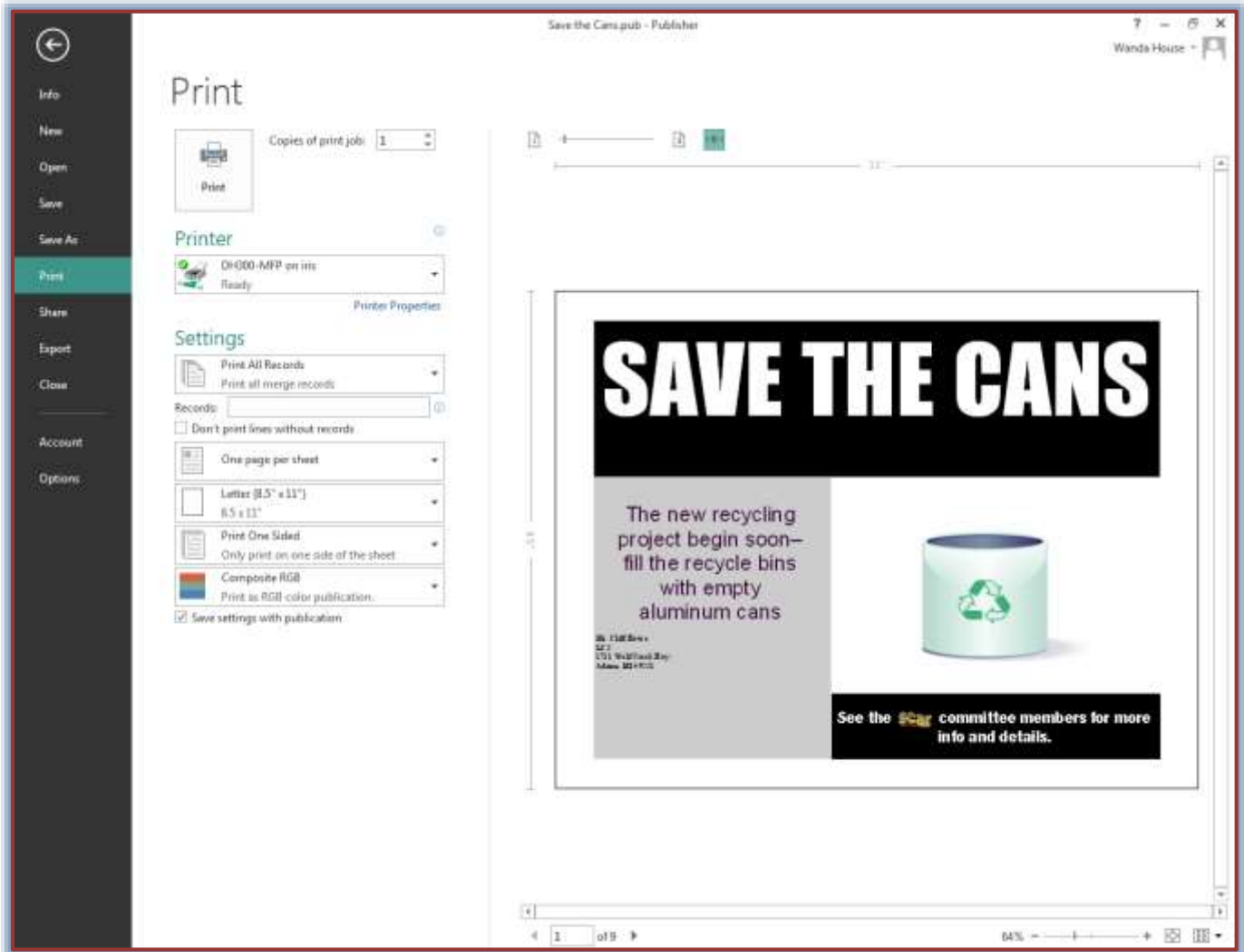


## Print a Merge Publication

The final step in producing a merged publication is to print it. By default, any empty spaces or lines left by fields in the Recipient List that don't contain any information are closed up. It is always a good idea to print a test copy of the publication before printing it on the final paper. A test prints a publication for the first entry or the first two rows of labels. To print a merged publication:

- ✦ Open the merged publication.
- ✦ Click the **File Tab**.
- ✦ Click the **Print** button on the left side of the window.
- ✦ The **Print and Preview** window will display (see illustration).



- ✦ The options for printing the publication will appear in the middle frame.
- ✦ A preview of the publication will appear in the right frame.
- ✦ Select the options for printing the document such as which records to print.
- ✦ Click the **Print** button to accept the selected options and print the publication.