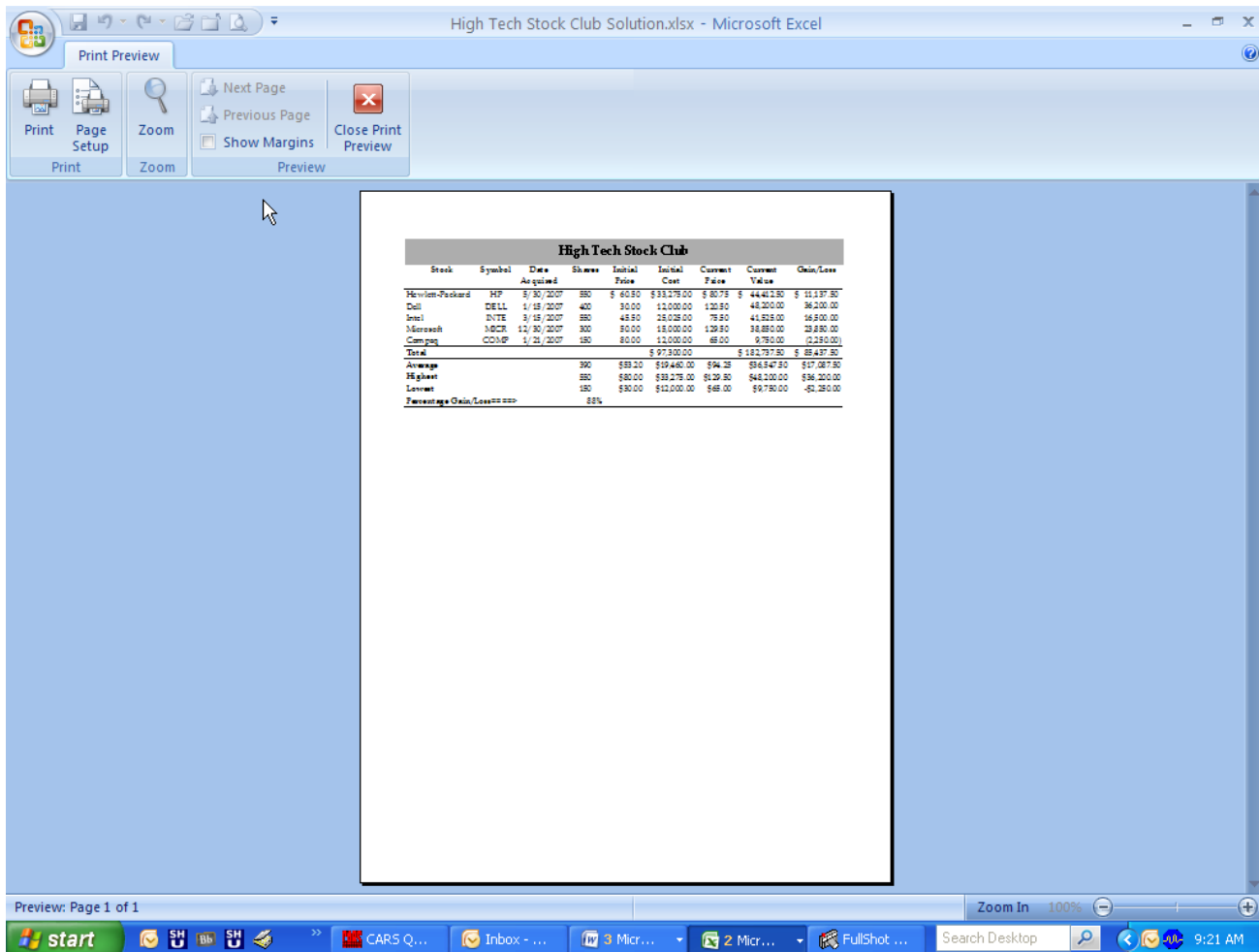


Print Preview

Print Preview is used to view the document before it is sent to the printer. It shows how the document will look when it is printed. It is always a good idea to preview a document before sending it to the printer. If Print Preview is used, the document should only have to be printed once instead of several times.

PREVIEWING THE WORKBOOK

- + Click the **Office Button**.
- + Move the mouse pointer over **Print**.
- + Click **Print Preview** in the **Preview and Print Document** list.
- + The **Print Preview** window will display (see illustration below).



- + The document will display in the window.
- + The **Print Preview Ribbon** will display at the top of the window.
 - ⚙ This ribbon is used to change preview options such as:
 - ✦ Moving to a new page.
 - ✦ Moving back to a previous page.
 - ✦ Changing the setup of the page.
 - ✦ Opening the print dialog box.
 - ⚙ Each of the buttons on this ribbon is described in the table on the next page.

PRINT PREVIEW RIBBON

Group/Button	Description
Print Group	
Print	Click this button to send the document to the printer. The Print dialog box will display.
Page Setup	When this button is clicked, the Page Setup dialog box will display. This dialog box is used to change margins, the orientation of the document, to specify whether to print the headings on all pages, plus other features for viewing and printing the workbook.
Zoom Group: Zoom	To change the zoom level of the preview, click this button. This is a toggle button, that when clicked the first time will zoom in on the document. When it is clicked the second time, it will zoom out.
Preview Group	
Next Page	To navigate to the next printed page in the workbook, click this button.
Previous Page	To navigate to the previously viewed page in a workbook, click this button.
Show Margins	To display and hide the location of the margins in a worksheet, click this button. This is a toggle button that when clicked the first time, shows the margin grid. When clicked the second time, the margin grid will be hidden.
Close Print Preview	This button is used to close the Print Preview window and return to editing the workbook.