# Introduction to Printing
## Use IT +

# Contents

Create Digital Skills

# 1 To Access the Print Pane

1. Select the **File** tab. **Backstage view** will appear.
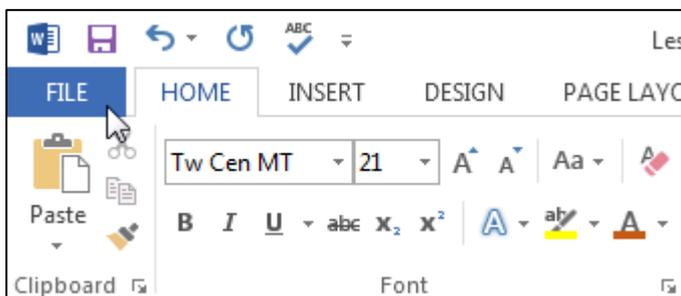


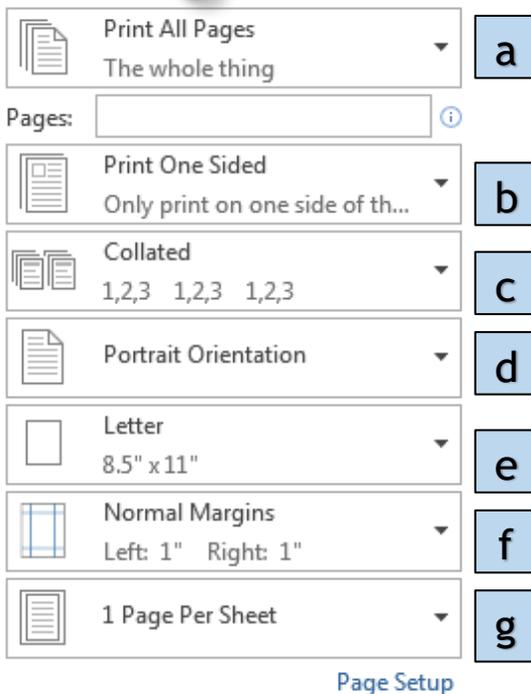2. Select **Print**. The **Print** pane will appear.
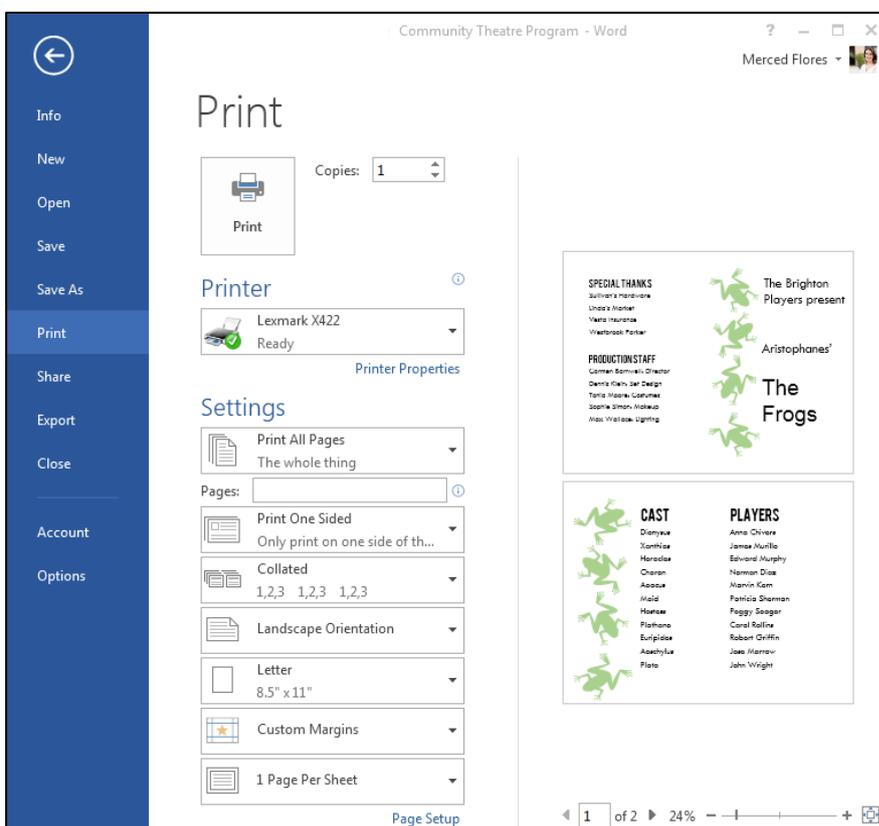


# 2 Clicking Print

# Print



1. **Printer**
   You may need to **select the printer** you want to use if your computer is connected to **multiple printers.**

2. **Copies**
   Here, you can choose how many **copies** of the document you require.

3. **Settings**

   a) **Print Range/Document Info**
      Here, you can choose to print the **entire document**, just the **current page**, or **custom print** to print specific pages.

**b) Single and Double-Sided Printing**
Choose whether to print on one side or both sides of the paper.

**c) Collation Settings**
If you are printing multiple copies, you can choose whether you want the copies collated or uncollated, i.e. complete documents or sets of the individual pages.

**d) Orientation**
Here, you can choose Portrait or Landscape orientation.

**e) Paper Size**
If your printer uses different paper sizes, you can choose the paper size you want to use.

**f) Margins**
Here, you can adjust the page margins, which can help your information fit more comfortably on the page.
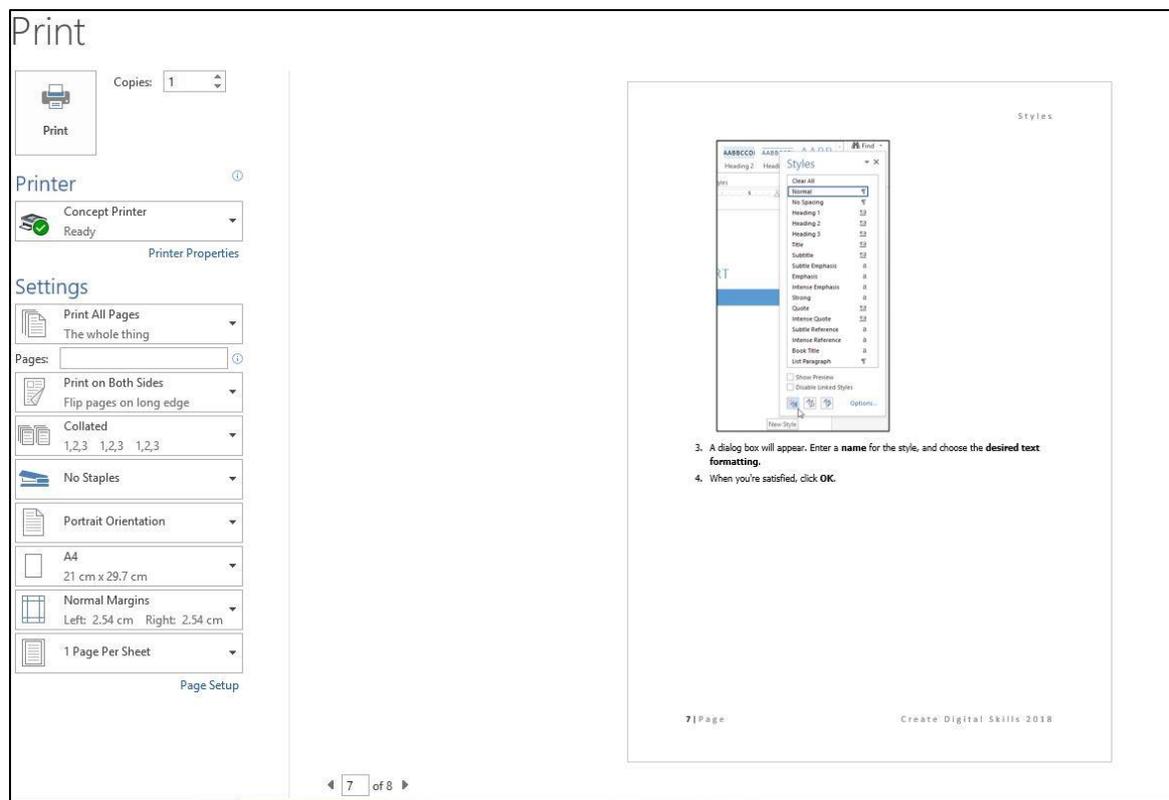
**g) Pages Per Sheet**
Word allows you to print more than one page on a single sheet.
While condensing pages onto one sheet can sometimes be helpful, note that the text will become more difficult to read as more pages are selected.

**Preview Pane**
Here, you can see a preview of how your document will look when printed.
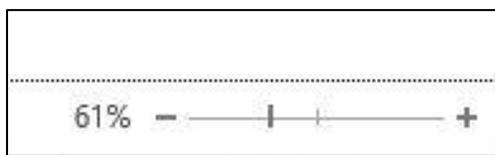
Create Digital Skills

**Page Selection**
You can click the arrows to view a different page in Print Preview.

**Zoom Control/Zoom to Page**
You can click the Zoom to Page button on the right to zoom in and out of the Preview pane.
Click, hold, and drag the slider to use the Zoom control. The number to the left of the slider bar reflects the zoom percentage.

You can also access the Print pane by pressing Ctrl+P on your keyboard.

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

## 3 Print a Document

1. Navigate to the **Print** pane and select the desired **printer**.
2. Enter the number of **copies** you want to print.
3. Select any additional **settings** if needed.
4. Click **Print**.

## 4 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.

To custom print a document:

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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**.