Lesson 4

Printing Your Document

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
Lesson 4

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

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
Lesson 4

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?

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