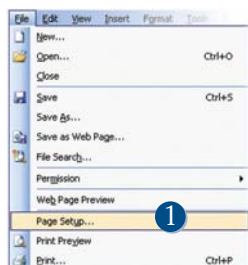


Chapter 5

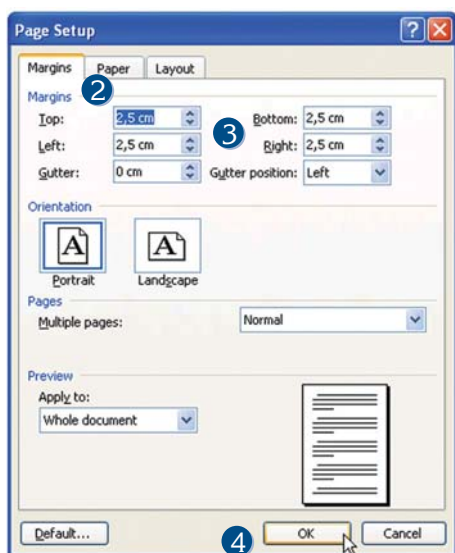
Printing

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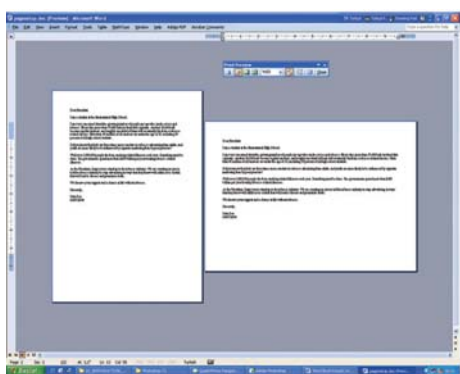




Open Page Setup



Page setup dialog box



Portrait and Landscape Orientation

Introduction

One of the most important functions of Word is printing a written document. Printing is very easy with Word. The computer must have a printer installed to print documents. If there is no printer installed, use the Add Printer Wizard to install one.

Page Setup

Page Setup controls page formats such as margins, page orientation and paper size. Page formats can be changed at any time, but it is better to change them before starting a document.

Margins

Margins are the white areas between text and the edges of the page. Margins can be changed to make more text fit on a page, or to add extra space for binding documents.

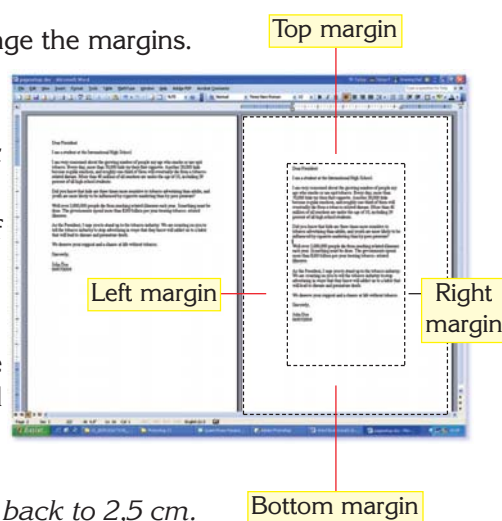
Practice

Changing Margins

In this exercise, you will change the margins.

- 1 From the **Menu** bar, choose **File, Page Setup**. The **Page Setup** dialog box opens.
- 2 Select the **Margins** tab, if it's not displayed.
- 3 In the **Margins** section, change the size for the **Top**, **Bottom**, **left** and **Right** margins to 3 cm.
- 4 Click OK.

Reset the page margins back to 2,5 cm.



Orientation

This feature allows you to control the orientation of a page. Portrait (vertical) orientation is used for traditional printing like letters, reports and notes. Landscape (horizontal) orientation can be used for slides, title pages or for the objects which don't fit in the document using portrait orientation. To set the page as a landscape, in the orientation section select the Landscape option.

Paper

Documents can be printed on different sizes of paper. Different paper types like flyers, envelopes and poster papers can be used for printing.

Paper Size

The size of the paper can be changed. A4 (21 cm x 29,7 cm) is a normal paper. Depending on the printer, different papers can be used such as A5 (14,8 cm x 21 cm).

Pages

This section allows you to print the document on multiple pages if desired. Besides normal printing, a document can be printed with mirror margins, 2 pages per sheet or Book fold.

Paper Source

By default, this option is the Default Tray. If the printer has more than one paper feeder, the paper source can be chosen from the given list.

Print Options

Click on this button to change the printing options of the Word program.

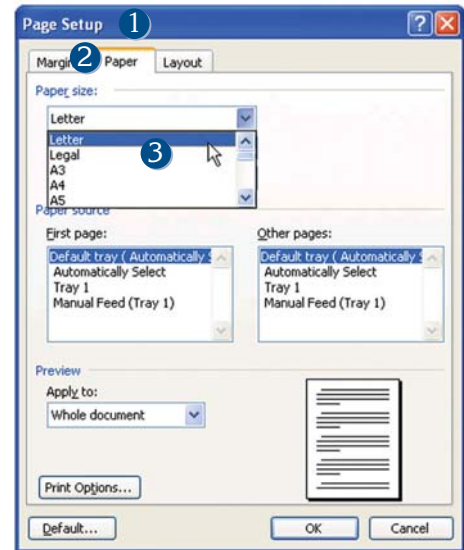
Layout

This tab changes the layout of the pages. The Section start option can be set. Settings with headers and footers can be changed. Alignment of the page can be changed here. Line numbers and borders can be added to the document.

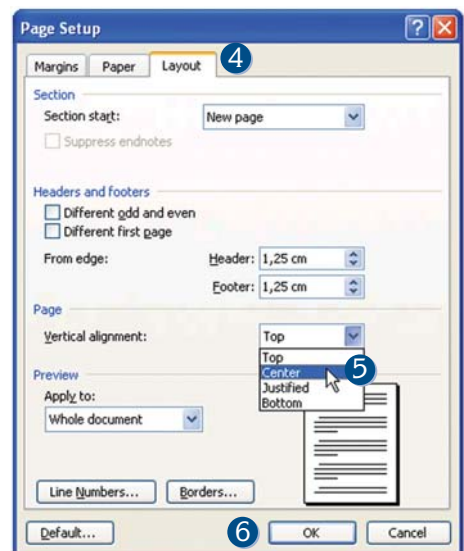
Practice

Changing the Paper Size and Alignment of the page.

- 1 From the **Menu** bar, choose **File**, **Page Setup**,
The *Page Setup* dialog box opens.
- 2 Select the **Paper** tab.
- 3 Select the **Paper Size** box, click the drop-down arrow and select “Letter”
- 4 Select the **Layout** tab.
- 5 In the **Page** section, click the vertical alignment drop-down arrow and select “Center”.
- 6 Click **OK**.



Page setup dialog box, Paper tab



Page setup dialog box, Layout tab

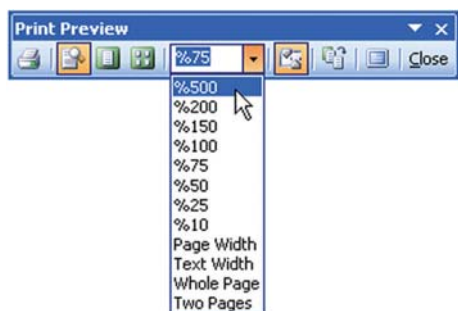
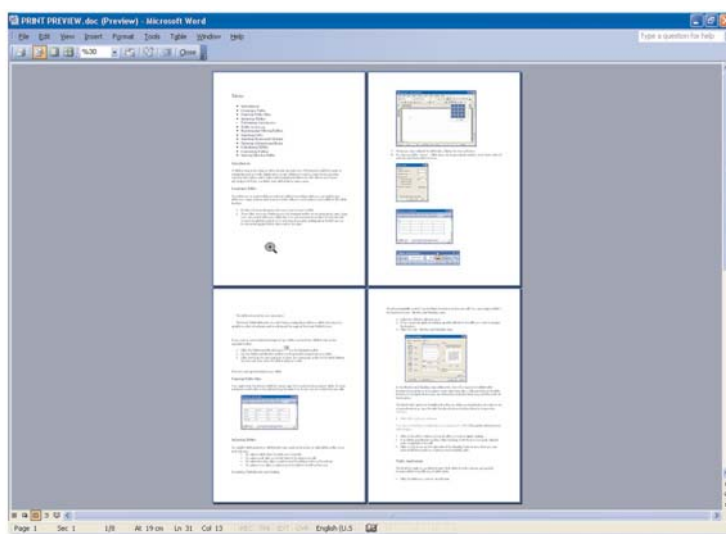
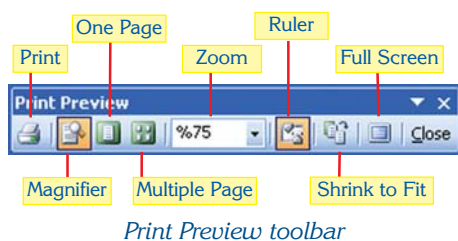


Print Preview

Print Preview

Print Preview should be used before printing. Print Preview enables you to see your document on the screen exactly as it will look when it is printed. The printing process is expensive; it needs paper, ink and time. To save them, Print Preview is a very good feature.

To print preview a document click the [Print Preview](#) button on the [Standard](#) toolbar.



Practice

Using the Print Preview toolbar

- ① Open a document with more than one page.
- ② From the [Menu](#) bar, choose [File](#), [Print Preview](#)
OR on the [Standard](#) toolbar, click the [Print Preview](#) button.
- ③ On the [Print Preview](#) toolbar, click [Multiple Pages](#) and select [1 X 2 Pages](#) on the drop-down menu.
Now, you can see two pages in the print preview window.
- ④ To enlarge the view of the current document, in the [Zoom](#) box type [500](#) or from the [Zoom](#) drop- down list select [%500](#).

- 5 Click the **One Page** button to again see one page in the print preview window.
- 6 Click the **Shrink to fit** button. Shrink to fit helps you fit your long document into a single page.
- 7 Click the **Close** button to close the print preview window.



Shrink to fit

Printing

Printing documents in Word is very easy. Clicking the Print button on the Standard toolbar, will print the entire document.

Practice

Printing Specific Pages and Selecting the Number of Copies.

In this exercise you will print pages 3, 5, 6 and 7 two times.

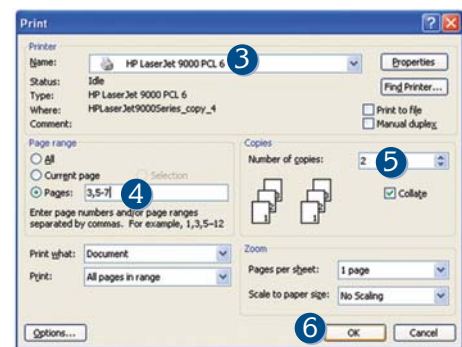
- 1 Open a document with more than one page.

- 2 From the **Menu** bar choose **File, Print**

OR press **Ctrl + P**

The Print dialog box opens.

- 3 If you have more than one printer, in the **Printer** section from the **Name** drop-down list select the target printer.
- 4 In the **Page range** section, select the **Pages** option and type 3, 5-7
- 5 In the **Number of copies** box, in the **Copies** section type 2.
- 6 Click OK.



Printing a document

You can change your printer settings, such as print quality and paper source, with the Properties button in the Printer section.

Fill in the blank

1. _____ is the direction of the paper when printing.
2. The empty spaces on all sides of a printed document are called _____.
3. Before printing a document, use _____ to save time, paper and ink.

Multiple choice questions

1. The orientation of a page can be changed from _____.
 - a. Page Setup
 - b. Print Preview
 - c. Print
 - d. Document Properties
2. In order to define page settings Page size, or the margins of a document _____ is used.
 - a. Print Settings
 - b. Document Settings
 - c. Print Preview
 - d. Page Setup
3. With the Printing dialog box, you can change the _____ (Choose two answers)
 - a. Page margins
 - b. Number of copies
 - c. Printing quality
 - d. Printing range
4. Your document consists of 6 pages. Which of the following page ranges prints page1, page2 page3, page5, and page6 of the document?
 - a. 1-3, 5-6
 - b. 1-6, 4
 - c. 1-6
 - d. 1, 2, 3-6
5. The printer properties button on the Print dialog box provides _____ (Choose two answers)
 - a. Print Quality
 - b. Print Range
 - c. Paper Source
 - d. Number of copies
6. How many margins are on a page?
 - a. Two (header and footer)
 - b. Four (top, bottom, right, left)
 - c. Two (landscape and Portrait)
 - d. Two (top and bottom)
7. A document in portrait mode prints:
 - a. Less characters per line than the same document in landscape
 - b. The same characters per line with the same document in landscape
 - c. More characters per line than the same document in landscape
 - d. Smaller fonts in order to fit the same amount of characters per line as landscape
8. How can you specify that a Letter-size document prints on an A4-size paper?
 - a. Scale the font of the text by the required percentage. Use the Magnify option to change the paper size.
 - b. Specify Scale to paper size as A4 under the File, Print menu
 - c. Specify the paper size as A4 in print properties available from the menu File, Print
 - d. Choose the option, Allow A4/letter paper resizing, in Print Options available from the menu File, Print
9. A text document with multiple pages has a small amount of text on the last page. Which option moves the content of the last page to the previous page and reduces the document by one page?
 - a. Print Layout
 - b. Print Range
 - c. Shrink to fit
 - d. Text alignment
10. Which of the following shortcut keys opens the Print dialog box?
 - a. Ctrl - V
 - b. Ctrl - P
 - c. Ctrl - C
 - d. Shift - P