

# Microsoft Word 2010 – Level 1

11 – Printing



# PRINTING

## InFocus

In a traditional sense, **printing** means producing your document on paper. The printing process on the computer, however, is much more flexible than this. In Microsoft Word the printing commands allow you to control **how** the document will be printed, **where** it will be printed and **what** will be printed.

### In this booklet you will:

- ✓ gain an understanding of printing
- ✓ learn how to preview a document before printing
- ✓ learn how to quick print
- ✓ learn how to select a printer
- ✓ learn how to print the current page
- ✓ learn how to specify a range of pages
- ✓ learn how to specify the number of copies

# UNDERSTANDING PRINTING

**Printing**, in its simplest form, means producing a paper copy of a document that you have created on the computer. Early forms of printing required typesetting, printing presses and ink. These days,

printing only requires a printer that converts the electronic form of the document into letters and other graphics on a page. Before you commit a document to paper, consider the following points.

## Resisting The Urge To Print

These days printers are very cheap, easy to install and easy to print to. While computers were supposed to reduce the amount of paper that we used and introduce a paperless age, in reality they have made it easy to go through pages and pages of paper while we review and modify documents. If you take some time to think the following things through, you may well reduce the volume of paper that you use.

## Draft Versus Final

The first thing to consider is **why** you are printing. If you just want to review the layout and proof the text, there is a good case for printing only a **draft** copy of the document. This uses less ink and in some cases prints more quickly than a best-quality copy. If you have a colour printer, then you can often choose to print in greyscale, saving the more expensive colour ink for later. If it's the **final** copy that you want to print, then you should make sure you've previewed the output so that you don't waste precious ink, time, paper and patience.

## When Printing Isn't Printing

Traditionally, printing referred to creating a **hard copy** of a document, meaning a copy of the document on paper. These days, printing can also be used to create an electronic version of the document, known as a **soft copy**. For example, you can print to the Microsoft XPS Document Writer and create an **XPS** version of the file. You can also print to a file and create a **.PRN** file which is used for printing.

## Paper Size

Before you send a document to a printer, you need to consider the size of the paper that you intend to print on. Does the size of the paper that your printer will use match the size that you have selected in Word? If not, you either need to change the paper in the printer or reorganise your document in Word so that the paper sizes agree.

## Paper Type

What type of paper do you need for your specific print job? Are you printing photographs that you want to appear on glossy paper? Are you printing a normal document that needs normal copy paper? What about sticky labels or envelopes? Make sure that you have the right paper product in your printer before you start.

## Printer Type

One of the first things you should do before creating a document is to select the printer that you intend to use. This is partly because functionality may vary between printers. For example, printers designed to print photographs can print right to the edge of the page (borderless printing) whereas other printers, such as most lasers, have a non-printable area around the edge of the page. There are many types of printers you may have access to, such as colour printers versus black and white and laser printers as opposed to inkjet. As a rule of thumb, colour printing is more expensive than black and white, and laser printing is more expensive, but better quality, than ink jet.

## Default Printer

The **default** printer is the printer that appears under **Printer** when you click on the **File** tab and select **Print**. It's the printer that will be used unless you select a different one.

## Previewing Before You Print

When you select **Print** in the **Backstage view**, a preview of how the document will look when it's printed will appear in the right half of the view. You should always check this preview of a document in the **Backstage** before sending it to a printer.

# PREVIEWING YOUR DOCUMENT

Computers came with the promise of a paperless office but it hasn't really worked out that way. You can help to save paper by **previewing** your documents in the **Print** area of the **Backstage** before

printing them. The preview shows you on screen how the document will look when it is printed. If you need to make any changes, you simply exit the **Backstage** and alter the file.


## Try This Yourself:

**Open File**


Before starting this exercise you **MUST** open the file *W867 Printing.docx...*


- 1 Click on the **File** tab to open the **Backstage**, then click on **Print**

The first page of the document will be shown as it will appear when printed on the right side of the **Backstage** window...

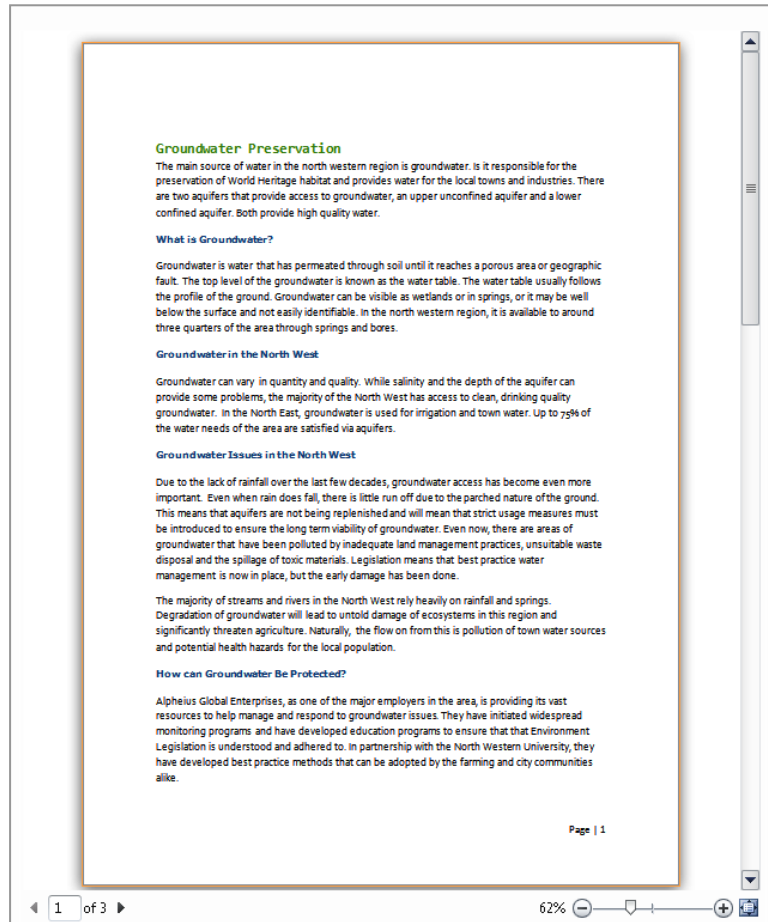
- 2 Click on **Next Page**  to step through the pages until you reach the end of page **3**

You can alter the magnification...

- 3 Click on **Zoom In**  until the magnification changes to **100%**

- 4 Click on **Previous Page**  until you return to page **1**

- 5 Press **Esc** or click on the **Home** tab to return to **Print Layout** view



**1**

## For Your Reference...

To preview a document:

1. Click on the **File** tab
2. Click on **Print**

## Handy to Know...

- While in the print area of the **Backstage**, you can access the **Page Setup** dialog box, if necessary, by clicking on **Page Setup**.

# QUICK PRINTING

**Quick Printing** refers to sending a document directly to the default printer without checking the printer settings. This is the best choice when you know that the printer you want is selected, you only want

one copy of the entire document and you have checked the preview of your document to make sure that it is okay (or you're confident that it will be).

## Try This Yourself:

**1** Same File

Continue using the previous file with this exercise, or open the file W867 Printing.docx...

**2**

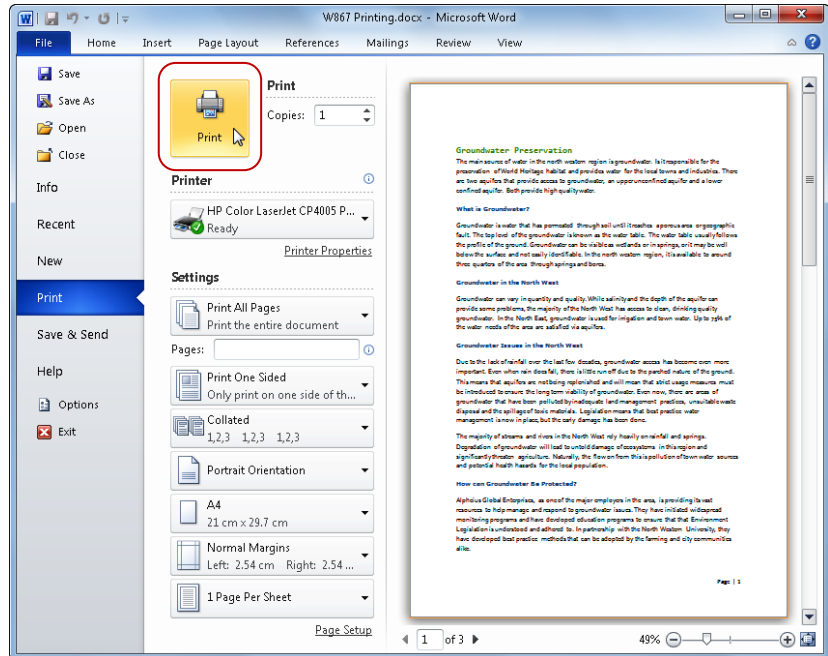
Click on the **File** tab to open the **Backstage view**

**3**

Click on **Print** to display the printer settings and document preview

**3**

Click on **[Print]** – this large button appears at the top left of the printer settings  
Your document will be sent directly to the printer



**3**

## For Your Reference...

To **quick print**:

1. Click on the **File** tab
2. Click on **Print**
3. Click on **[Print]**

## Handy to Know...

- You can make printing an entire document even quicker by adding **Quick Print** to the **Quick Access Toolbar**. Click on the drop arrow for **Customise Quick Access Toolbar** and select **Quick Print**. Printing then becomes a single click operation.

# SELECTING A PRINTER

It is likely that there are several printers that you have access to, especially in a work environment. You may want to select a printer other than the default printer because it provides different functionality –

e.g. borderless, colour laser, because it has different stock loaded (paper, envelopes, labels), or simply because your default printer is currently out of action.

## Try This Yourself:

**Same File**

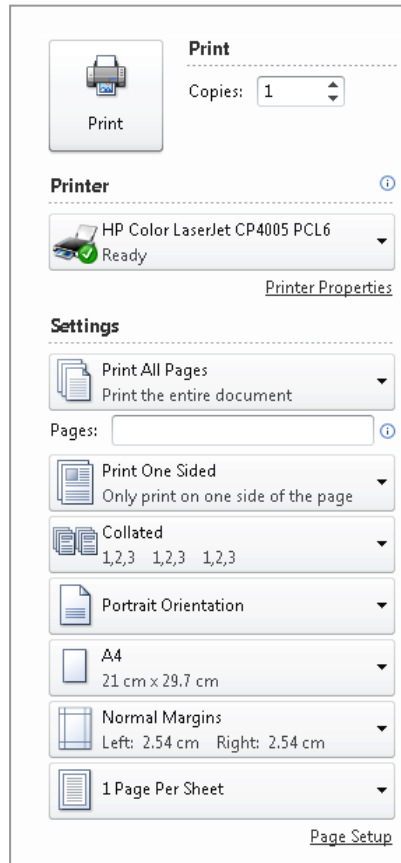
1 Continue using the previous file with this exercise, or open the file *W867 Printing.docx...*

2 Click on the **File** tab and click on **Print** to display the print settings

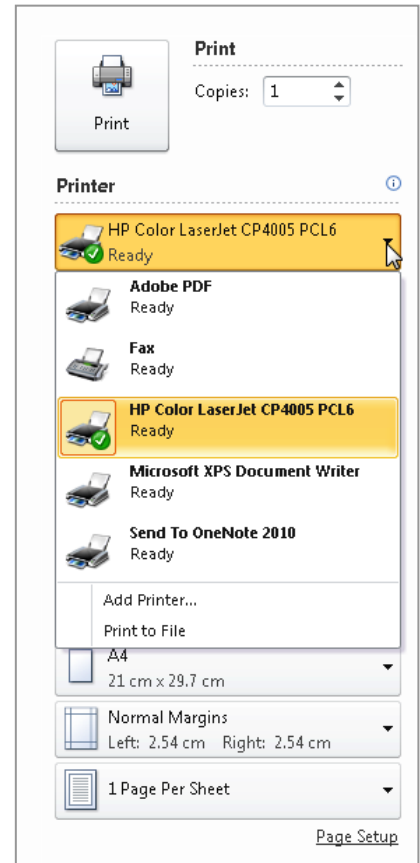
3 Click on the drop arrow ▼ for **Printer** to display the list of available printers  
*We have only one printer installed at this stage. Your list of printers will be different to ours...*

4 Click on the printer of your choice

5 Click on **[Print]** if you want to send your document to the new printer, or press **[Esc]** to return to **Page Layout** view without printing the document  
*Your new printer settings will be retained*



1



2

## For Your Reference...

To **select a printer**:

1. Click on the **File** tab
2. Click on **Print**
3. Click on the drop arrow ▼ for **Printer** and click on the printer
4. Click on **[Print]** or press **[Esc]**

## Handy to Know...

- You can change the default printer that appears in Microsoft Word. Click on **Start** and select **Control Panel**. Click on **View devices and printers** under **Hardware and Sound**. Right-click on the printer and select **Set as default printer**. Close the **Devices and Printers** window.

# PRINTING THE CURRENT PAGE

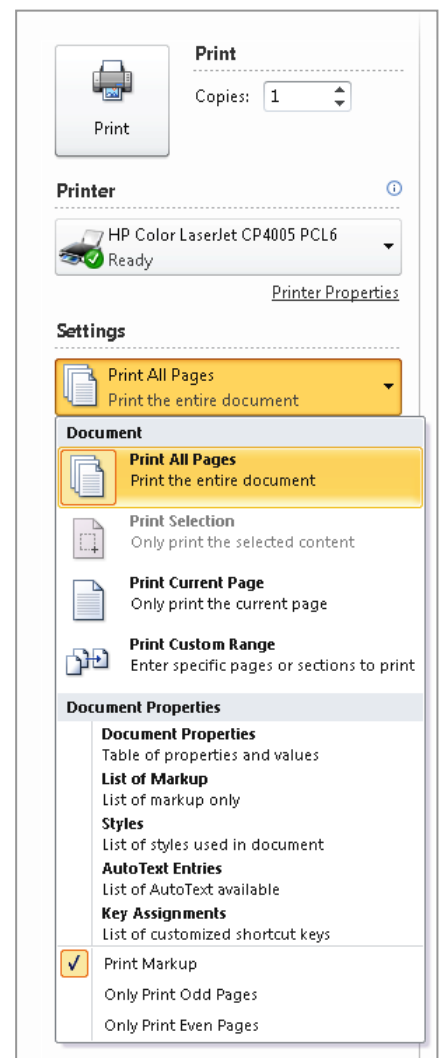
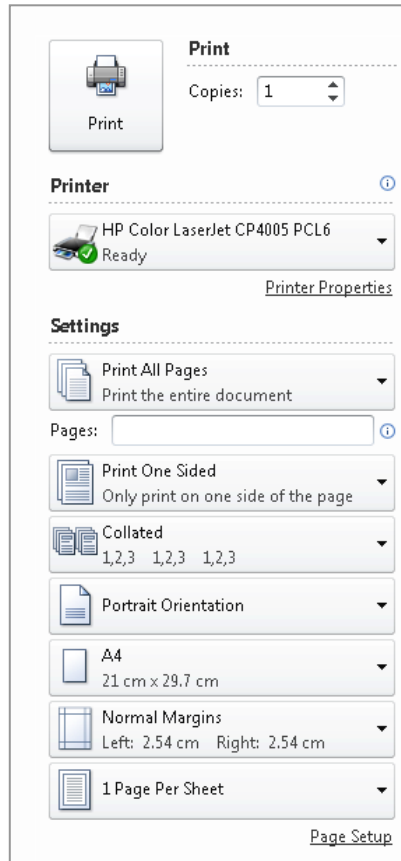
There will be times when you only want to print a single page of a document, not the entire thing. To make it easy for you, Word allows you to nominate the current page to be printed. The trick to printing the current

page is to ensure that the page you want to print is the first page visible on the screen. You don't even have to click on the page or select any text.

## Try This Yourself:

**Same File**

- 1 Continue using the previous file with this exercise, or open the file *W867 Printing.docx...*
  - 2 Ensure you are in **Page Layout** view then scroll down the document until you can see only page 3. You may not be able to see all of it, but the main thing is to ensure that you can't see any of page 2...
  - 3 Click on the **File** tab and click on **Print** to display the print settings in the **Backstage**
  - 4 Click on **Print All Pages** under **Settings** to display a list of what you can print
  - 5 Click on **Print Current Page** to select this option
- Click on **[Print]** to print page 3
- If you don't want to print, press **[Esc]** instead



## For Your Reference...

To **print** the **current page**:

1. Scroll to the page that you want to print
2. Click on the **File** tab and click on **Print**
3. Select **Current page** under **Settings**
4. Click on **[Print]**

## Handy to Know...

- You can print part of one page by first selecting the text and/or images. Click on the **File** tab and click on **Print**. Click on **Print Selection** then click on **[Print]**.
- The shortcut key combination for displaying the print settings in the **Backstage view** is **[Ctrl] + [P]**.



# SPECIFYING A RANGE OF PAGES

If you want to print more than one page but not the entire document, you can specify a range of pages. To do this, you need to know the page numbers of the pages you want to print. You can

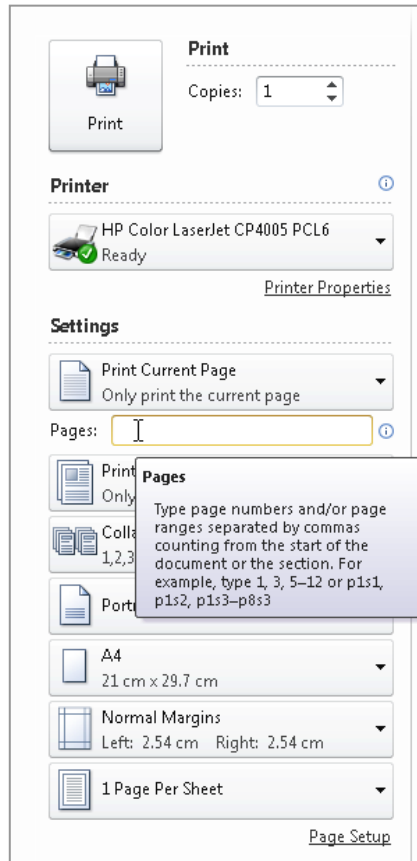
determine this by previewing the pages and checking the page numbers below the preview. You then use a special format to specify individual pages or a series of consecutive pages (range).

## Try This Yourself:

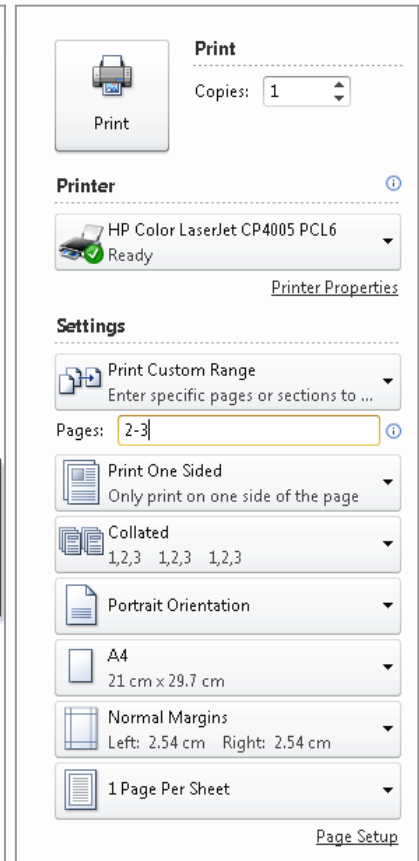
Same File

Continue using the previous file with this exercise, or open the file W867 Printing.docx...

- 1 Click on the **File** tab and click on **Print**
- 2 Click on **Next Page** to move to page 2
- 3 We want to print this page and the next...  
Hover over the text box for **Pages**  
A tooltip will appear giving you examples of ranges that you can use. A hyphen denotes a range of pages and commas separate individual page numbers or ranges, as in 1,3,5-12 (1 and 3 and 5 through to 12)...
- 4 Click in **Pages** and type 2-3
- 5 Click on **[Print]** to print the second and third pages of the document



3



4

## For Your Reference...

To **specify** a **range** of **pages** to print:

1. Click on the **File** tab and click on **Print**
2. Click in the text box for **Pages** and type the pages and ranges
3. Click on **[Print]**

## Handy to Know...

- You will also have noticed a reference to printing **sections**. Sections are used to allow multiple formatting layouts in a document, such as columns and tables. In translation, p1s1, p1s2, p1s3-p8s3 reads page 1 of section 1, page 1 of section 2 and pages 1 through to 8 of section 3.





# SPECIFYING THE NUMBER OF COPIES

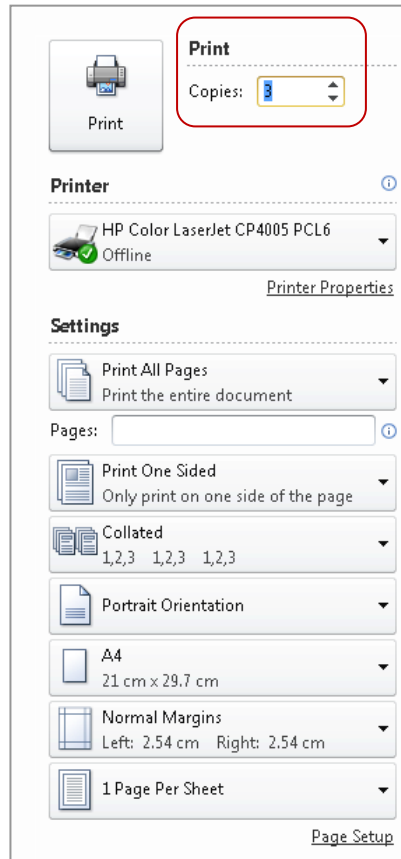
When you print a document you can specify the number of **copies** you need and whether or not to collate the pages. If you have a series of handouts, you may prefer to keep all of the same pages

together. But, if you're printing a report, you may prefer to print the document in sets of consecutive pages, otherwise known as collated.

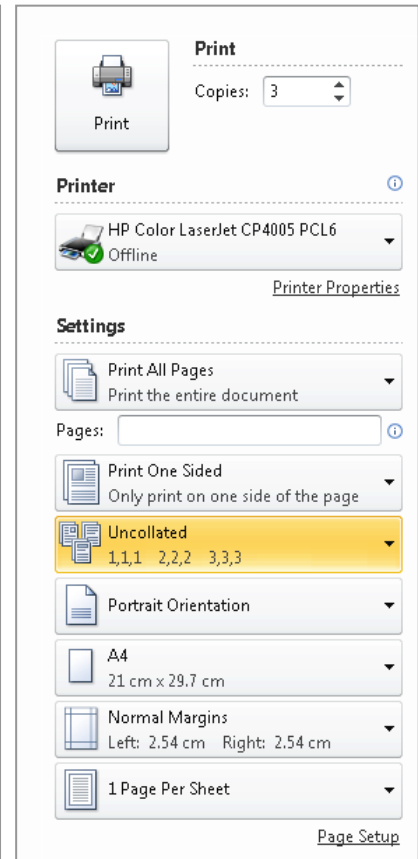
## Try This Yourself:

**Same File**

- 1 Continue using the previous file with this exercise, or open the file *W867 Printing.docx...*
- 1 Click on the **File** tab and click on **Print**  
The default settings for printing are one copy and collated...
- 2 Click on the up spinner arrow  for **Copies** until it reads **3**  
This field is located at the top of the print settings...
- 3 Click on **Collated** to display a drop-down menu, then click on **Uncollated**  
Notice that the tiny preview to the left of the option changes to show that if you printed the document now, it would print the copies of page 1, then the copies of page 2 and so on...
- 4 Click on **[Print]** to print the copies of the document  
If you don't want to print, press  instead




2



3

## For Your Reference...

To **print multiple copies**:

1. Click on the **File** tab
2. Click on **Print**
3. Click on the up spinner arrow  for **Copies** until you reach the number required then click on **[Print]**

## Handy to Know...

- Photocopying instead of printing multiple copies may be marginally cheaper than laser printing, but the loss of quality is generally not worth the savings you make.
- You can print multiple copies of specific ranges of pages if you need to.

# CONCLUDING REMARKS

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## **Congratulations!**

You have now completed the **Printing** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as listed in the objectives on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

## **Where To From Here...**

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**