Introduction
This instruction sheet describes how you can download and then use appropriate apps to print from your Android tablet. It also describes how you can scan a picture or document into your tablet if your printer has the facility to scan.

Printers and Wi-Fi
In order to use a printer with your tablet, the two need some way to communicate. Your tablet has Wi-Fi so that it can connect to the Internet. This can be used to communicate with your printer. Before doing any of the following make sure that your printer has Wi-Fi.

Finding and Downloading the Appropriate App for Printing
Each company that manufactures printers has their own app to allow printing from a tablet. For example, the company Epson has an app that lets one print from a tablet using an Epson printer. Similarly, the companies Brother and Hewlett-Packard have apps which let one print to their printers, and so forth.

To find and install an app for your printer do the following.
1. From a home screen touch the *apps icon* ⊞ at the top, right to go to the *Apps Screen*.
2. At the top, right of the *apps screen* are a downloading icon, a search icon and a menu icon. Touch the search icon (the magnifying glass) to cause an input box to appear at the top, left of the screen labelled *Search Google Play* as well as the keyboard.
3. Type in the name of the company that made your printer and the word printer (eg, Epson printer). A new screen will appear showing the apps that may be useful. Select the one that is appropriate and touch it to see its description. If it is not the appropriate one, touch the backup icon to go to the previous screen and select another app to check.
4. Once you find the appropriate app to print to your printer, find the *Install* button on the description screen and touch it. The app will download and install. When it has finished installing, the *Install* button will have become an *Uninstall* button and an *Open* button will appear.
5. Touch the home button to return to the home screen. An icon for your printer app should now appear there ready to use.
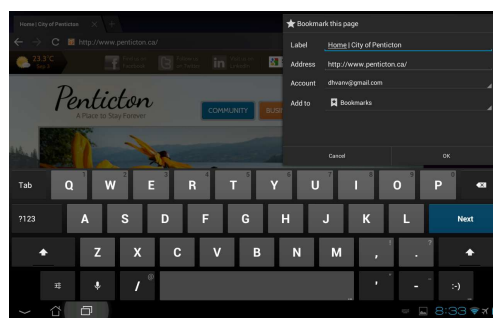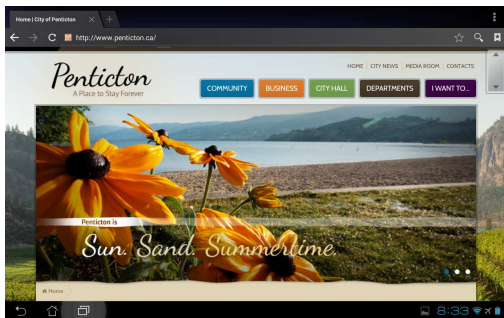
Starting **the Printer App**
The printer app lets you print various things such as web pages, photos and documents, and if the printer has a scan function, it will let you scan a picture or document into the tablet as well. To use the printer app do the following.
1. On the home screen touch the icon for the printer app. A new screen showing the functions available will show (see the picture at the right).
2. Touch the operation that you wish to perform.
3. Depending upon which operation you wish to use, follow the instructions below.
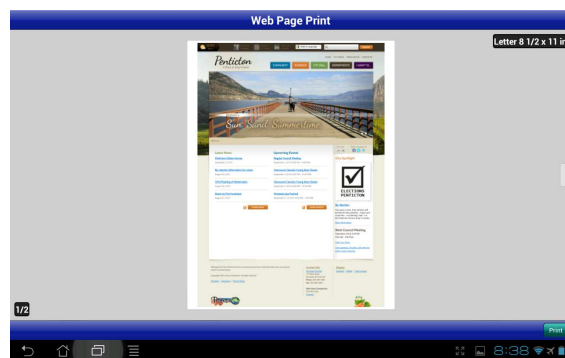
Printing a Web Page

If you are using the web browser of your tablet and find a web page that you would like to print, you should do the following.

1. Bookmark the page currently showing on your browser (above, left). Do this as follows.

   a. Touch the bookmark icon ⭐ at the top, right of the browser screen. A new screen appears (above, right) showing where you can type the label you wish to use for this page (some convenient name you choose) and its web address.

   b. Type the name you wish to use for this web page and touch OK. The page is now bookmarked with the name you specified.

2. You should now start up the printer app as described above. If it is already running, touch the multitasking icon 🔲 to show all the apps currently running and touch the printer app. Now actually print the web page as follows.

3. Touch the *Web Page Print* item in the printer app, a new screen will appear which likely shows the last web page that was printed. Ignore this web page.

4. At the bottom of the screen touch the menu icon ☰. A menu will appear along the bottom.
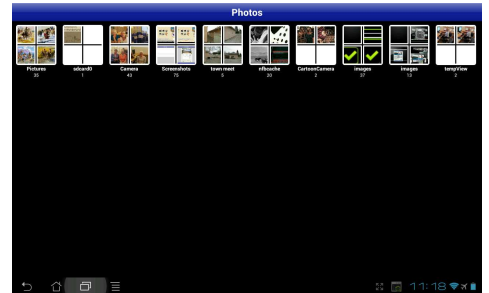

5. Touch the bookmark icon, the second from the right. A screen showing all the bookmarked web pages will appear. Scroll down to find the one that you wish to print and touch it. That page will now show.

6. Again touch the menu icon ☰ but this time since the page you wish to print is now showing, touch the printer icon (the one at the far right). A new screen appears showing the page to be printed. At the bottom, left shows how many print pages are needed to print the web page (eg, 1/2 viz page one of two). At the top right shows what paper will be used to do the printing.

7. If the paper specified is okay, just touch the print button at the bottom, right to cause the printing to take place.

8. If you need to change the print settings (such as the type of paper) do the following.

   a. Touch the menu icon ☰. This time, though, instead of the menu appearing, *Print Settings* will appear.

   b. Touch *Print Settings* to get a new screen which shows the various printer settings available.

   c. To change any setting, touch the arrow at the right side and then select the setting desired from the list that is shown. When all settings have been selected, touch the *Done* button. Use the back arrow ↰ to return the the previous screen to do the printing.

Printing a Photo

You can print a photo from a file that is stored somewhere in your tablet as follows.

1. Start up the printer app as described above.
2. From the list of print functions available touch *Photos*.
3. A new screen will appear showing the various folders in the tablet that contain photos. Touch one of them to select it (eg, Camera to select the photos taken by the tablet camera).
4. All the pictures currently in the selected folder will appear. Touch one or more of them to select the pictures you want printed. Then touch the *Next* button at the bottom.
5. A new screen appears showing the first photo to be printed. At the bottom, left shows how many photos are to be printed (eg, 1/2 viz photo one of two). At the top right shows what paper will be used to do the printing.
6. You will likely need to change the print settings to select photo paper and a proper paper size. Do the following to do this.
    a. Touch the menu icon ▤. Touch *Print Settings*. The *Print Settings* screen will appear.
    b. Touch Print Settings to get a new screen which show the various printer settings available.
    c. Touch the arrow at the right of the item *Paper Size*. From the list presented, select an appropriate size for the photo (eg, 4 x 6 in). Similarly select an appropriate *Media Type*, *Print Quality* and *Border*.
    d. When all settings have been set, touch the *Done* button. Use the back arrow ⤺ to return to the previous screen to do the printing.
7. Touch the *Print* button to cause the printing to take place.

Scanning a Picture or Document into the Tablet

If your printer has the ability to scan, then you can scan a picture or document into your tablet. Do this as follows.

1. Start of the printer app as described above.
2. From the list of print functions available touch *Scan* a new screen will appear telling your to place a photo or document in the scanning bed of the printer. Do this.
3. You will need to select the scanner. Do this as follows.
    a. Touch the menu icon ▤. Touch *Scan Settings*. The *Scan* Setting screen will appear.
    b. Make sure that the printer that does the scanning is selected by touching the arrow for *Scanner* and selecting the printer. Similarly, change the settings for *Image Type* and *Resolution* as desired.
    c. Touch the *Done* button.
4. Touch the *Scan* button. The printer will scan and an image will appear on the screen.
5. Long touch each of the angled lines at the top, left and bottom, right of the image and drag them to indicate what part of the scanned image you wish to use. Touch *Scan* again.
6. Touch *Save*, *Mail* or *Print* to perform the desired operation on the scanned image.