

## Changing Your Default Printer

Every C4 workstation has a default printer selected.

### To Select a Different Default Printer:

1. Double-click the **Print Manager** icon within the *Main* group. The *Print Manager* window appears.
2. Select **Printer, Connect to Printer** from the menu bar in the *Print Manager* window. The *Connect to Printer* dialogue box appears.
3. Select the desired printer from the *Shared Printers:* list.
4. Click on the **OK** button.
5. Exit the *Print Manager* window.

## Changing Your Keyboard to French or English

You may change the keyboard to either French Canadian or English. The following steps should be taken if you have the *KEYBOARD* icon displayed at bottom left of your screen.

### To Switch Your Keyboard to French or English:

1. Press **CTRL+ALT+SPACE BAR** (toggle between the keyboards).

## File Manager

### To View the Drives Available:

1. Double-click on the **File Manager** icon in the *SIGAPPS (Common)* group.
2. The drives are displayed on the toolbar
  - A:** diskette
  - C:** English NT files
  - D:** French NT files
  - H:** personal files on network, daily backup
  - I:** shared files on network, daily backup
  - Z:\document** personal files on hard drive, no backup.