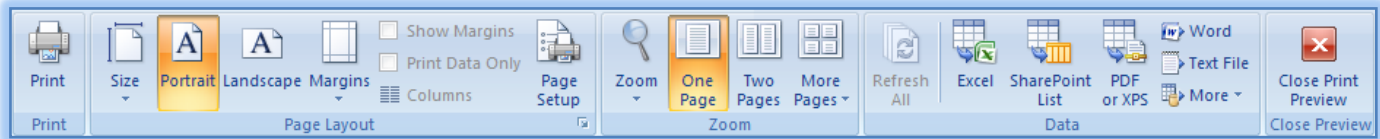


## Print Preview Contextual Tab

This tab is used to work with documents in Print Preview mode. The table below describes each of the groups and buttons on this toolbar.



Groups/Buttons	Description
<b>Print Group</b>	
<b>Print</b>	Click this button to open the Print dialog box. For information on working with this dialog box, use the <b>Previewing and Printing in Datasheet View</b> document on the <b>Access 2007 Training Web Page</b> .
<b>Page Layout Group</b>	
<b>Size</b>	To change the size of the paper for the printout, click this button. A list of different sizes will appear.
<b>Portrait</b>	Use this button to preview the object in portrait orientation.
<b>Landscape</b>	This button is used to preview the object in landscape orientation.
<b>Margins</b>	To change the margins for the object, click this button.
<b>Show Margins</b>	Click this check box to show the margins for an object in Access.
<b>Print Data Only</b>	When this option is selected, the data for a form or report will print but not field names.
<b>Columns</b>	To print a report in columns, click the check box for this option.
<b>Zoom Group</b>	
<b>Zoom</b>	This button is used to change the zoom level for an object in Print Preview.
<b>One Page</b>	To zoom the object so that one page fits in the window, click this button.
<b>Two Pages</b>	Use this button to zoom the object so that two pages fit in the window.
<b>More Pages</b>	To display four, eight, or twelve pages in the Print Preview window, click this button and then click the desired display option.
<b>Data Group</b>	
<b>Refresh All</b>	To refresh all the records in Datasheet View, click this button.
<b>Excel</b>	To export the selected object to an Excel worksheet, click this option. The Export - Excel Worksheet dialog box will display. Fill in the necessary information and then click OK.
<b>SharePoint List</b>	This button is used to export the selected object as a Share Point List. The Export - Share Point Site dialog box will display. In this dialog box, click the desired options and then click OK.
<b>PDF or XPS</b>	Use this button to export the selected object to a PDF or XPS document file. The Publish as PDF or XPS dialog box will display. Make the desired selections and then click Publish.

Groups/Buttons	Description
<b>Word</b>	To export the document in Rich Text Format (RTF), click this button. A database exported in this format can be opened by any Microsoft Office Program, such as Word.
<b>Text File</b>	When an object is exported as a text file, it can be used in other windows and Mac based programs.
<b>More</b>	To display a list of different formats for exporting files, click the list arrow for this option. Once the option has been selected, the appropriate dialog box will appear.
<b>Close Preview Group</b>	
<b>Close Preview Window</b>	Once all the options for previewing an Access object have been selected, click this button to exit the Print Preview window.