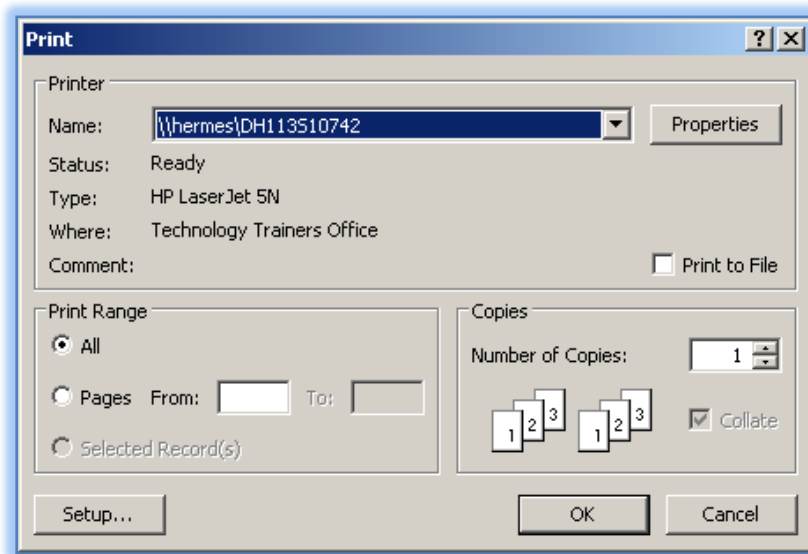


PRINTING A REPORT

- ❖ Open the **Employer Mailing Labels** report from the **Jobs** database in **Print Preview**.
- ❖ To print all the pages in a report:
 - Click the **Office Button**.
 - Move the mouse pointer over **Print**.
 - Select **Quick Print** in the list.
- ❖ To select print options before printing a report, follow these steps:
 - On the **Print Preview** tab, click the **Print** button.
 - The **Print** dialog box will be displayed (see illustration below).



- If necessary, choose the printer that is to be used to print the report in the **Name** box by clicking the drop-down arrow and selecting the printer.
- Click the **Properties** button to make changes to the **Layout** or **Paper Quality**.
- To print all the pages, click the **All** radial button, if necessary.
- To print a range of pages,
 - Click the option button next to **Pages**.
 - Input the beginning page number into the box next to **Pages From**.
 - Input the last page to print in the box next to the word **To**.
- Indicate the number of reports to print in the **Number of Copies** box.
- Click the **Setup** button to change the **Page** properties for the report.
- Click **OK**.

NOTE: For additional information on the options in the **Page Setup** dialog box, click the **Change Page Setup** link on the **Access 2007 Web Page**.