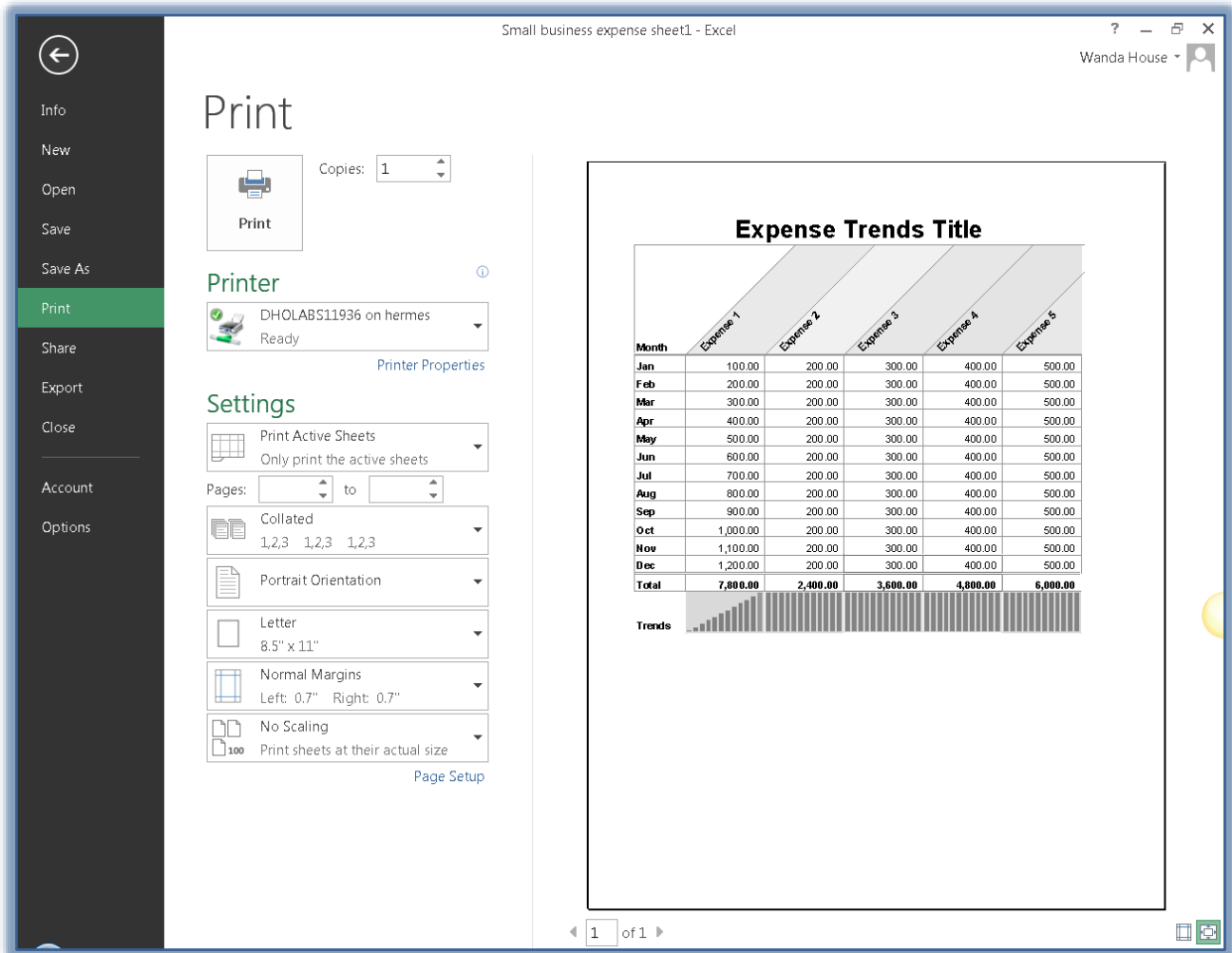


## Preview and Print a File

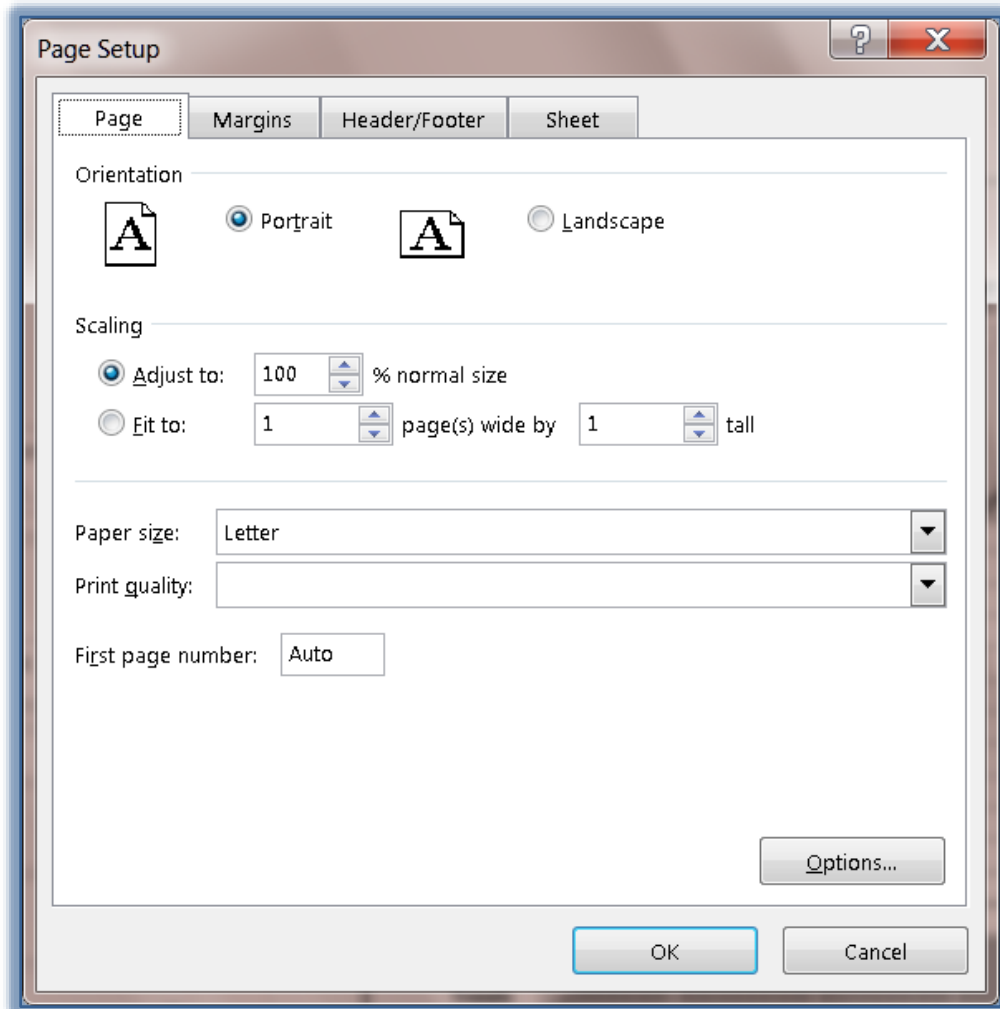
This feature is used to preview documents or to send documents to a printer.

- ✚ Click the **File Tab**.
- ✚ Click the **Print** button.
- ✚ The **Print and Preview** window will display (see illustration below).



- ✚ A **Preview** of the document will appear on the right side of the window.
  - ⚙ Click the arrows at the bottom of the Preview area to move from page-to-page.
  - ⚙ Click the **Zoom** button to see a larger view of the document. This button appears in the bottom right corner of the window.
- ✚ The **Printer** options will appear in the middle column of the window.
- ✚ The **Printer** will default to the printer set for your computer.
- ✚ In the **Printer** list, select a different printer, if necessary.
- ✚ Click the **Printer Properties** button to change print options.
- ✚ Under **Settings** click the **Print Active Sheets** list to select other print range options.
  - ⚙ **Print Active Sheets** – To print only the active sheets in the workbook, select this option. If more than one sheet is selected, all the selected sheets will print.
  - ⚙ **Print Entire Workbook** –Click this button to print every worksheet and chart sheet in the workbook.
  - ⚙ **Print Selection** – Click this button to print just the selected text in the workbook.

- ✦ Click any of the other options under **Settings**, such as to change paper size, select page orientation, to change page margins.
- ✦ Click the **Page Setup** link to open the dialog box to make changes to page setup, margins, header/footer, and sheet options.



- ✦ Once all the changes have been made in the **Page Setup** dialog box, click **OK** to return to the **Print and Preview** window.
- ✦ Click the **Print** button to send the document to the selected printer.