

# How To Download and Print a PDF Document



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## Introduction

**I have published several FREE versions of my [How To Guides](#) on my website. They are the shorter versions of How To Guides like this one are available specifically for paid subscribers, among many other benefits for \$5 or more per month, and are available individually for \$5.**

You should be able to follow the steps in the free versions with relative ease, but more granular steps will only be available in the paid versions. My hope is that you will consider either \$5 per month, among many other benefits on Patreon, or a one-time fee of \$5 very fair, and appreciate the value there.

I feel the need to publish the free versions of some How To Guides to give you a real sense of what you can expect with the more detailed, paid versions, and I hope that you won't hesitate to support my work.

My entire website and my home business is a labour of love, but I have truly enjoyed creating How To Guides since my days doing on-site and remote work as an IT contractor for residential and home business clients.

I created some guides for them, which they greatly appreciated, in exchange for signing up for a free Dropbox account via referral, and I would gain storage space as a result. I'm not doing that now, but still very much want to create these guides for people.

I created PDF versions of these How To Guides because I know it can be challenging and quite frankly frustrating to read something on your computer screen, then quickly try to remember the steps as you actually try and do things. I fully encourage you to print off this How To Guide and follow along at your own pace and for reference.

I have a personal connection to these as well and truly appreciate the struggles many face in learning how to use their computers. My Mom has repeatedly asked me to create How To Guides for her, as she is, and I say this with love and her full knowledge, probably the most non-tech savvy person you could ever meet. Not to compare her to anyone else, but she is my inspiration for creating these guides, and I hope you will appreciate them, and see the value in paying a fair amount for them.

Please note that the headings in the Table of Contents are clickable bookmarks in the PDF. Click each one to jump to that page, and click "Back To Top" to jump back to page 1.

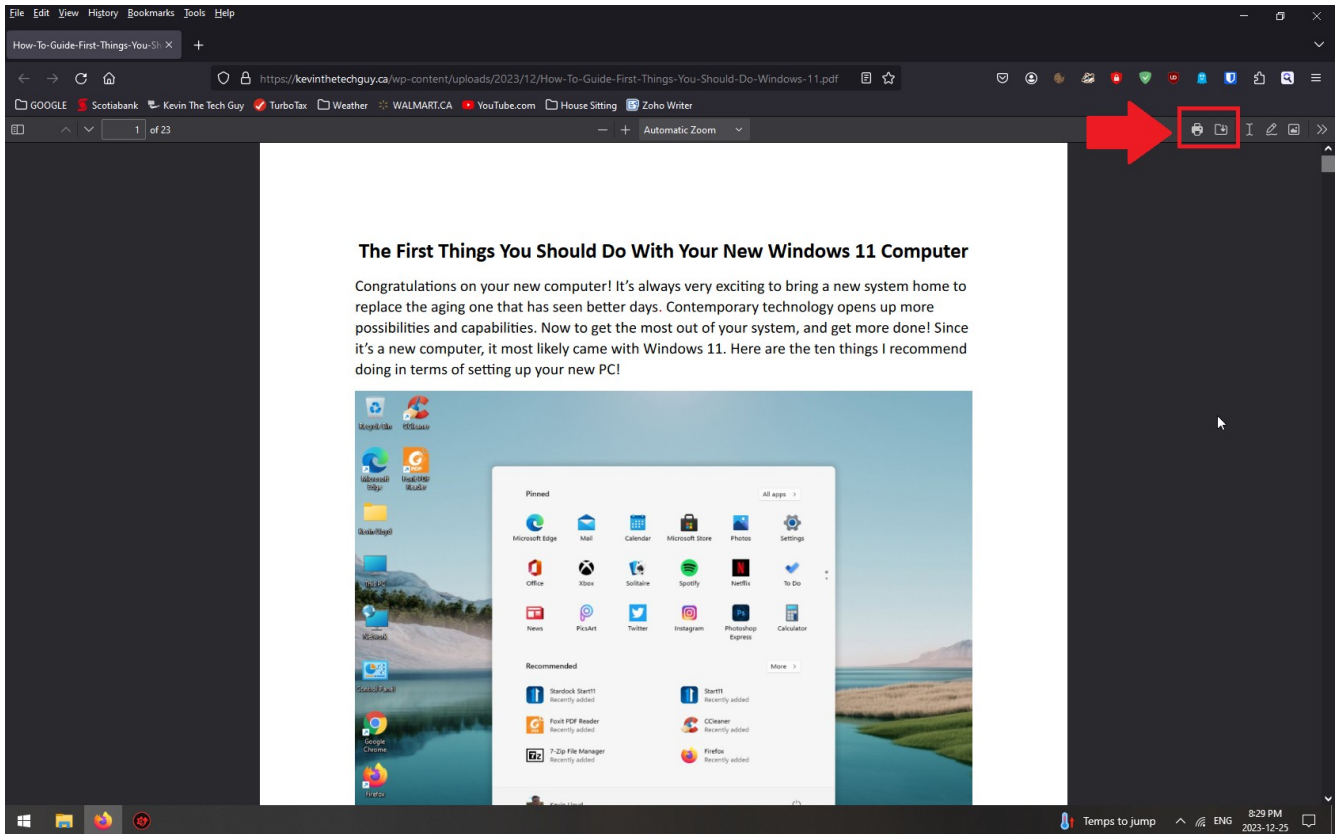
If you have any questions or concerns, please [CONTACT ME](#). Thank you.

**Kevin Lloyd**

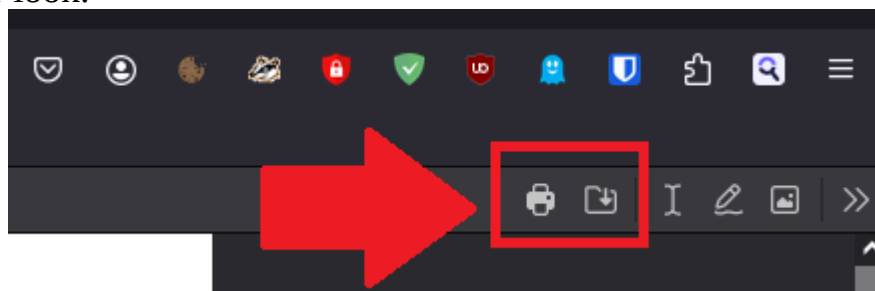
**KevinTheTechGuy.ca**

## Save a PDF File and Print It

When you click on a PDF link to save or print it, you should see a page that looks like this in your browser of choice. On the right-hand side, we'll focus on two options, "print" and "save". To save (download) the PDF file, single left click that icon.

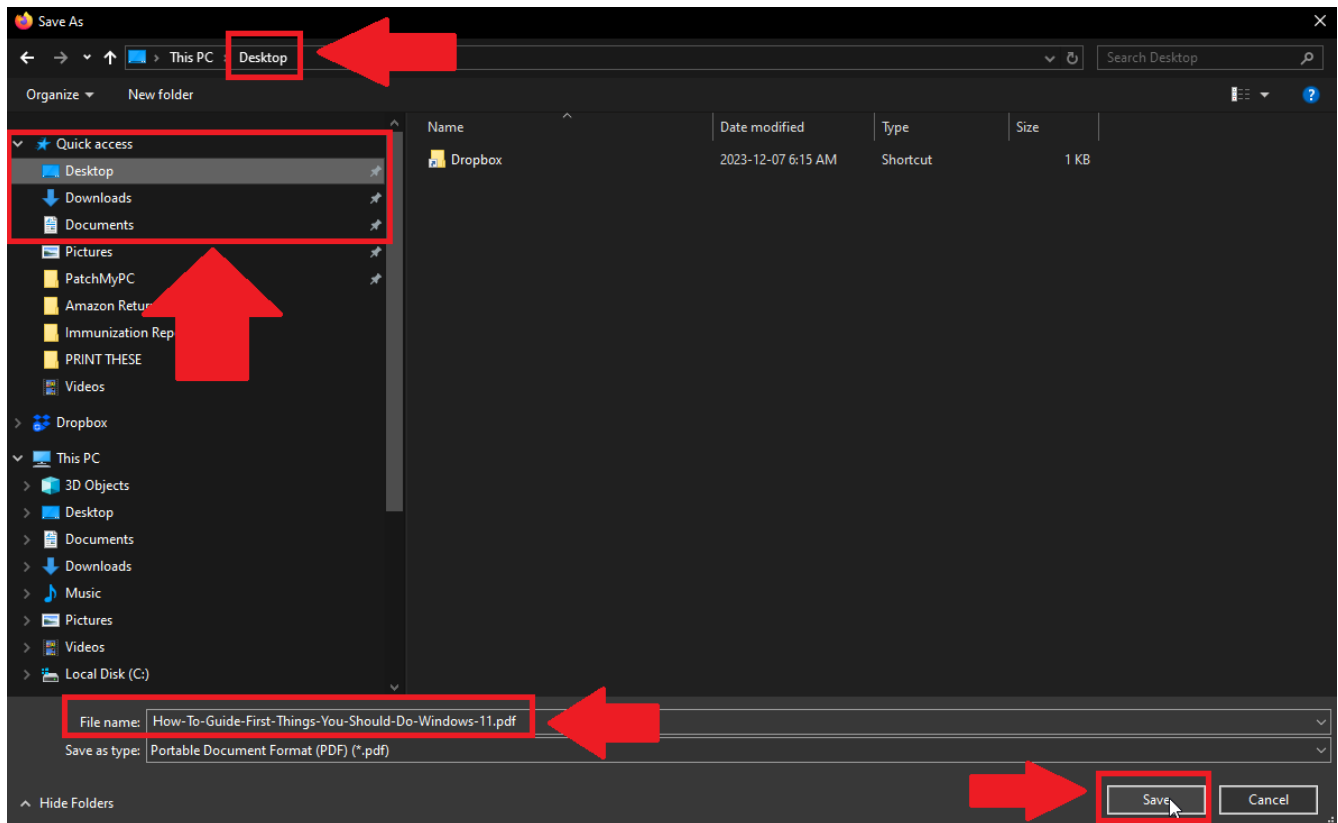


Here's a closer look:



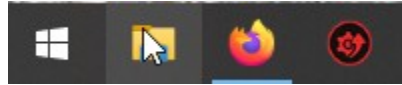
## Save PDF to a Folder On Your Computer

The file may download automatically to your "Downloads" folder, since that's the default setting. Otherwise, you may see a window like this. Choose the folder you want to save the file to, perhaps "Downloads", confirm what you want to name the file so you'll recognize it, then single left-click the "save" button.

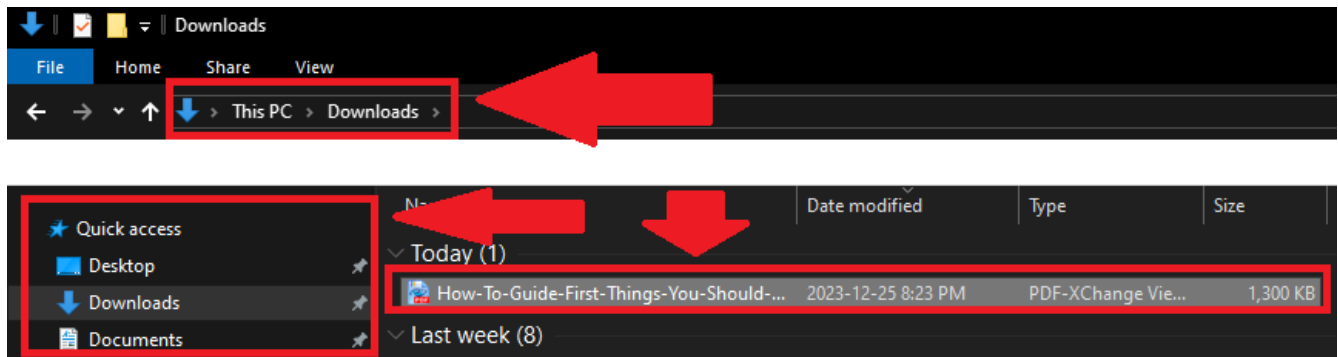


## Find the File, Open It, and Print It

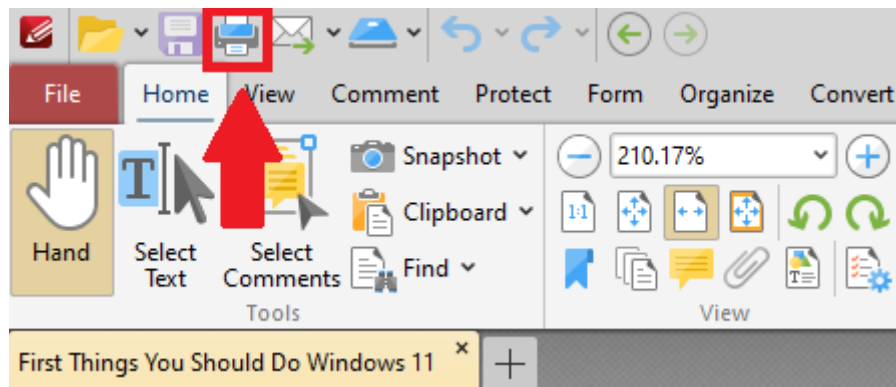
At the bottom left of your screen, next to the start menu, is a yellow folder icon. Single left-click that to open File Explorer.



Navigate to the folder you downloaded the PDF file to, in this case "Downloads". Double left-click the file to open it. This will require a separate PDF viewer, such as **PDF X-Change Editor** or **Foxit PDF Reader**. You can use [PatchMyPC](#) to download and install either one easily. I do NOT recommend Adobe Reader.

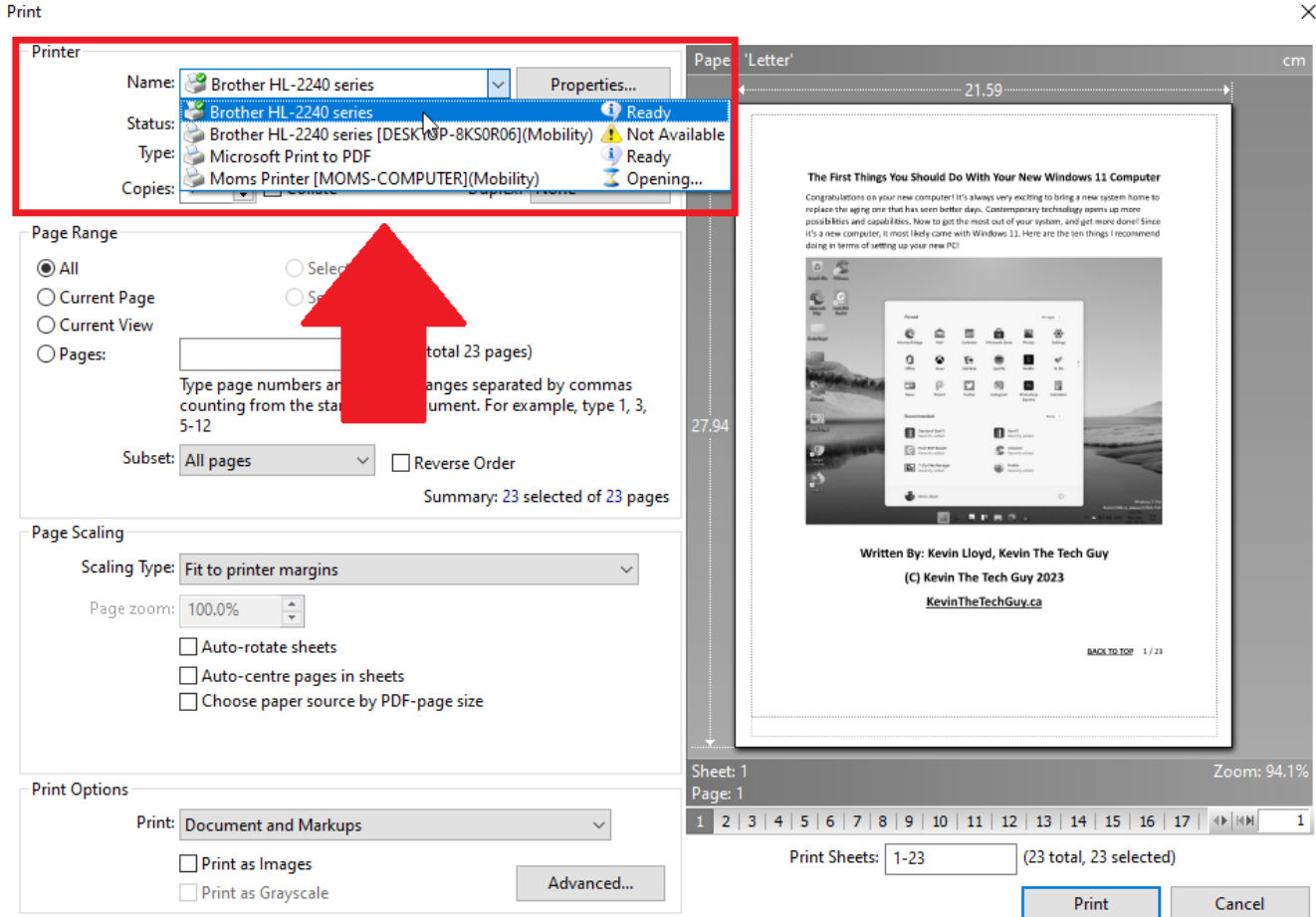


In your PDF Editor/Viewer, single left-click the "print" icon, generally somewhere near the top left of the program.

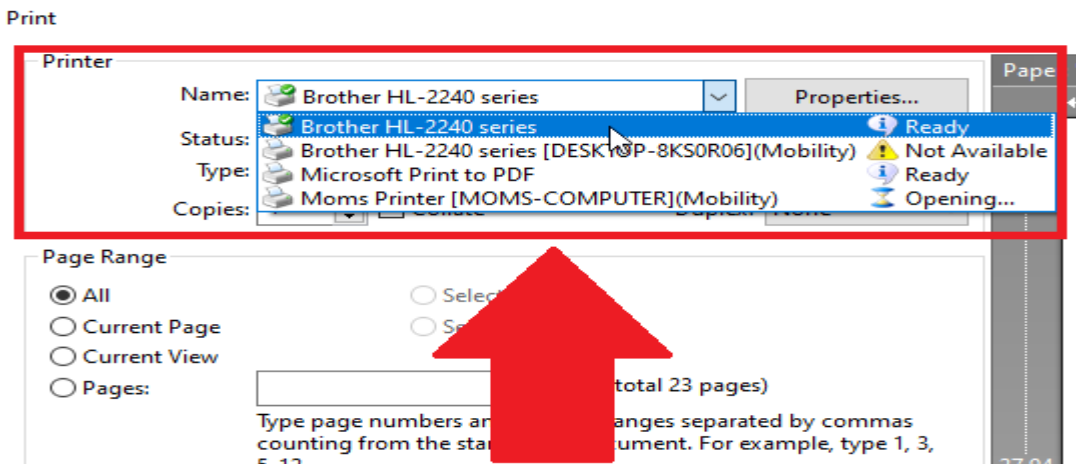


# Print Options in PDF Viewer

The print options window will appear. The look and layout will differ somewhat with literally each brand of printer, but the essentials will be there. In the drop-down menu near at the top, choose your printer. It may have other options as well. Single left-click your printer.



Here's a closer look:



## Print The PDF From the PDF Viewer

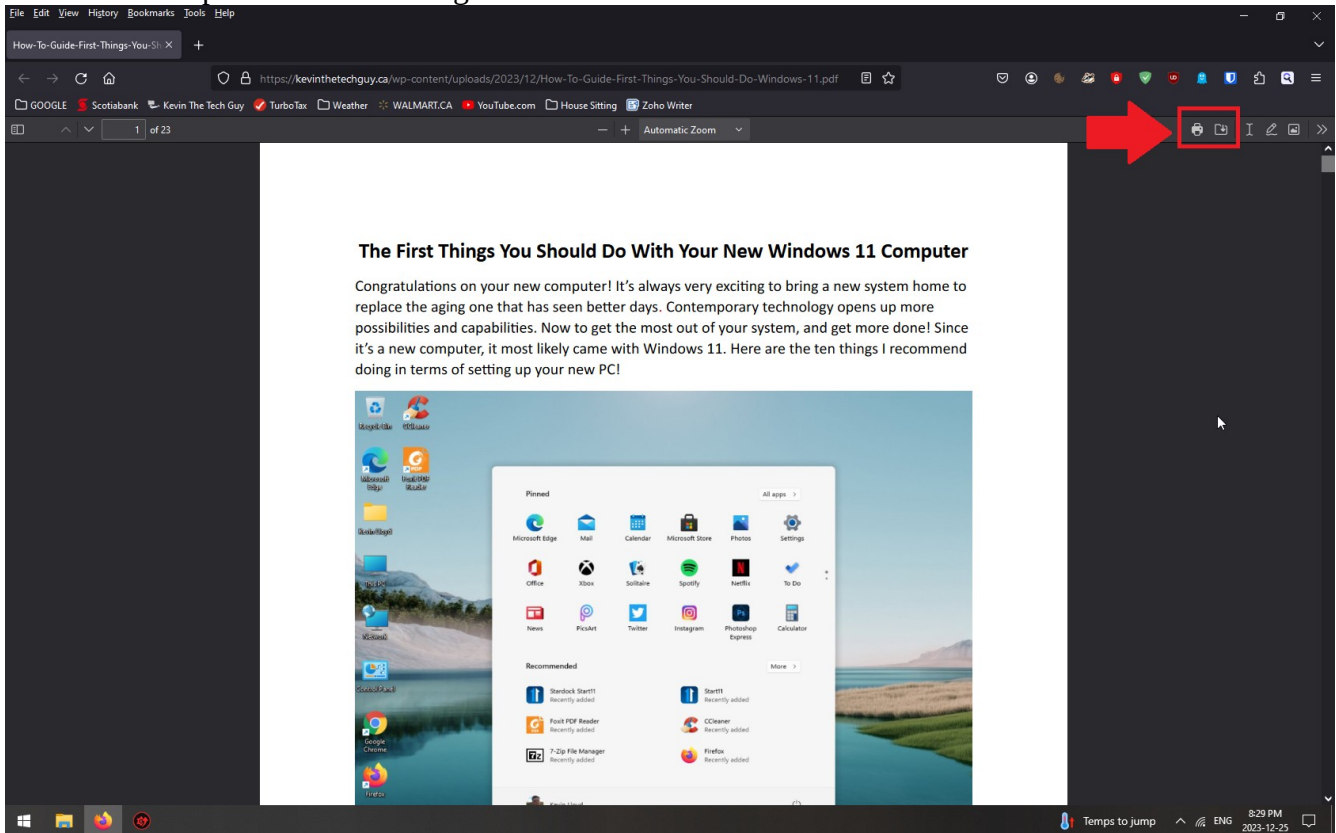
Then, single left-click the "print" button, likely at the bottom right of that window.



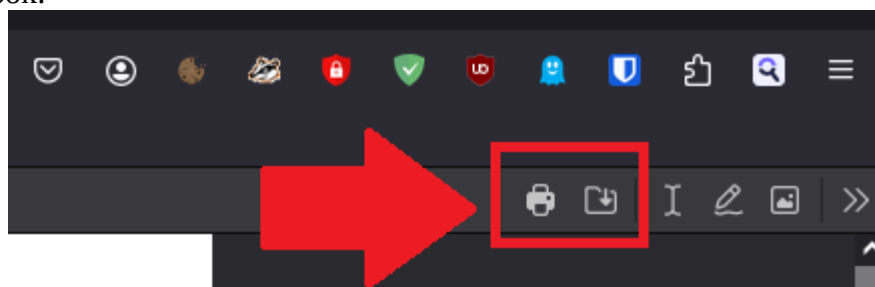


## Print a PDF From Your Browser

When you click a PDF link and it opens in your browser, it has automatically saved to your computer, possibly your "Downloads" folder, so you can view it, even in your browser. To print the PDF file, click the little "print" icon on the right-hand side.

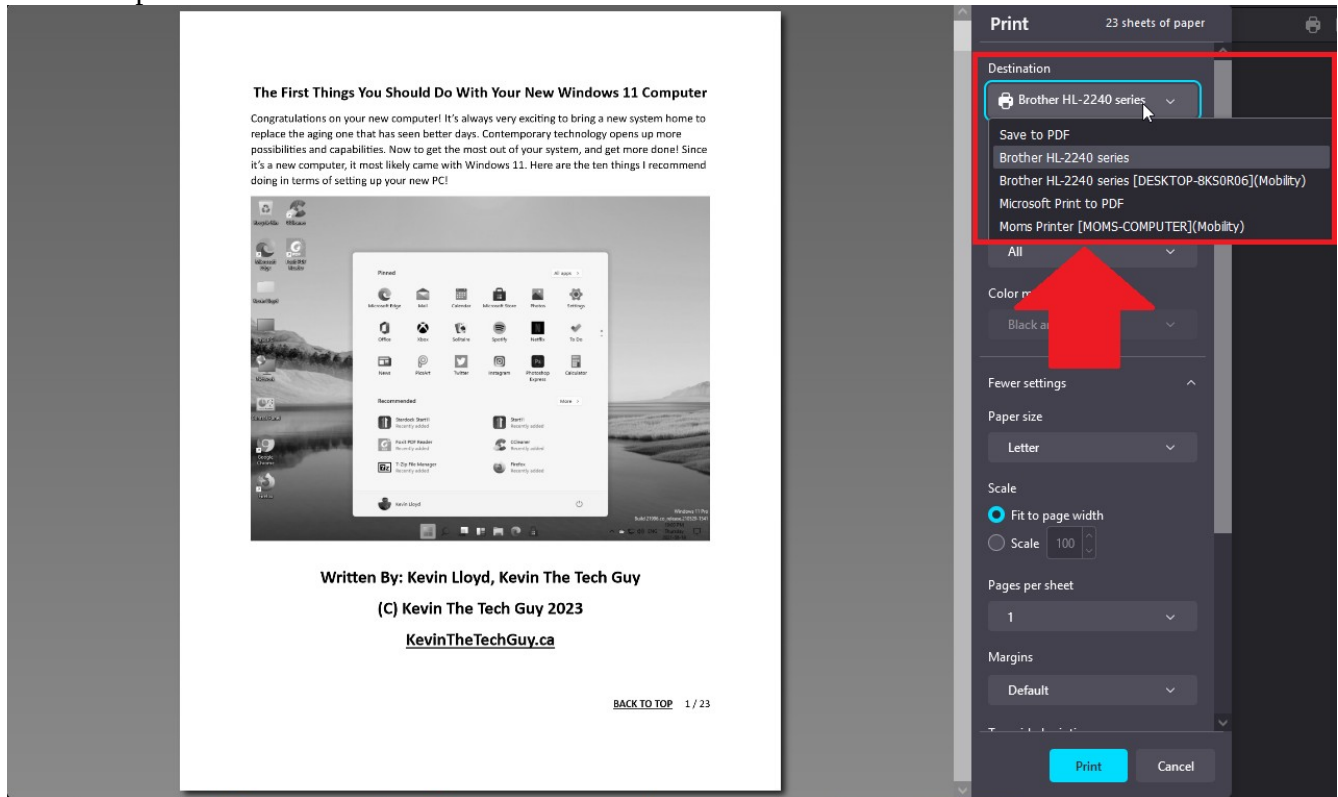


Here's a closer look:

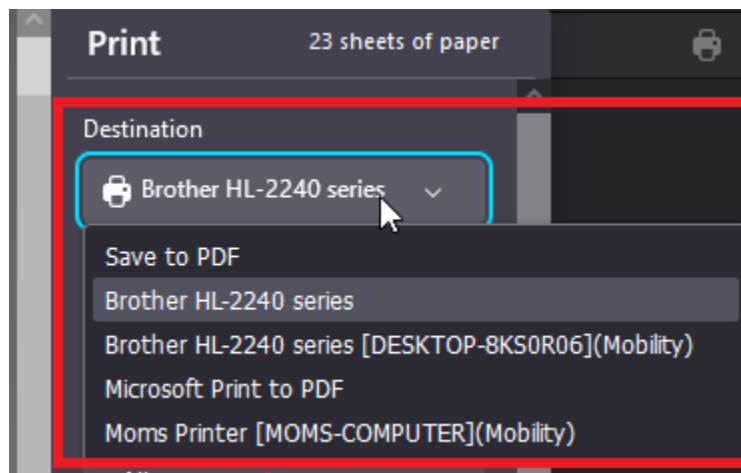


## Browser Print Options

The print options will appear, though things will look slightly different depending on your browser of choice. At the top, single left-click the drop-down menu, and single left-click your printer. There may be other options there as well.



Here's a closer look:



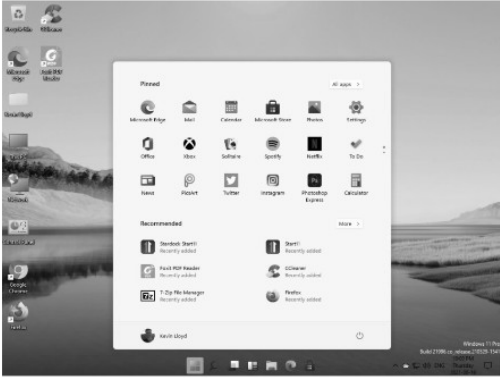
# Print the PDF From Your Browser

Select any other options you may prefer, then at the bottom, single left-click the "print" button.

The image shows a PDF document on the left and a print settings panel on the right. The PDF document has the following content:

**The First Things You Should Do With Your New Windows 11 Computer**

Congratulations on your new computer! It's always very exciting to bring a new system home to replace the aging one that has seen better days. Contemporary technology opens up more possibilities and capabilities. Now to get the most out of your system, and get more done! Since it's a new computer, it most likely came with Windows 11. Here are the ten things I recommend doing in terms of setting up your new PC!



**Written By: Kevin Lloyd, Kevin The Tech Guy**  
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The print settings panel on the right is titled "Print" and shows "23 sheets of paper". It includes the following options:

- Destination: Brother HL-2240 series
- Copies: 1
- Pages: All
- Color mode: Black and white
- Fewer settings: expanded
- Paper size: Letter
- Scale:  Fit to page width,  Scale 100
- Pages per sheet: 1
- Margins: Default

A red arrow points to the "Print" button at the bottom right of the panel, which is highlighted with a red box. A "Cancel" button is also visible next to it.

## Conclusion

Hopefully, this guide has helped you feel more comfortable printing PDF files or really any document on your computer or in your browser. If you have any questions or concerns regarding this guide or the PDF version of it, please [CONTACT ME](#). I'm happy to help, but I do not provide remote support.

*Thank you so much reading this blog post! You can keep up to date with my latest posts on KevinTheTechGuy.ca, [my free newsletter](#), via the [RSS feed](#), and on my [Social Media accounts](#). Just search for Kevin The Tech Guy! To find more content about the topics I cover, and other perks, please consider subscribing to one of [my subscription tiers](#)! Your support makes my work possible.*

