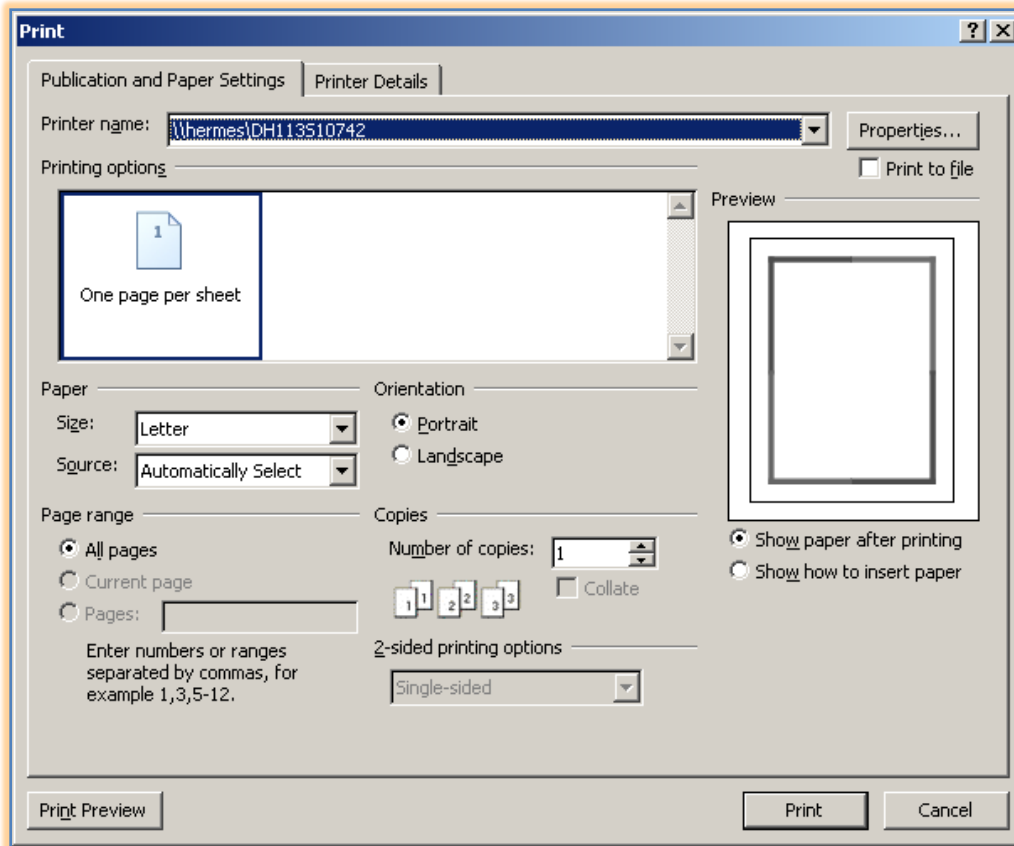


PRINTING A PUBLICATION

It is possible to send a publication to a printer on the desktop or to a commercial printer. The final judge of a publication is how it looks when it has been printed. To print a publication, complete the steps below:

- ❖ Click **File** on the **Menu Bar**.
- ❖ Click **Print** from the list of choices.
- ❖ The **Print** dialog box will appear (see illustration below).



- ❖ If necessary, click the **Printer Name** list arrow and select the printer that is to be used to print the publication.
- ❖ Under **Orientation** choose either **Portrait** or **Landscape**.
- ❖ Under **Paper Size** click the list arrow and choose a size from the list.
- ❖ Under the **Page Range** option, choose one of the following:
 - **All Pages** – Prints all the pages in a publication.
 - **Current Page** – Prints just the current page in the publication.
 - **Pages** - Prints a selected range of pages. Page ranges can be input as any combination such as 2,5;8-10 or 1-5.
- ❖ In the **Number of Copies** box, enter the number of copies that are to be printed.
- ❖ If there is more than one page in the publication, the **Collate** check box appears.
 - Collation is on by default, which means that Publisher automatically collates the copies.
 - Printing may take more time than if a publication is not collated.
 - To turn automatic collation off, clear the **Collate** check box.

- ❖ For a document that is more than one page:
 - Click the **2-sided printing options** arrow.
 - Select one of the three available options.
- ❖ Choose the **Print to File** option to send the publication to a file, rather than to the printer.
- ❖ When all the options have been selected, click **OK** to print the publication.

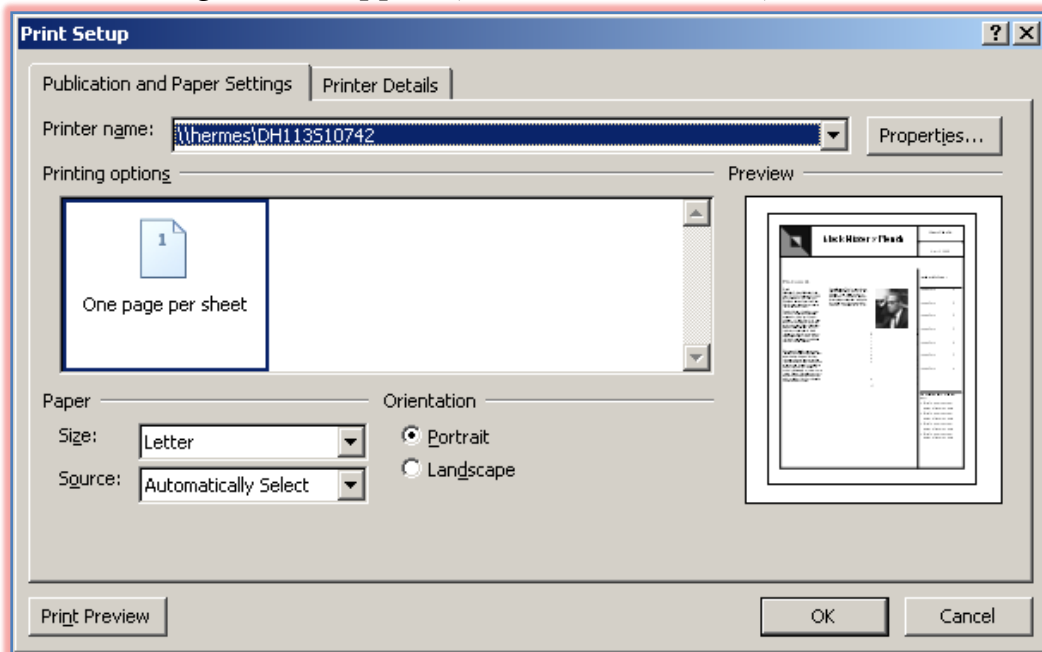
Printing Options

It is possible to set a number of print options before sending the print job to the printer. These options range from such settings as the paper type that is used for the printout and the orientation of the printout (Landscape or Portrait) to more advanced settings.

Setting Paper Type and Page Orientation

The paper type and page orientation for the printout are set in the **Print Setup** dialog box, as well as in the **Print, Properties** dialog box (see last section). However, even though these options are set in the **Print Setup** dialog box, it is still necessary to return to the **Print** dialog box. To set options in the **Print Setup** dialog box, follow the steps below.

- ❖ Click **File** on the **Menu Bar**.
- ❖ Click **Print Setup** from the list of options.
- ❖ The **Print Setup** dialog box will appear (see illustration below).



- ❖ If necessary, click the **Name** drop-down box.
- ❖ Select the printer that the publication print job is to be sent to.
- ❖ Click the **Paper Size** drop-down box to select any special paper types that might be used for printing.
- ❖ Click either the **Portrait** or **Landscape** option button to select the orientation for the printout.
- ❖ Click the **Print Preview** button to see a view of the document.
- ❖ Click **OK** to close the dialog box.