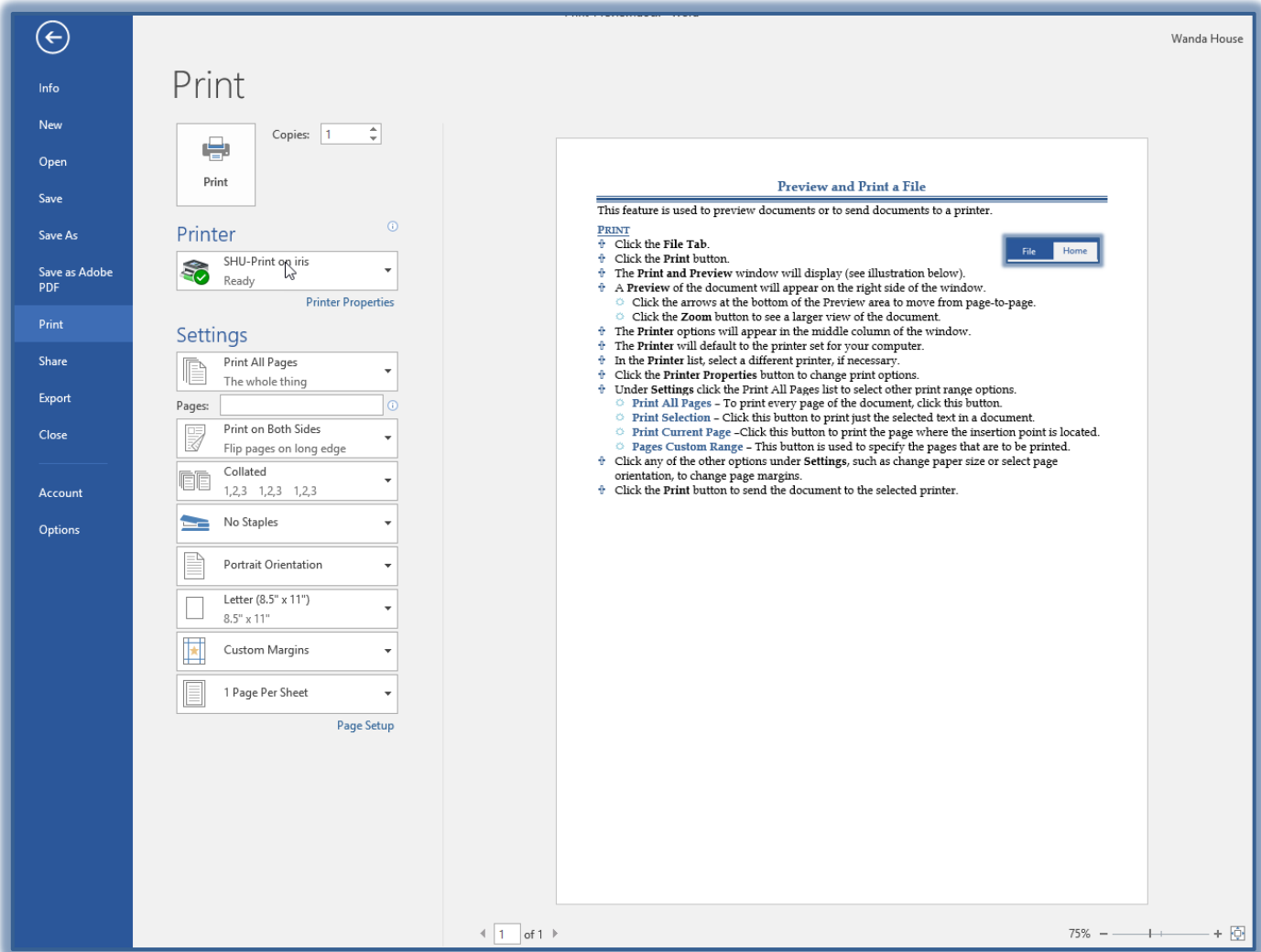


Preview and Print a File

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

PRINT

- ✦ 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.
- ✦ 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.
- ✦ Specify the **Number of Copies** to print.
- ✦ Click the **Printer Properties** button to change print options.

- † Under **Settings** click the Print All Pages list to select other print range options.
 - ⊗ **Print All Pages** - To print every page of the document, click this button.
 - ⊗ **Print Selection** - Click this button to print just the selected text in a document.
 - ⊗ **Print Current Page** -Click this button to print the page where the insertion point is located.
 - ⊗ **Pages Custom Range** - This button is used to specify the pages that are to be printed.
- † Specify whether the document is to be printed on one side or both sides.
 - ⊗ **Print One-Sided** - All the pages of the document will print on one side.
 - ⊗ **Print on Both Sides** - Flip pages on long edge
 - ⊗ **Print on Both Sides** - Flip pages on short edge.
 - ⊗ **Manually Print on Both Sides** - The paper need to be reloaded when prompted to print the second side of the document.
- † Click any of the other options under **Settings**, such as change paper size or select page orientation, to change page margins.
- † Click the **Print** button to send the document to the selected printer.

NOTE: The available options will be determined by which printer is selected.