

MICROSOFT WORD

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Printing Documents

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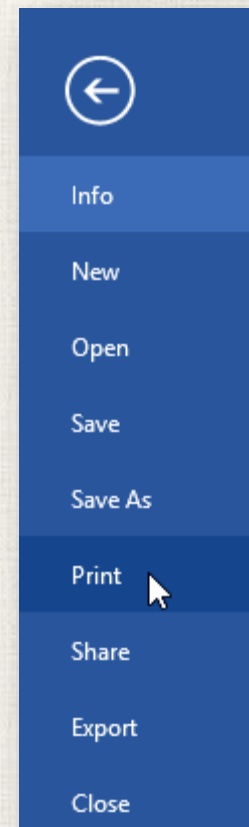
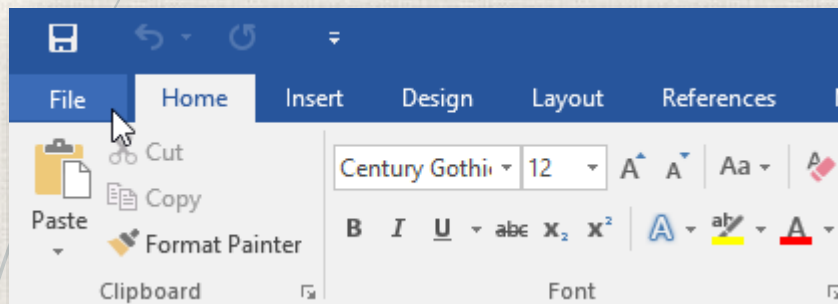
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Introduction

- ▶ Once you've created your document, you may want to **print** it to view and share your work **offline**. It's easy to preview and print a document in Word using the **Print** pane.

Print pane

1. Select the **File** tab. **Backstage view** will appear.
2. Select **Print**. The **Print** pane will appear.



Print pane

Print

Click this button to print the document.

Printer

If you have multiple printers, select the one you want to use.

Print Range

Here, you can choose to print the entire document, just the current page, or custom print to print specific pages.

Single and Double-Sided Printing

Choose whether to print on one or both sides of the paper, if your printer supports this setting.

Collated

If you are printing multiple copies, you can choose how the pages will be sorted. Collated will sort them 1, 2, 3, 1, 2, 3. Uncollated will sort them 1, 1, 2, 2, 3, 3.

Page Orientation

Here, you can choose portrait (vertical) or landscape (horizontal) orientation.

Paper Size

You can choose the paper size you want to use, if your printer supports this setting.

The screenshot shows the 'Print' pane with the following sections and settings:

- Print:** A printer icon and a 'Print' button.
- Copies:** A dropdown menu set to '1' with a '+' button to the right.
- Printer:** A dropdown menu showing 'Lexmark MX310dn' with a green checkmark and 'Ready' status below it. A 'Printer Properties' link is at the bottom right.
- Settings:** A list of settings, each with a '+' icon on the left:
 - Print All Pages:** A dropdown menu set to 'The whole thing'.
 - Pages:** An empty input field with an information icon to its right.
 - Print One Sided:** A dropdown menu set to 'Only print on one side of th...'
 - Collated:** A dropdown menu set to '1,2,3 1,2,3 1,2,3'.
 - Portrait Orientation:** A dropdown menu.
 - Letter:** A dropdown menu set to '8.5" x 11"'. A paper size icon is to the left.
 - Normal Margins:** A dropdown menu set to 'Left: 1" Right: 1"'. A margin icon is to the left.
 - 1 Page Per Sheet:** A dropdown menu.
- Page Setup:** A link at the bottom right.

Copies

Here, you can choose how many copies you want to print.

Margins

Here, you can adjust the page margins.

Scaling

This option allows you to print more than one page on a single sheet or scale the document to fit a specific paper size.

Print pane

Page Selection

You can click the arrows to view a different page in the Preview pane.



Preview Pane

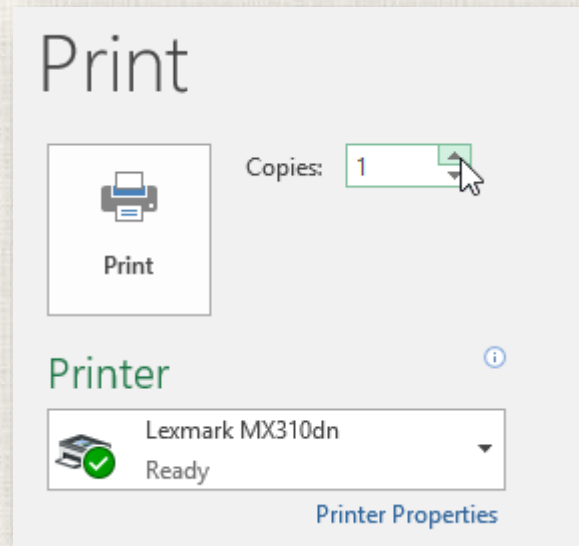
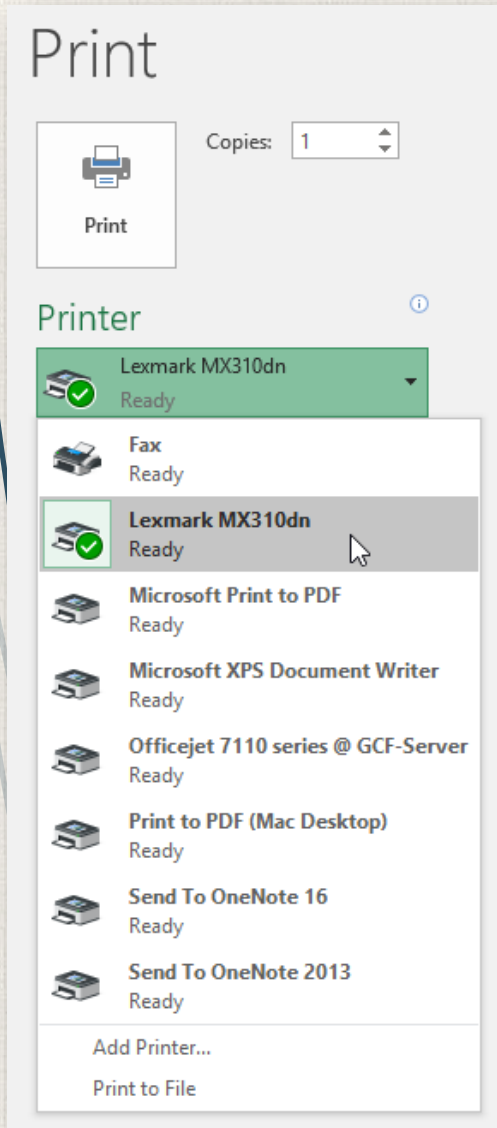
Here, you can see a preview of how your document will look when printed.

Zoom Control/ Zoom to Page

Click and drag the slider to use the **zoom control**. The number to the left of the slider bar reflects the zoom percentage. You can click the **Zoom to Page** button on the right to set the zoom control to fit one page in the window.

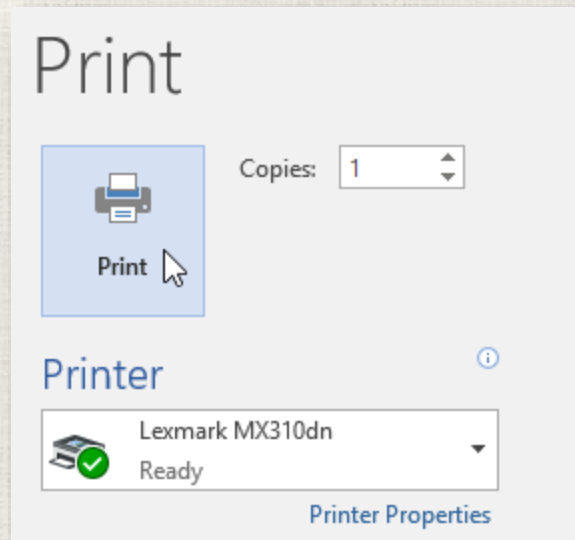
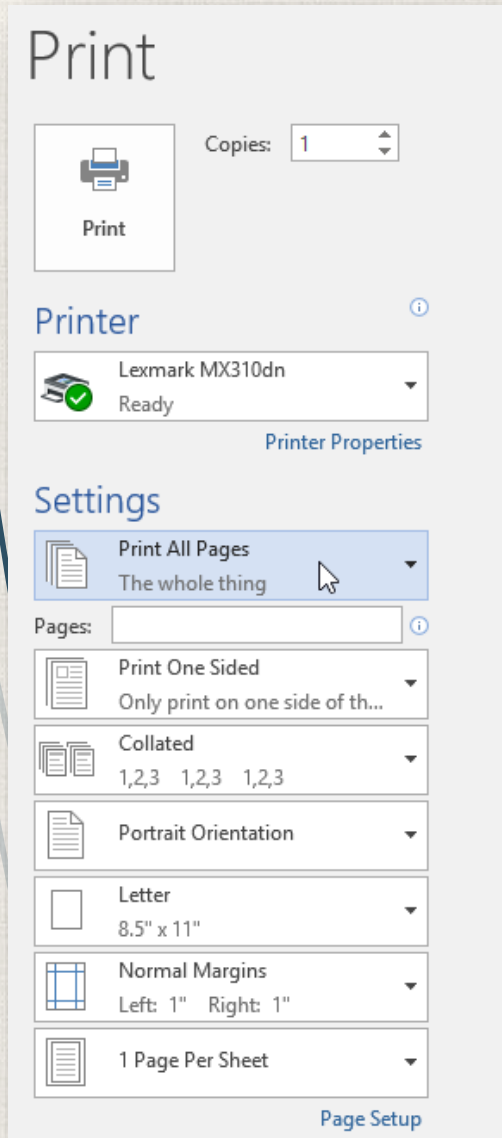
Printing a document

1. Navigate to the **Print** pane, then select the desired **printer**.
2. Enter the number of **copies** you want to print.



Printing a document

3. Select any additional **settings** if needed.
4. Click **Print**.



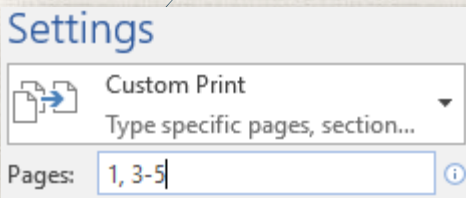
Custom printing

- ▶ Sometimes you may find it unnecessary to print your entire document, in which case **custom printing** may be more suited for your needs. Whether you're printing **several individual pages** or a **range of pages**, Word allows you to **specify** exactly which pages you'd like to print.

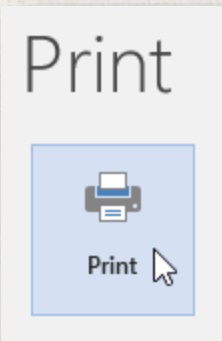
Custom printing a document

If you'd like to print individual pages or page ranges, you'll need to separate each entry with a **comma** (1, 3, 5-7, or 10-14 for example).

1. Navigate to the **Print** pane.
2. In the **Pages:** field, enter the pages you want to print.



3. Click **Print**.



If your document isn't printing the way you want, you may need to adjust some of the page layout settings.

Practice

- Open our **practice document**.
- In the **Print pane**, change the settings to print **only** pages 2 and 5.
- Change the number of **copies** to 2.
- Use the arrows at the bottom of the **print preview** to view each page.
- Optional: If you have a printer, you can click the **Print** command. It should print two copies of pages 2 and 5.

The screenshot shows the Microsoft Word interface with the Print dialog box open. The window title is "Word2016_Printing_Practice - Word". The Print dialog is divided into several sections:

- Print:** A printer icon and a "Copies" dropdown set to 2.
- Printer:** A dropdown menu showing "Cube-2 Lexmark" with a "Ready" status and a "Printer Properties" link.
- Settings:** A section with various print options:
 - Custom Print:** A dropdown menu with the option "Type specific pages, section..." selected.
 - Pages:** A dropdown menu set to "2,5".
 - Print One Sided:** A dropdown menu with "Only print on one side of th..." selected.
 - Collated:** A dropdown menu with "1,2,3 1,2,3 1,2,3" selected.
 - Portrait Orientation:** A dropdown menu.
 - Letter:** A dropdown menu with "8.5\" x 11\"" selected.
 - Normal Margins:** A dropdown menu with "Left: 1\" Right: 1\"" selected.
 - 1 Page Per Sheet:** A dropdown menu.

The preview area on the right shows a document titled "Westbrook-Parker Monthly Report" with the "AWP" logo in the top right corner. Below the title, it says "JANUARY 2016". At the bottom of the preview, there is a blue bar with the text "WESTBROOK-PARKER | 6313 LAKEIVANHOEWAY".

At the bottom of the Word window, the status bar shows "1 of 5" and "88%".

The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, light blue reflection of the words.

THE END

THE END