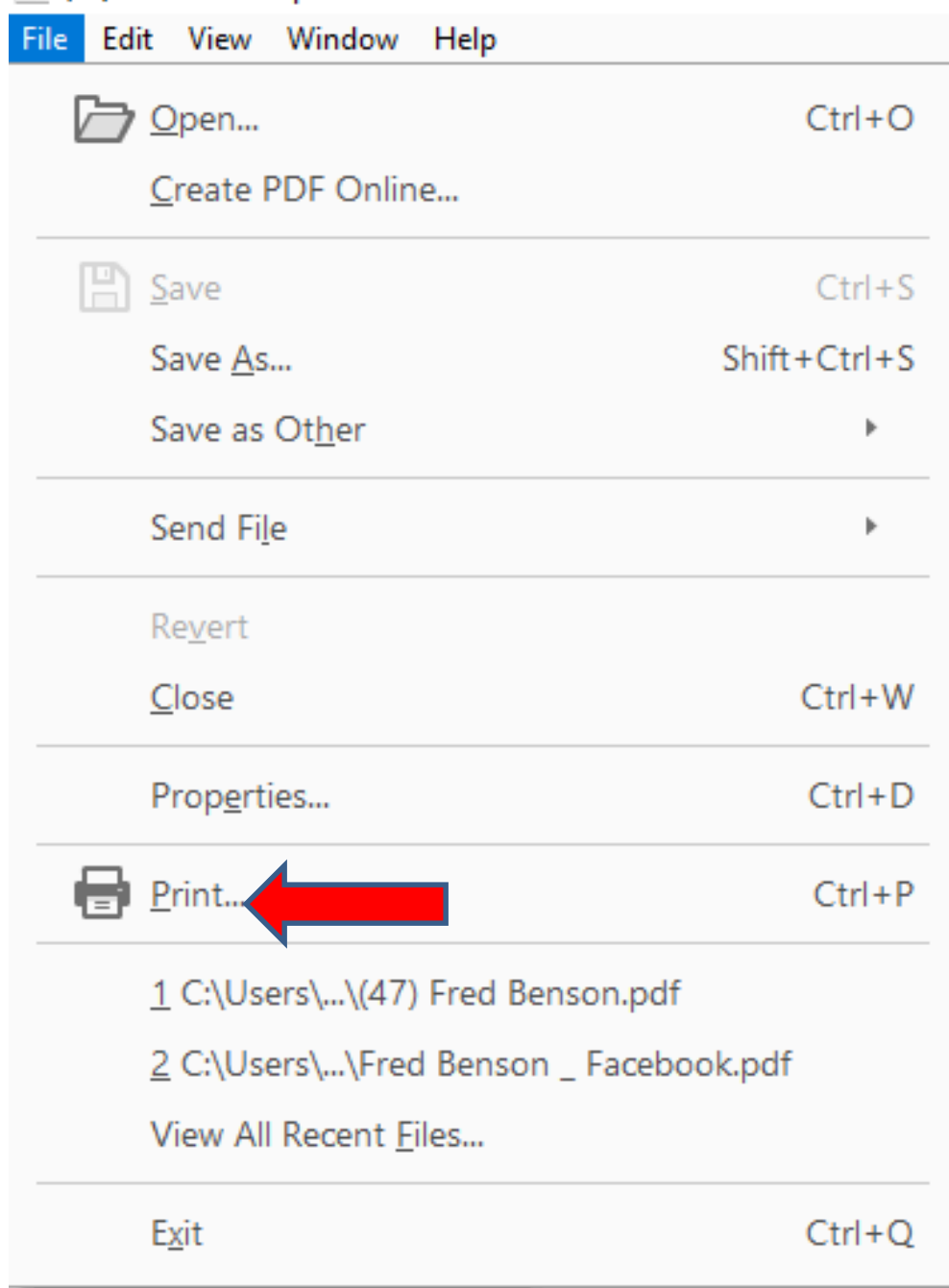


• Here is a sample of clicking on it two times. The layout is the same as Foxit Reader. As I mentioned before the other Browsers have better layout. If you want to Print, next is how to do that.



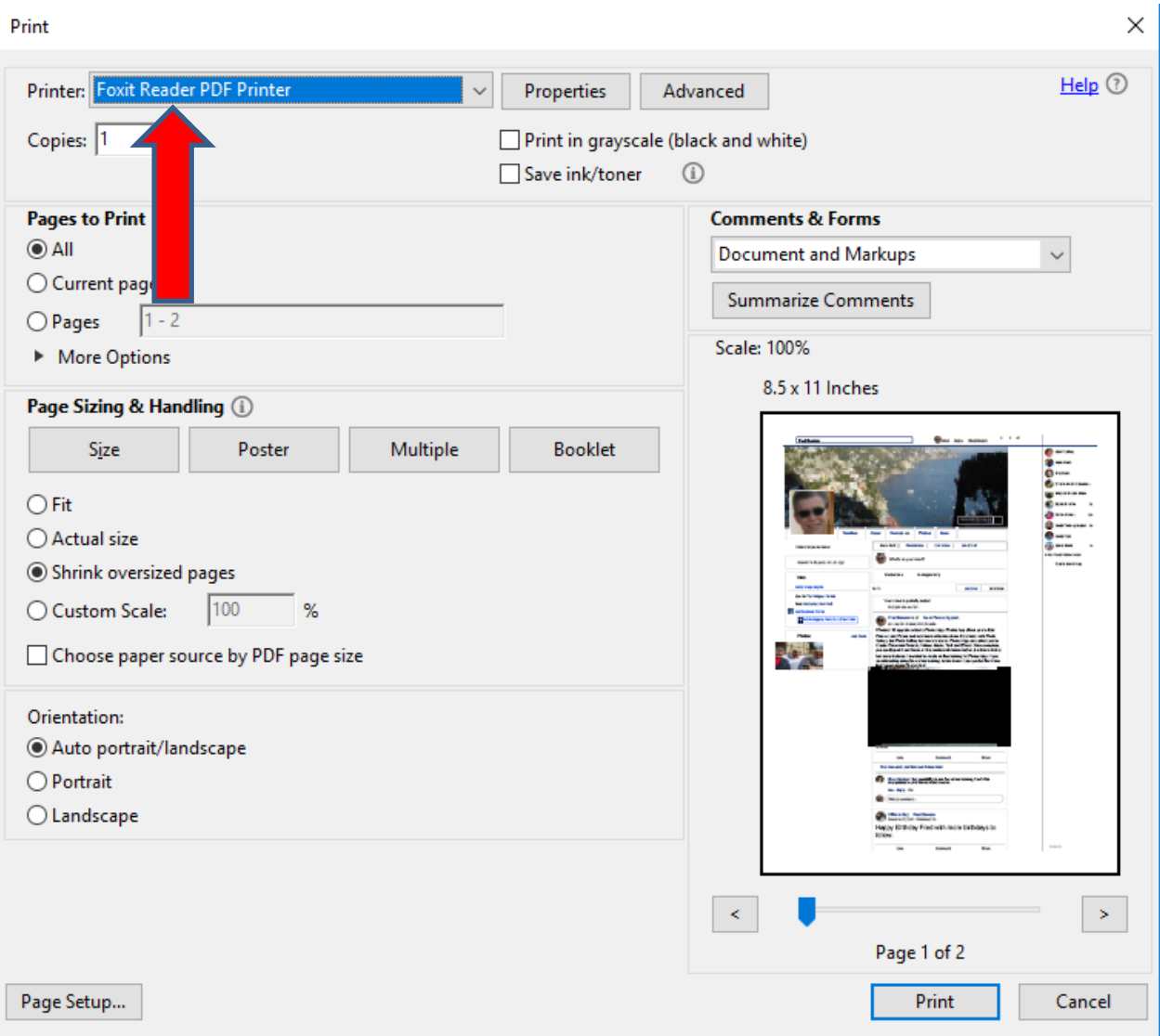
• To print it, click on File in the upper left and next is what happens when you click on File.



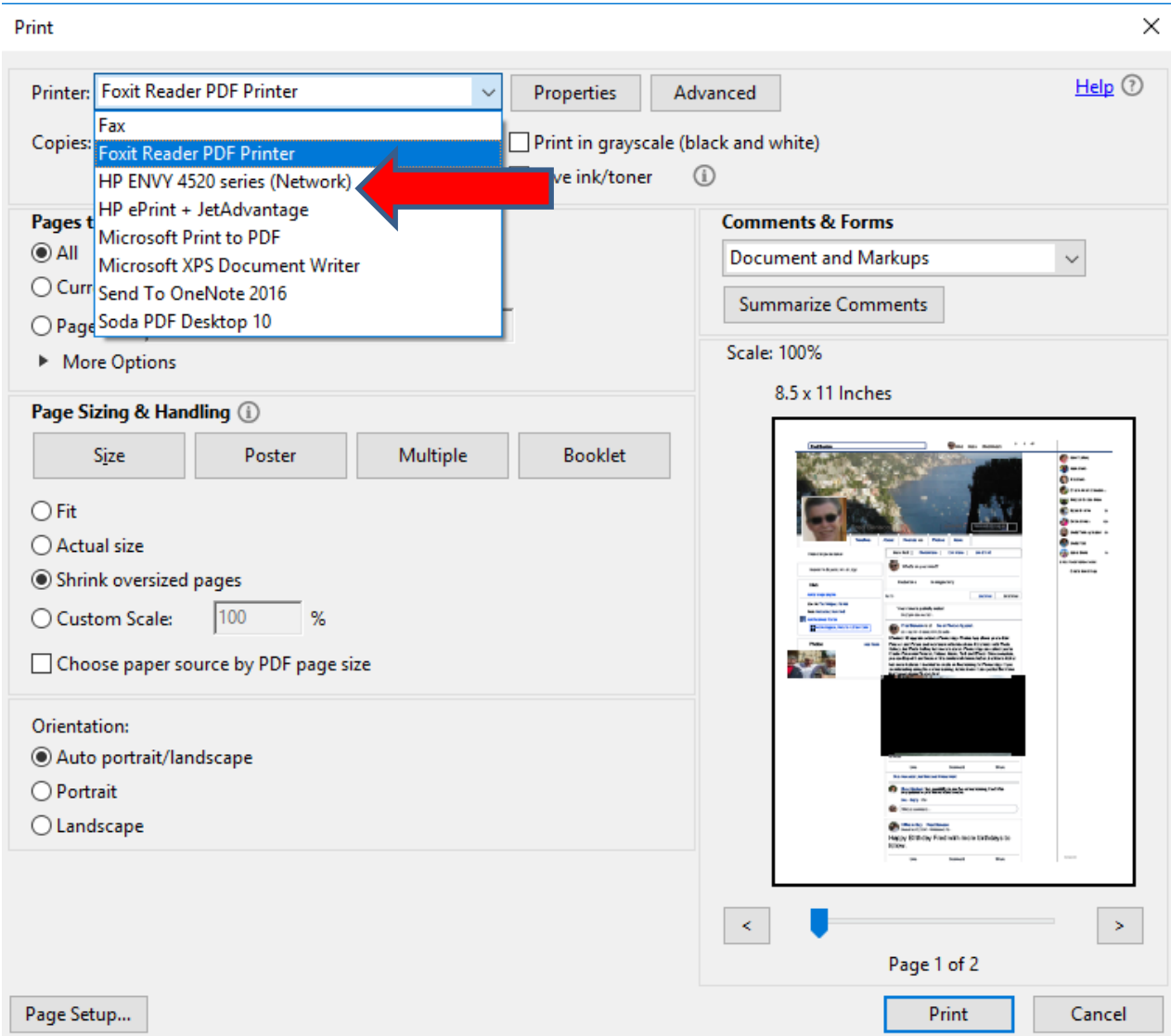


- **When you click on File, you see a list and then click on Print and next is what happens.**

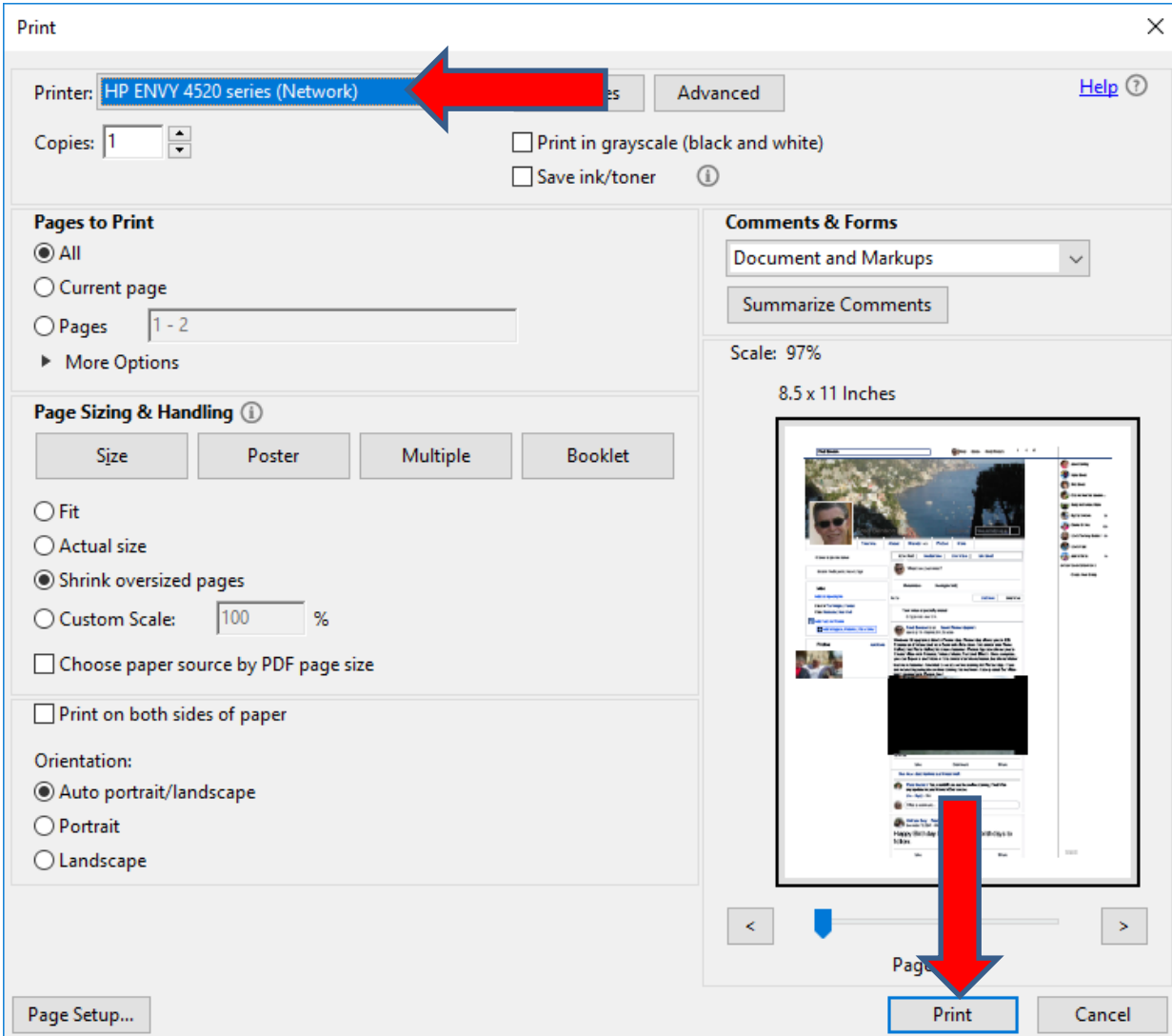
- **File closes and a new window opens similar to Foxit Reader and you see Foxit Reader is default. Click on it to change it, which is next.**



- 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 1 Internet Explorer.

The screenshot displays the Adobe Acrobat Reader DC interface. The main content area shows a Facebook profile for Fred Benson, including a profile picture, cover photo, and a post about the Windows 10 Photos App. The right sidebar is open to the 'Adobe Export PDF' tool, which allows for converting PDF files to Word or Excel Online. A red arrow points to the close button (X) in the top right corner of the window.

(48) Fred Benson.pdf - Adobe Acrobat Reader DC
File Edit View Window Help

Home Tools (48) Fred Benson.pdf x

1 / 2 100% [Icons]

Export PDF

Adobe Export PDF

Convert PDF Files to Word or Excel Online

Select PDF File

(48) Fred Benson.pdf x

Convert to

Microsoft Word (*.docx) v

Document Language: English (U.S.) Change

Convert

Create PDF v

Edit PDF

Comment

Combine Files v

Store and share files in the Document Cloud

Learn More