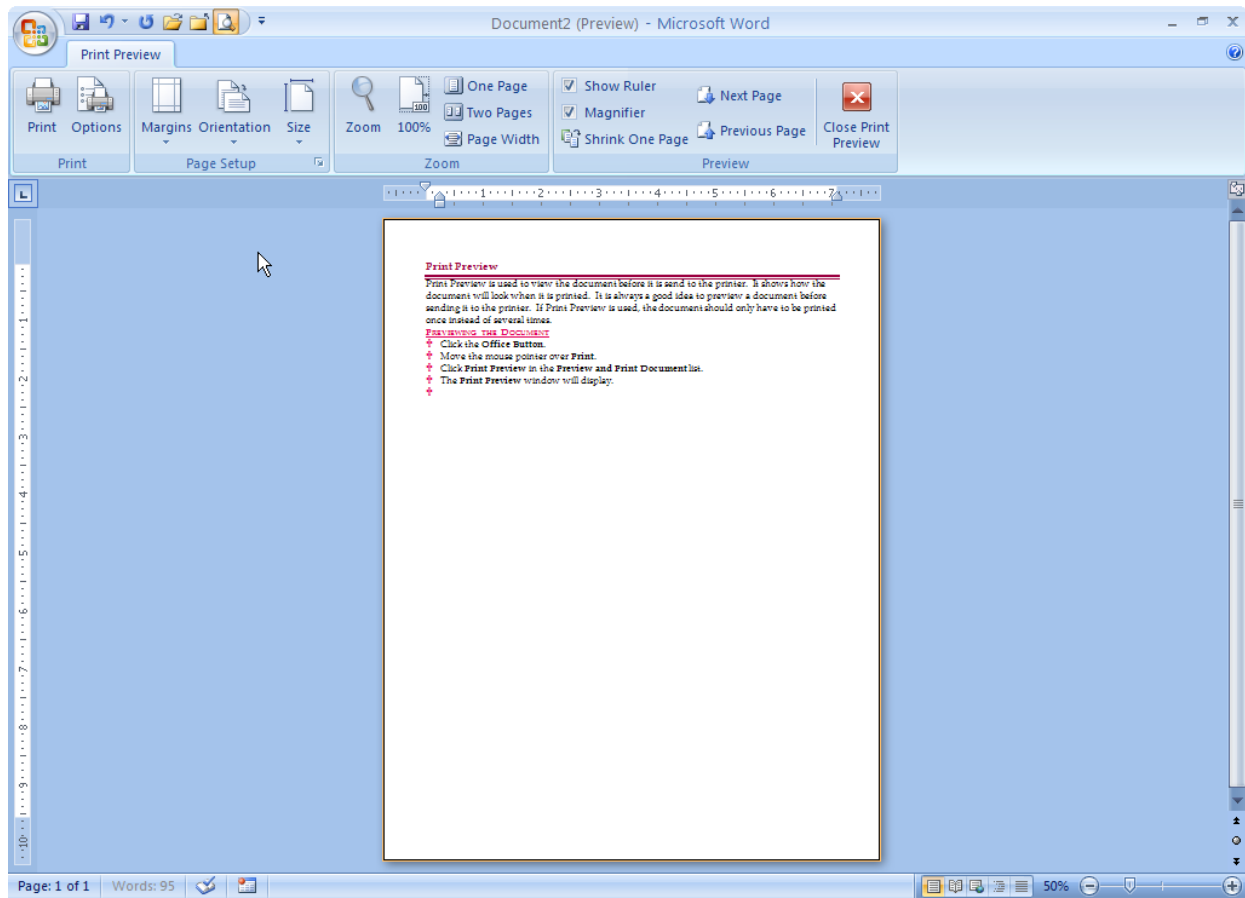


Print Preview

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 DOCUMENT

- + 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).



PRINT PREVIEW RIBBON

This ribbon is used to change some of the options for previewing the document. A description of each of the buttons is provided in the table below.

Group/Button	Description
Print Group	
Print	Click this button to send the document to the printer. The Print dialog box will display.
Options	To open the Word Options window, click this button. This window is used to make changes to the way the document will display on the screen or when printed.

Group/Button	Description
Page Setup Group	
Margins	This button is used to change the Margins for the document. When the button is clicked, a list of different margins is displayed. Click the margin option that is to be used to apply it to the document. To display the Margins dialog box, click the Custom Margins link at the bottom of the list.
Orientation	To change the orientation of the page from Portrait to Landscape or vice versa, click this button.
Size	To change the size of the paper to use for the document, click this button. A list of different paper sizes will display. Click the paper size to select it. To select more paper sizes, click More Paper Sizes button at the bottom of the list.
Dialog Box Launcher	This button is located in the lower right corner of the Page Setup Group. It is used to launch the Page Setup dialog box.
Zoom Group	
Zoom	To open the Zoom dialog box, click this button. In this dialog box, it is possible to select from a variety of zoom options. In this dialog box, it is possible to specify that several pages will be displayed at one time.
100%	To display the document at 100% of the normal size, click this button.
One Page	Click this button to display an entire page in the window.
Two Pages	To display two pages of the document in the window, click this button.
Page Width	This button is used to display the document so that the width of the page is the same as the width of the window.
Preview Group	
Show Ruler	To show the horizontal ruler in Print Preview, click this button. This option is on by default. To remove the ruler from the preview, click the check box.
Magnifier	Click the check box for this option to turn off the Magnifier. When the Magnifier is not on, changes to the document may be made while in Print Preview.
Shrink One Page	To shrink the document to one page, click this button. This option can be used when there is only one or two lines on a second page of the document. The font size is reduced to accommodate the extra text.
Next Page	To move through the document one page at a time, click this button.
Previous Page	To move to a previously previewed page, click this button.
Close Print Preview	This button is used to close the Print Preview window and return to editing the document.