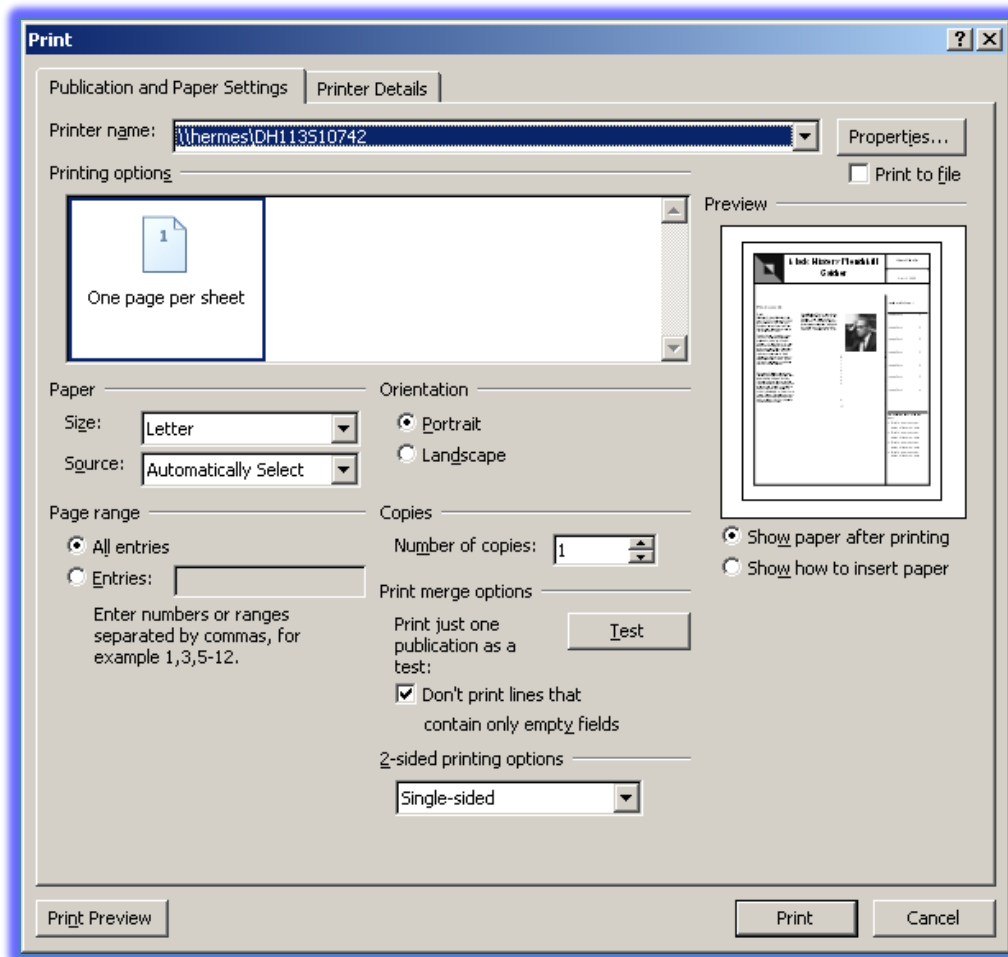


## Printing a Merge Publication

The final step in producing a merged publication is to print it. In order to print a merge publication quickly, click the **Print** button on the **Standard** toolbar. To choose **Print** options, it is necessary to access the **Print** dialog box. By default, any empty spaces or lines left by fields in the Recipient List that don't contain any information are closed up. It is always a good idea to print a test copy of the publication before printing it on the final paper. A test prints a publication for the first entry or the first two rows of labels. To print a merged publication:

- ❖ Open the merged publication.
- ❖ Click **File** on the **Menu Bar**.
- ❖ Click the **Print Merge** option from the list of choices.
- ❖ The **Print** dialog box will display (see illustration below).



- ❖ To have blank lines print for empty fields in the **Recipient List**, click the check box to clear the **Don't Print Lines That Contain Only Empty Fields** to clear it.
- ❖ Under **Print Range**, click one of the following options:
  - **All entries** - Prints all the entries in the Recipient List
  - **Entries from \_\_\_ to \_\_\_** - Prints the range of entries specified in each of the boxes.
- ❖ Click **Test** to Print a test copy of the publication.
  - Prints a publication for the first entry in the Recipient List.
  - Prints the first two rows of labels.
- ❖ Click the **OK** button to accept the selected options and print the publication.