

Print

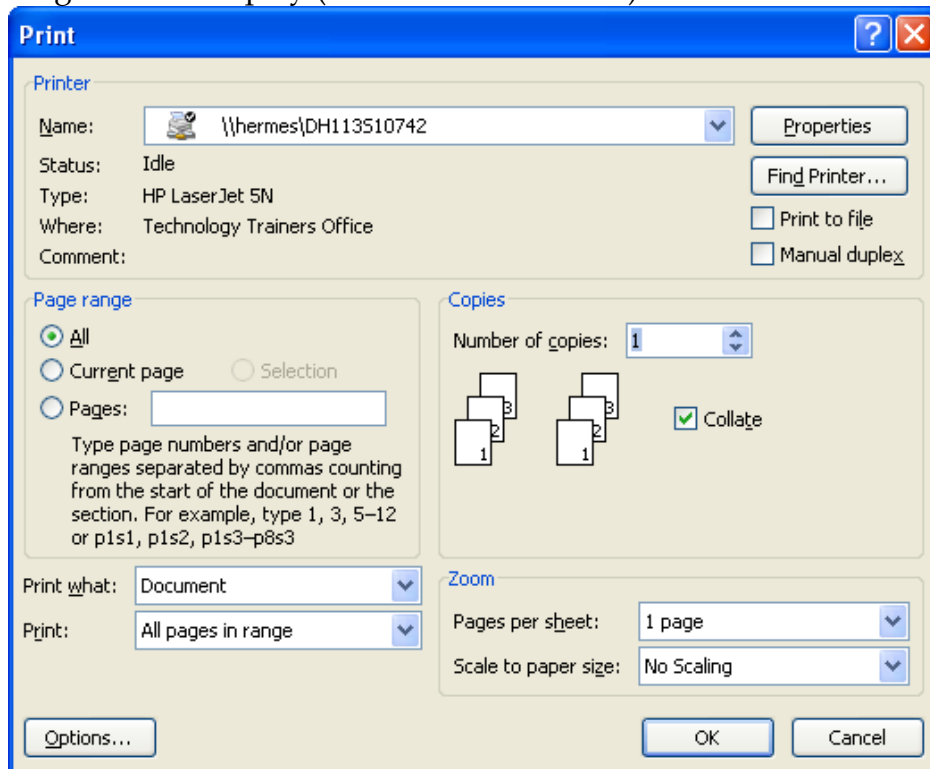
This feature is used to preview documents or to send documents to a printer. Information on Print Preview is provided in a separate document.

QUICK PRINT

- † Click the **Office Button**.
- † Move the mouse pointer over the **Print** option.
- † Click the **Quick Print** button.
- † The document will be sent directly to the printer.

PRINT

- † Click the **Office Button**.
- † Do one of the following:
 - ⚙ Click the **Print** button.
 - ⚙ Move the mouse pointer over the **Print** option. When the list displays, click **Print**.
- † The **Print** dialog box will display (see illustration below).



- † In the **Name** box list, click the desired printer.
- † Click the **Properties** button to change print options.
- † Under **Page Range**, click one of the four options:
 - ⚙ **All** - Prints every page of the document.
 - ⚙ **Current Page** - Prints the page where the insertion point is located.
 - ⚙ **Pages** - This button is used to select the pages that are to be printed.
 - ⚙ **Selection** - Click this button to print just the selected text in a document.
- † Click the **Print What** button to determine what to print such as the document or document properties.

- ✦ Click the **Print** list arrow to choose the range that is to be printed, such as all pages in the range, odd pages, or even pages.
- ✦ Click the **Number of Copies** arrow, to specify how copies of the document are to be printed.
- ✦ To print the pages in the order they appear in the document, leave the **Collate** check box selected.
- ✦ Under **Zoom**, click the **Pages per Sheet** list to select how many sheets of the document should print on one page.
 - ⚙ The default for this is one page.
 - ⚙ This is a good feature to use when quarter page documents need to be printed.
 - ⚙ To use this feature for things like message pads, duplicate pages of the document must be created.
- ✦ Click the **Scale to Fit** list arrow to choose what size paper the document has to be fit to.
- ✦ The **Print to File** feature will send a copy of the document to a file instead of the printer.
- ✦ Click the **Options** button to specify additional options for printing the document.