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1. Same-day products: Select products are available the same day. For same-day standard pickup, products must be ordered by 12 pm. Standard pickup orders placed after 12 pm will be available the next day. Standard pickup times may vary, based on product quantity. For same-day Express pickup, products must be ordered within three and a half hours of store closing. Express pickup orders placed within three and a half hours of store closing will be available the next day. Allow three hours after you have placed your order for the pickup time. Fees apply. Limited quantity. To see a complete list of same-day products, visit www.staples.com/services/printing/same-day-services/. SEMI-ANNUAL SALEUp to 40% off personalized gifts just for them - or youAdd photos and other custom touches to make a little something special for everyone. Download Article A step-by-step guide to printing a document from your Windows or Mac computer Download Article Using WindowsUsing Mac(Q&A)Tips/Warnings Do you have important documents or school assignments to print? You can easily print a file if you have a computer and a working printer. Be sure your printer is updated and connected to your computer. If it's wireless, make sure it's on the same Wi-Fi network. You'll be able to print a variety of files, such as PDF, Word documents, Excel spreadsheets, and more. This wikiHow will show you how to print a document using your Windows or Mac computer. Make sure your printer is updated, connected, and turned on. It must be added to your computer's devices.On Windows, open the document. Press "Ctrl" + "P" to open the print menu. Adjust the settings, and then click "Print".On Mac, open the document. Press "CMD" + "P" to open the print menu. Adjust the settings, and then click "Print".1Make sure that your printer is connected and turned on. If your printer connects over Wi-Fi, this will mean making sure that you're on the same Internet network as your printer; otherwise, you'll need to plug your printer's USB cable into your computer.[1] 2 Advertisement 3On your keyboard, press Ctrl+P. This is the keyboard shortcut to open the print menu.You can also manually open the print menu by clicking the printer icon.In some apps, you'll need to click File and then Print.The print menu may look different depending on the application used to open your file.4Select your printer. Click the "Printer" drop-down box, then click your printer's name.If you don't see your printer, you'll need to add it.5Select a number of copies. In the "Copies" box, type in the number of copies of the document that you'd like to print.[3]This is different than the number of pages.6Edit other print settings. The menu for each document type will vary, but you'll have the following options for most documents:[4]Orientation: Determine whether your document is oriented vertically or horizontally.Color: Decide between printing in black and white or including color printing. You must have colored ink in your printer to print in color.Number of sides - Choose single-sided printing to print one sheet of paper per page, or choose double-sided printing to use both sides of a piece of paper.7Click Print. It's either at the bottom of the window or at the top of the window. Your document will begin printing. Advertisement 1Make sure that your printer is connected and turned on. If your printer connects over Wi-Fi, this will mean making sure that you're on the same Internet network as your printer; otherwise, you'll need to plug your printer's USB cable into your computer.[5]Be sure to update your printer drivers.2Open the document you want to print. This could be a PDF, Word document, Pages document, or even pictures.[6]Use the Finder to find the file if needed.3On your keyboard, press Command+P. This is the keyboard shortcut to open the print menu.[7]You can also click File at the top toolbar and then Print.The print menu may look different depending on the application used to open your file.4Select your printer. Click the "Printer" drop-down box, then click your printer's name in the drop-down menu.5Select a number of copies. Choose the number in the "Copies" field.6Edit other print settings. Click Show Details to expand the "Pages" settings.[8]Pages: Select pages to print. If you leave "All" selected, your entire document will print.Paper size: Use this option to scale your printer's margins up or down for different paper sizes.Orientation: Determine whether your document is oriented vertically or horizontally.Number of sides: Choose single-sided printing to print one sheet of paper per page, or choose double-sided printing to use both sides of a piece of paper.7Click Print. It's in the bottom-right corner of the window. Your document will begin printing.[9] Advertisement Add New Question Question Can I print on an Asus laptop? Yes. You can print on almost all laptops. If you have a good printer and a newer model laptop, you should be able to print wirelessly. Question How do I print if there is no file icon to click on? You can use "control + p" to print the document. Question Can I print from an iPad? Yes. If you are using Word or Pages on iPad, you can go to file, and then print. If you wish to print a picture, you can click on share, and then select the print option. See more answers Ask a Question Advertisement Thanks Thanks Thanks The advice in this section is based on the lived experiences of wikiHow readers like you. If you have a helpful tip you'd like to share on wikiHow, please submit it in the field below. Its frustrating to run into printing issues with your own computer. If youre struggling to print correctly, just toss the document on a thumb drive and hit up your local library. Theyll print the document out for you. If you ever have to print something on the road, ask whoever is at the hotel desk. Theyll either print the document for you or direct you to a conference room where you can print the document. Advertisement Thanks Advertisement Written by: wikiHow Technology Writer This article was co-authored by wikiHow staff writer, Rain Kengly. Rain is a tech writer and editor for wikiHow with over 5 years of professional writing experience. In the past, Rain has worked with other creative writers as a Writing Tutor at San Francisco State University and has published gaming features, guides, and news articles for a variety of media outlets. Rain shares a lifelong passion for writing and gaming and is eager to grow alongside new tech inventions. This article has been viewed 900,961 times. Co-authors: 45 Updated: March 27, 2025 Views:900,961 Categories: Basic Computer Skills PrintSend fan mail to authors Thanks to all authors for creating a page that has been read 900,961 times. "Easy-to-understand instructions. The fright was taken away. Keep up the great work, I'm very nervous around computers! Thank you. "... more Share your story You can learn how to scan documents or photos from a USB or wirelessly-connected multifunction HP printer to a Mac computer by using the steps below. If the printer is not connected, get help setting it up through the USB Printer Setup for HP Printers (Mac)document.For wireless printer setup and connection, get help connecting the printer wirelessly. Lift the scanner lid and load the item to scan on the scanner glass.Place the item print side down on the scanner glass, and then position it according to the engraved guides along the edge of the glass (usually on the right-front corner or left-front corner). Using Automatic Document Feeder (ADF) Place the item print into the document feeder tray. The print side faces up, and the top edge goes into the tray first.Slide the item into the ADF until you hear a tone or see a message on the control panel display indicating that the loaded item is detected. Adjust the paper guides to fit the item. Click Scan. Once the scan is complete, click Done or Scan Next Item. Save to the desired location on the Mac by clicking Send, then Folder, and select where to save the scanned file.Copies & Custom DocumentsLetter, legal, and tabloid size availablePostcardsStarting at \$0.54 eachBusiness CardsStarting at \$0.14 each Printing on Windows 11 is a straightforward process that involves setting up your printer and sending documents or images to print with just a few clicks. First, ensure your printer is connected to your PC. Then, open the document you want to print, access the print menu, select your printer, and adjust the print settings as needed. Finally, click Print to send your document to the printer. Following these steps will help you print efficiently and with ease on the latest Windows operating system. Printing on Windows 11 is simple and accessible, allowing you to print documents or images from your computer. Heres how you can do it: Make sure your printer is connected to your computer. Before you start, ensure that your printer is either connected via USB or is on the same Wi-Fi network as your computer. This is crucial as your PC needs to recognize the printer to send print jobs effectively. Locate and open the document or image you want to print. You can open your document using applications like Microsoft Word, Adobe Reader, or even your web browser. Make sure the document is open and ready for printing. Press Ctrl + P on your keyboard or click on the File menu and select Print. This command opens the print dialog box, where you can select your printer and configure your print settings. Its a universal command across most applications. Select the printer you want to use from the list. If you have multiple printers connected, make sure to select the correct one. The printer list shows all printers available to your computer, so double-check to avoid printing to the wrong device. Set your desired print preferences, such as color, orientation, and number of copies. The print settings allow you to customize the output. You can choose to print in color or black and white, change the paper orientation, or select a specific range of pages to print. Click the Print button to start printing. Once youve set everything up, hit the print button. Your document will be sent to the printer, and you should see the printing progress on your computer or printer display. After following these steps, your document will be printed. You can pick it up from the printer tray once its done. Ensure your printer drivers are up-to-date to avoid compatibility issues. Use print preview to ensure your document looks exactly how you want it to before printing. Regularly check your printers ink or toner levels to prevent incomplete prints. Set your default printer to simplify the printing process. Save paper by printing double-sided or using print to PDF for digital storage. Open Settings > Devices > Printers & scanners, then click on Add a printer or scanner and follow the on-screen instructions. Ensure that both devices are on the same network and that the printer is turned on. Check for any connection issues. Yes, as long as your printer supports wireless printing and is connected to the same Wi-Fi network as your PC. Go to Settings > Devices > Printers & scanners, select your printer, and click Set as default. Open the printers queue, cancel the stuck job, and try printing again. Restarting the printer and PC may also help. Connect your printer to the PC. Open the document you wish to print. Access the print menu using Ctrl + P or File > Print. Select the correct printer. Adjust the print settings as desired. Click Print to start the printing process. Printing on Windows 11, as with previous versions of Windows, is designed to be user-friendly and intuitive. Whether youre printing a school report, family photos, or professional documents, the process remains largely the same. Its essential to ensure that your printer is correctly connected and that youre familiar with the print options available to you. By keeping your printer drivers updated and regularly checking your printers ink or toner levels, youll minimize disruptions and maintain a smooth printing experience. Windows 11 has brought changes to the user interface, making it even more seamless to interact with devices like printers. The operating systems consistent updates strive to enhance the end-user experience, so staying informed about new features and improvements can be beneficial. In todays digital age, while much is shared online, the need for physical prints remains. Whether its for legal documents or creative projects, knowing how to print on Windows 11 ensures that youre prepared for any task that requires a hard copy. So, get printing, and enjoy the ease and efficiency Windows 11 brings to the table!Matthew Burtleigh has been writing tech tutorials since 2008. His writing has appeared on dozens of different websites and been read over 50 million times.After receiving his Bachelors and Masters degrees in Computer Science he spent several years working in IT management for small businesses. However, he now works full time writing content online and creating websites.His main writing topics include iPhones, Microsoft Office, Google Apps, Android, and Photoshop, but he has also written about many other tech topics as well.Read his full bio here.

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