



Switching Printers at CELOP

MLL Primer

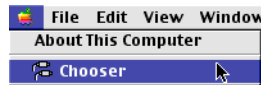


To change which printer a particular computer prints to, follow the directions below for whichever Mac operating system (OS) your computer runs. Note that when you change the default (automatic) printer assigned to a computer, it stays that way until you change it again.

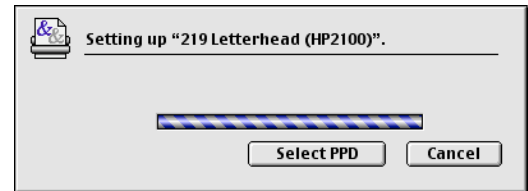
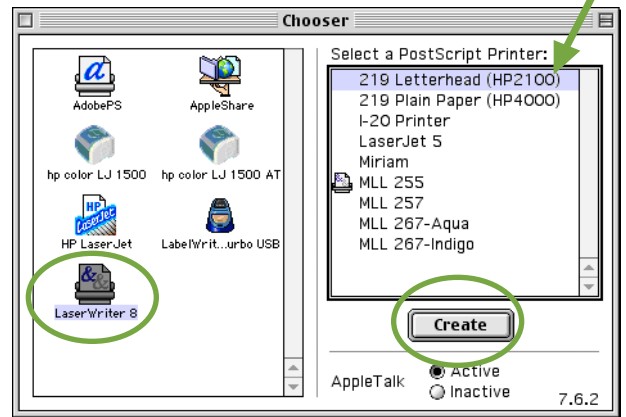
Using Mac OS 7.5 – 9

Option 1

- Open the **Chooser** (right) from the Apple menu.

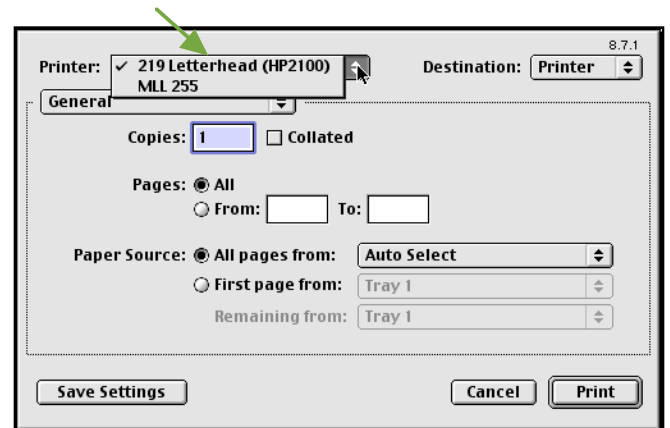


- Click on **LaserWriter 8** on left.
- Click on desired printer on right.
- If you don't see a printer icon next to the printer you chose, click on **Create**. You only have to do this one time.



Option 2

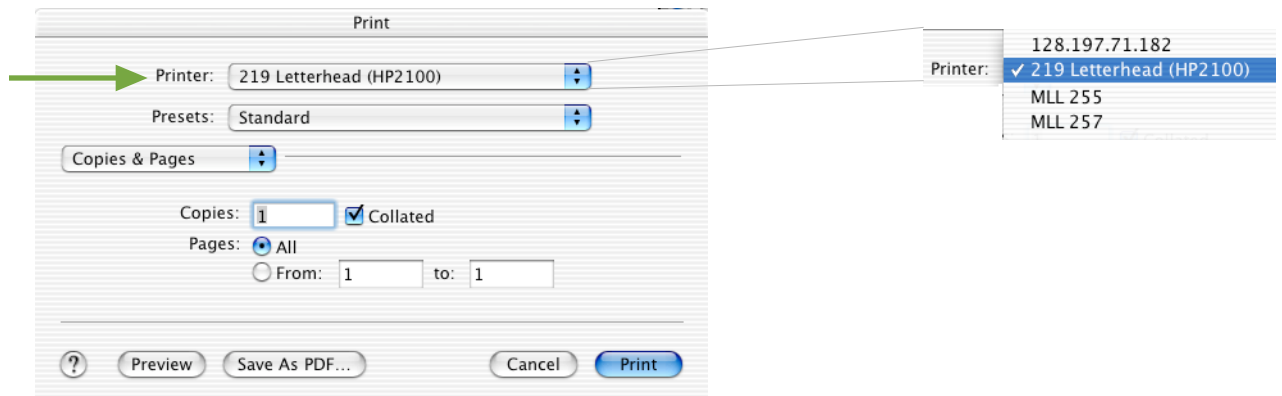
- Print your document (**File > Print**).
- From the **Print dialog box** (below), select the desired printer from the pop-up menu.



Using Mac OS X

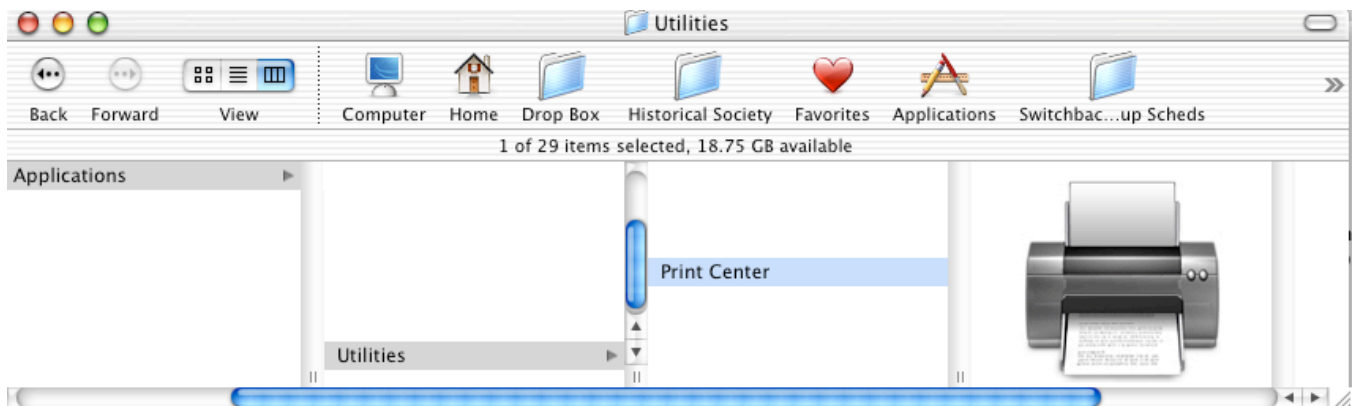


- Print your document (**File > Print**)
- From the **Print dialog box**, select the desired printer from the pop-up menu.



- Any printer used in OS X must first be added using the **Print Center**.
- To **add** a printer:

- Open the **Print Center (Applications:Utilities)**



- Click on **Add** icon (below left).
- Locate the printer you want through **AppleTalk** (below right).
- Click **Add** button.
- To switch printers again, do it through the Print dialog box, above.

