

# Lesson 4

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## Lesson 4

### Printing Your Document

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### Learn how to:

- ◆ Examine a document in Print Preview window
- ◆ View multiple pages in Print Preview window
- ◆ Edit text in Print Preview window
- ◆ Insert page breaks
- ◆ Print an entire document
- ◆ Print individual pages and multiple copies of a document
- ◆ Print an envelope

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## Previewing your document

- ◆ To get a better idea of how your document will look like when printed
- ◆ Use the Print Preview button
- ◆ Can preview one or multiple pages at a time
- ◆ Can edit text while previewing
  - ✓ click the magnifier button to change magnifier pointer to insertion bar

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## Inserting Page Breaks

- ◆ Soft page breaks Vs. Hard page breaks?
- ◆ Soft page breaks
  - ✓ are inserted automatically by Word
- ◆ Hard page breaks
  - ✓ manually inserted
  - ✓ use CTRL+ENTER, or
  - ✓ Insert | break | page break

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## Controlling Text Flow

- ◆ Keep lines within a Paragraph together
  - ✓ select paragraph
  - ✓ Format | Paragraph | Line & Page Breaks | Keep lines Together | OK
- ◆ Keep paragraphs together
  - ✓ select paragraph
  - ✓ Format | Paragraph | Line & Page Breaks | Keep lines Together | OK
- ◆ Widow and Orphan control?

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## Printing Your Document

- ◆ To print entire document
  - ✓ Use Print button
- ◆ To choose print options
  - ✓ File | Print
  - ✓ specify pages to be printed
  - ✓ number of copies required etc.
- ◆ To print an Envelope
  - ✓ select address from the document
  - ✓ Tools | Envelopes and Labels

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