

Purchasing a Printer

Ask yourself the following:

Ink-Jet:

(In all cases try to stick to name brand printers – HP, Epson, Brother and Canon)

- 1 – Do I want to print photographs?
 - a) Look for a 6 color printer
 - b) Can I get cartridges at a discount in area? (Costco – Staples)
 - c) Cost of replacement cartridges

- 2 – Do I want an ‘All-In-One’ printer (Printer, Scanner, Copier)?
 - a) Should it include a Fax?
 - b) Saves on space
 - c) If it breaks – you are out all the different parts
 - d) Cost and availability of cartridges

- 3 – Do you want a simple Ink-Jet printer?
 - a) Cost and availability of cartridges
 - b) Size of printer

Laser (B&W)

- 1 – Do I print a great deal of B&W copies per month?

- 2 – Do I want the printer to be networked (all computers at home can print to it without using printer sharing)? If Yes look for a printer that has ‘Ethernet’ capabilities.

- 3 – Look for how many pages you get from a Laser Cartridge and it cost. Look for speed of printer, how many pages per minute.

- 4 – Cost of cartridge

Color Laser:

- 1 – These are getting cheaper all the time. There are some in the \$200 range, but the cartages can cost more than the printer.

- 2 – Check price of cartridges and how many pages you get from each

Printer Drivers

Drivers that are included with Tiger – PPC Mac can be found at:

<http://docs.info.apple.com/article.html?artnum=301175>

Driver that are included with Tiger – Intel Mac and be found at:

<http://docs.info.apple.com/article.html?artnum=303057>

Mac OS X 10.4

Installing and updating printer software

Mac OS X comes with software that makes most printers compatible with your Mac. However, some printers require you to install software, such as drivers or PPD files, before you can print documents or use special features of the printer.

If you see "Driver not installed" when you add a printer, if you can't find a printer you want to add, or if you don't see settings for your printer's features in the Print dialog, you may need to install the printer software.

In addition, manufacturers update their software periodically. You should check the manufacturer's website for the latest version of the software for your printer.

You may be able to use the Supplies button in the Print dialog to find your printer's latest software. Open a document, choose File > Print, and choose your printer from the Printer pop-up menu. If the Supplies button is available, click it. A webpage appears that contains items for your computer, such as ink and paper. If the software is there, download it, and follow the instructions that come with it to install it.

If the Supplies button is not available or if the software is not on that webpage, look for the software at your printer manufacturer's website. After you download the software, follow the instructions that come with it to install it.

If necessary, you may need to install the software that came with the printer.

If your printer came with a disc, insert it in your disc drive. Find the software installer for the printer and open it. Follow the onscreen instructions to install the software.

When you finish installing the printer software, you can set up to print to your printer.

How to add a USB printer

If your printer does not appear in the Printer pop-up menu, find and install the appropriate driver. Check any CD-ROM discs included with the printer, or the website of your printer's manufacturer. Only users with an administrator account can install software.

Tip: You can also open the Printer List window from Printer Center (Mac OS X 10.2.8 or earlier) or the Printer Setup Utility (Mac OS X 10.3 Panther, or later).

Check the Printer menu again after installing the software. If the printer does not appear, you may need to do this:

Make sure the printer is connected to your computer, plugged in, and turned on.

- 1 For Mac OS X 10.2.8 or earlier, from the **Printer** menu in the print dialog choose **Edit Printer List**. The Printer List window appears.
- 2 For Mac OS X 10.3 or later, choose **Show Printer List** from the **View** menu. The Printer List window appears.
- 3 Click the Add Printer button.
- 4 Choose USB from the first pop-up menu.
- 5 Select your printer from the list.
- 6 Click Add.

Close the Printer List window.

Troubleshooting printing issues in Mac OS X

Go to the following website and it will provide many answers to printer questions:

<http://docs.info.apple.com/article.html?artnum=106714>

Deleting a print job

While the document is printing, click the printer's icon in the Dock to open its Jobs window.

- 1 Select the document.
- 2 Click Delete.

If you only want to pause or resume the printing of an individual document, click Hold or Resume. If you're printing to a shared printer, you can't pause or resume the printing of a document.

Viewing the amount of supplies in your printer

You may be able to view the levels of the supplies in your printer. This information can include the amount of ink or toner remaining in your printer.

Open the document to print, and choose File > Print.

- 1 Choose your printer from the Printer pop-up menu.
- 2 Choose Supplies Level from the Copies & Pages pop-up menu.

If you don't see graphs displaying the levels of supplies, your printer may have come with a utility that displays this information. To open that utility, choose Print & Fax Preferences from the Copies & Pages pop-up menu, click Printing, double-click your printer, and click Utility.