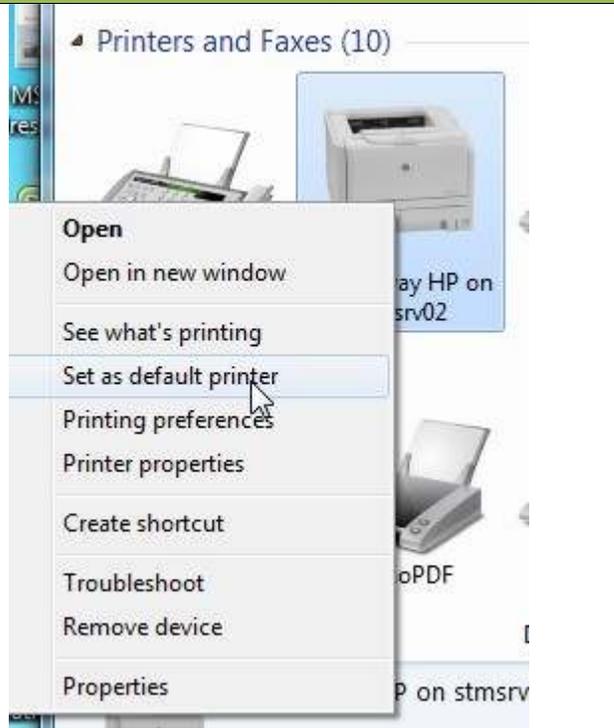**PURPOSE:** The purpose of this procedure is to demonstrate ho to set a default printer in Windows 7

OPERATING SYSTEM: Windows 7 is demonstrated in this procedure, but similar steps can be taken with Windows XP and Vista.

PROCESS STEP	REFERENCE IMAGE
STEP 1: Click on the START Button	
STEP 2: Click on DEVICES AND PRINTERS.	
STEP 3: Select the Printer you wish to make as the default	

Step 4: RIGHT-CLICK on the mouse to display the menu, then SELECT "Set as default printer"		
Step 5: The green "Check Mark" will be shown when properly selected.		