

03 Printing

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.

Play the video by clicking the link below:

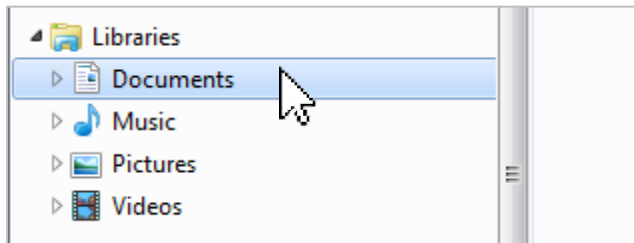


In this exercise, you will see the steps for printing exercises 2a and 2b

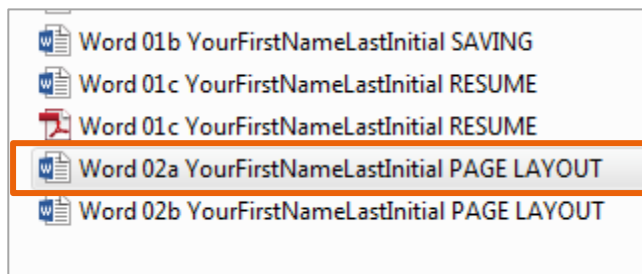
- Left click** on the **File Explorer icon** on your task bar to open an existing file on your computer.



- In the pop out window, click your **Documents folder** to open it.



- Open** your word document **Word 02a YourFirstNameLastInitial PAGE LAYOUT**



- Click on the **File Tab** then click **Print**



- Click **Print**



A print dialogue box will appear. In this window, you can **adjust the printing settings**. Read the options below to get familiar with them. On the next pages you will find the printing requirements for exercise 2a and 2b.

When you are ready to print your document, click the Print button.

From here you can choose to print the whole document, just the current page, or custom print to print specific pages.

If you are printing multiple copies, you can choose whether you want the copies collated or uncollated.

Here you can adjust the page margins.

Here you can choose how many copies you wish to print of the document.

If you're planning to print multiple copies, it's a good idea to print a test copy first.

Our classroom has 2 printers:
Choose this printer to print colour:
ColorQube
Choose this printer to print Black + White:
Brother HL

Choose whether to print on one side or both sides of the paper.

Here you can choose Portrait or Landscape Orientation

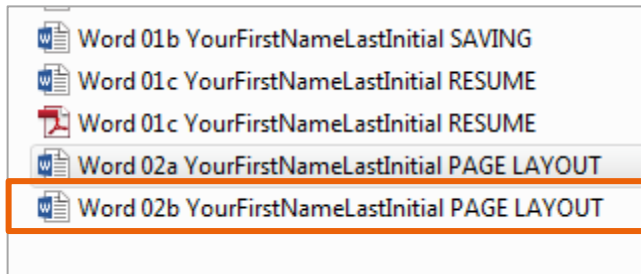
If your printer uses different paper sizes, you can choose the paper size you wish to use.

Word allows you to print more than one page on a single sheet.

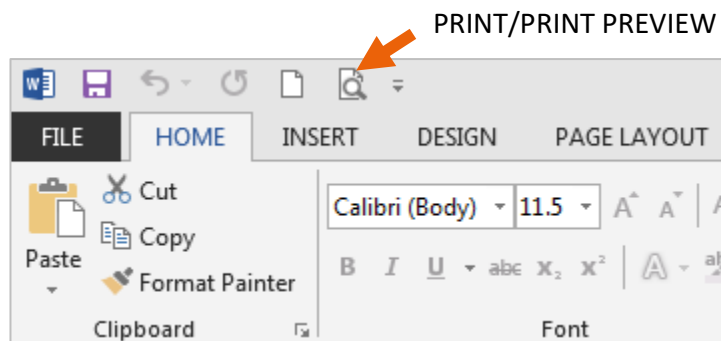
The screenshot shows the 'Print' dialog box with the following settings: 'Copies' set to 1, 'Printer' set to 'Brother HL-L2370DW series...', 'Settings' set to 'Print All Pages', 'Pages' set to 'The whole thing', 'Print on Both Sides' set to 'Flip pages on long edge', 'Collated' set to 'Collated', 'Portrait Orientation' selected, 'Letter' paper size (8.5" x 11"), 'Custom Margins' selected, and '1 Page Per Sheet' selected.

You may choose to print the document. This step is optional.

- Email your exercise to your instructor.
- You may choose to print your Word 02b document.
Open your **Documents** folder.
Open your document: **Word 02b YourFirstNameLastInitial PAGE LAYOUT**



- This time, you may try to print the document by clicking the **Print/Print Preview** command on the **Quick Access Toolbar**.



- Email your exercise to your instructor.