

## Worksheet 5.2.2: Managing Printers

1. To add a new printer, you will need to click on the **Start** button, go to **Settings**, choose **Printers**, and then select \_\_\_\_\_.
2. The six steps to adding the local printer using the Add Printer Wizard are:  
  
Step 1 Select \_\_\_\_\_ printer.  
  
Step 2 Locate the \_\_\_\_\_ on the manufacturer and model list.  
  
Step 3 Select the printer \_\_\_\_\_.  
  
Step 4 \_\_\_\_\_ the new printer, especially if there are many printers being used.  
  
Step 5 If you wish, you can set this printer to be the \_\_\_\_\_ printer, if it is the one most commonly used printer.  
  
Step 6 Print a \_\_\_\_\_ page.
3. You can access the print manager by clicking on the \_\_\_\_\_ icon on the right side of the taskbar.
4. You can access the print manager by going to the \_\_\_\_\_ folder under Settings on the Start menu, then \_\_\_\_\_-click on the printer you are using.
5. Sometimes you will encounter a printer \_\_\_\_\_. Then a pop-up \_\_\_\_\_ appears to let you know what it is.