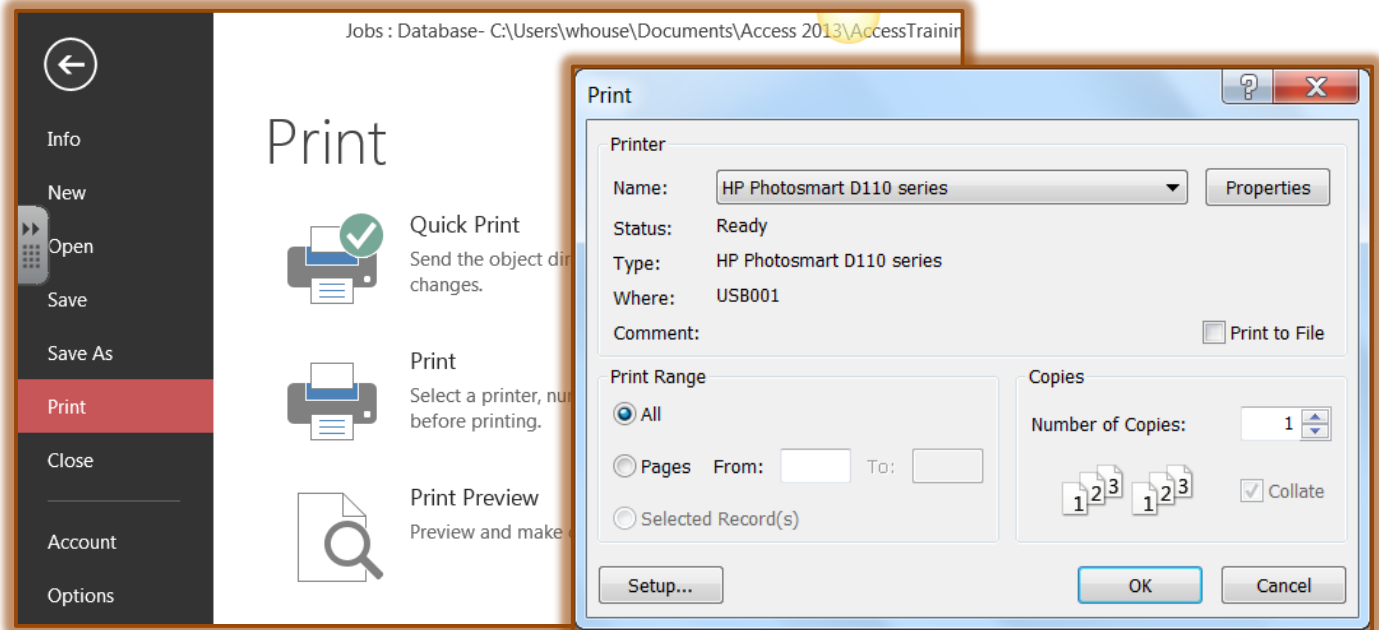


## PRINT A REPORT

Open the **Employer Mailing Labels** report from the **Jobs** database in **Print Preview**.

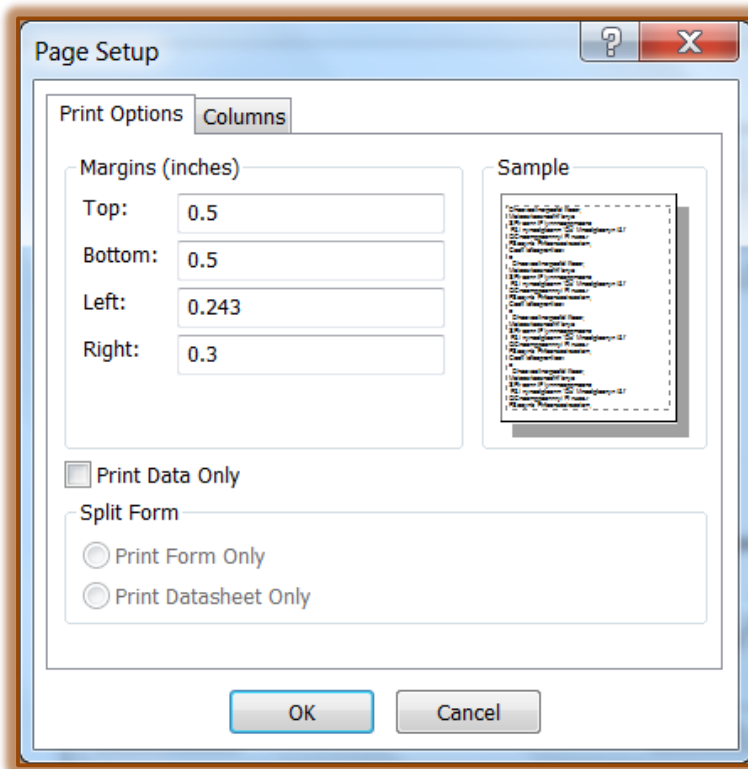
### Print all Pages in Report

- ✚ Click the **File Tab**.
- ✚ Click **Print**.
- ✚ The **Print Window** will display (see illustration).
- ✚ Select **Quick Print** in the list.



### Select Print Options

- ✚ Click the **File Tab**.
- ✚ Click **Print**.
- ✚ The **Print** window will display.
- ✚ Click **Print**.
- ✚ The **Print** dialog box will be displayed (see illustration above).
- ✚ If necessary, choose the printer that is to be used to print the report in the **Name** box by clicking the drop-down arrow and selecting the printer.
- ✚ Click the **Properties** button to make changes to the **Layout** or **Paper Quality**.
- ✚ To print all the pages, click the **All** radial button, if necessary.
- ✚ To print a range of pages,
  - ✧ Click the option button next to **Pages**.
  - ✧ Input the beginning page number into the box next to **Pages From**.
  - ✧ Input the last page to print in the box next to the word **To**.
- ✚ Indicate the number of reports to print in the **Number of Copies** box.
- ✚ Click the **Setup** button to change the **Page** properties for the report.
- ✚ The **Page Setup** dialog box will display (see illustration on next page).
- ✚ Under the **Print Options** tab the margins for the report can be changed.
- ✚ Click the **Columns** tab to specify the number of columns.



✦ Click **OK** to close the **Page Setup** dialog box.

✦ Click **OK** in the **Print** dialog box to send the report to the printer.

**NOTE:** For additional information on the options in the **Page Setup** dialog box, click the **Change Page Setup** link on the **Access 2013 Web Page**.