

## Print Preview Contextual Tab

This tab is used to work with documents in Print Preview mode. To access **Print Preview**, click the **File Tab** and then click **Print**. In the **Print Menu**, click **Print Preview**. When working with **Reports**, it is also possible to access **Print Preview** by clicking the **View Button** on the **Home Tab** or right-clicking the **Report Tab**. The table below describes each of the groups and buttons on this toolbar.



Groups/Buttons	Description
<b>Print Group</b>	
<b>Print</b>	Click this button to open the Print dialog box. For information on working with this dialog box, use the <b>Previewing and Printing in Datasheet View</b> document on the <b>Access Training Web Page</b> .
<b>Page Size Group</b>	
<b>Size</b>	To change the size of the paper for the printout, click this button. A list of different sizes will appear.
<b>Margins</b>	To change the margins for the object, click this button.
<b>Show Margins</b>	Click this check box to show the margins for an object in Access.
<b>Print Data Only</b>	When this option is selected, the data for a form or report will print but not field names.
<b>Page Layout Group</b>	
<b>Portrait</b>	Use this button to preview the object in portrait orientation.
<b>Landscape</b>	This button is used to preview the object in landscape orientation.
<b>Columns</b>	To print a report in columns, click this button. The Page Setup dialog box will display with the columns tab selected.
<b>Page Setup</b>	Click this button to open the Page Setup dialog box. This is where changes can be made for margins and orientation as well as changing other options.
<b>Zoom Group</b>	
<b>Zoom</b>	This button is used to change the zoom level for an object in Print Preview.
<b>One Page</b>	To zoom the object so that one page fits in the window, click this button.
<b>Two Pages</b>	Use this button to zoom the object so that two pages fit in the window.
<b>More Pages</b>	To display four, eight, or twelve pages in the Print Preview window, click this button and then click the desired display option.
<b>Data Group</b>	
<b>Refresh All</b>	To refresh all the records in Datasheet View, click this button.
<b>Excel</b>	To export the selected object to an Excel worksheet, click this option. The Export - Excel Worksheet dialog box will display. Fill in the necessary information and then click OK.

<b>Groups/Buttons</b>	<b>Description</b>
<b>Text File</b>	This button is used to export a file to a text file. When an object is exported as a text file, it can be used in other windows and Mac-based programs.
<b>PDF or XPS</b>	Use this button to export the selected object to a PDF or XPS document file. The Publish as PDF or XPS dialog box will display. Make the desired selections and then click Publish.
<b>Email</b>	Click this button to send the object as an email message. When the button is clicked, the Send Object As dialog box will display. Select the object and click OK. The object will display in the Attached area of a new email message window.
<b>More</b>	To display a list of different formats for exporting files, click the list arrow for this option. Once the option has been selected, the appropriate dialog box will appear.
<b>Close Preview Group</b>	
<b>Close Preview Window</b>	Once all the options for previewing an Access object have been selected, click this button to exit the Print Preview window.