

How to: Set a Default Printer

To Begin: Click the Start Button

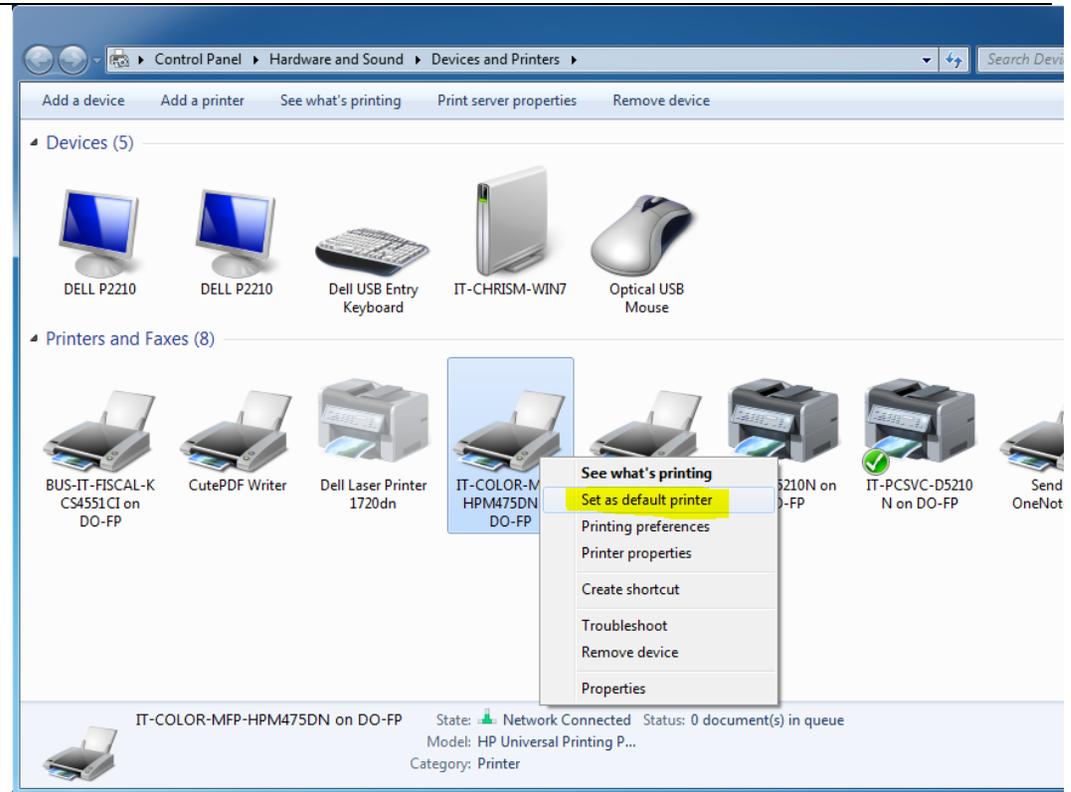


Next: Click on Devices and Printers



Next: Select the printer you would like to set as the default.

Next: Right click on it and click "Set as default printer"



Complete: Pat yourself on the back! You have a new Default Printer 😊