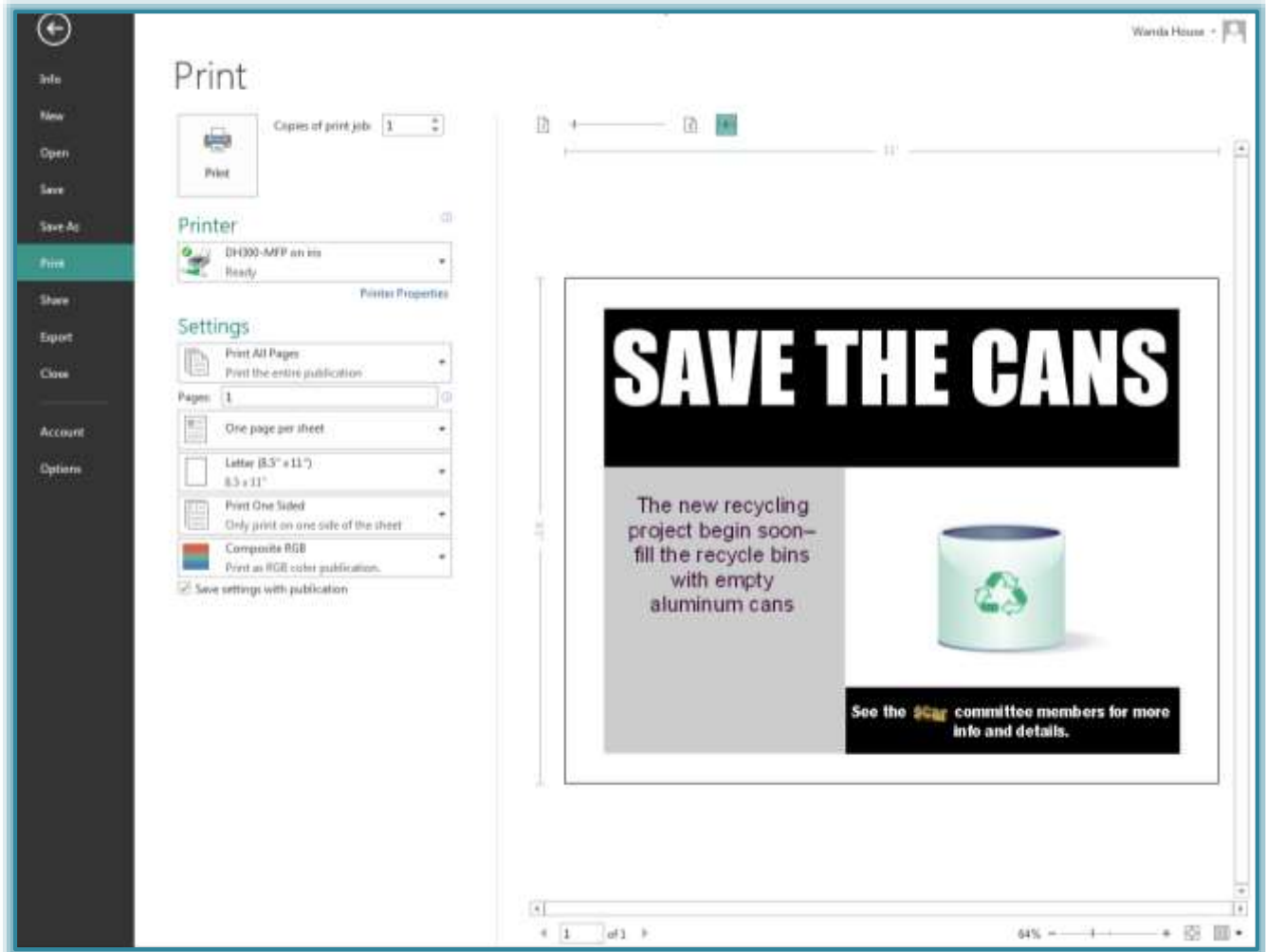


Preview and Print a File

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 publication 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** buttons 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.
- ✦ 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 publication, click this button.
 - ⊗ **Print Selection** – Click this button to print just the selected text or objects in a publication.
 - ⊗ **Print Current Page** – Click this button to print the page where the insertion point is located.
 - ⊗ **Custom Pages** – This button is used to specify the pages that are to be printed.
- ✦ Click any of the other options under **Settings**, such as to change paper size, select page orientation, to change page margins.
- ✦ Click the **Print** button to send the document to the selected printer.