

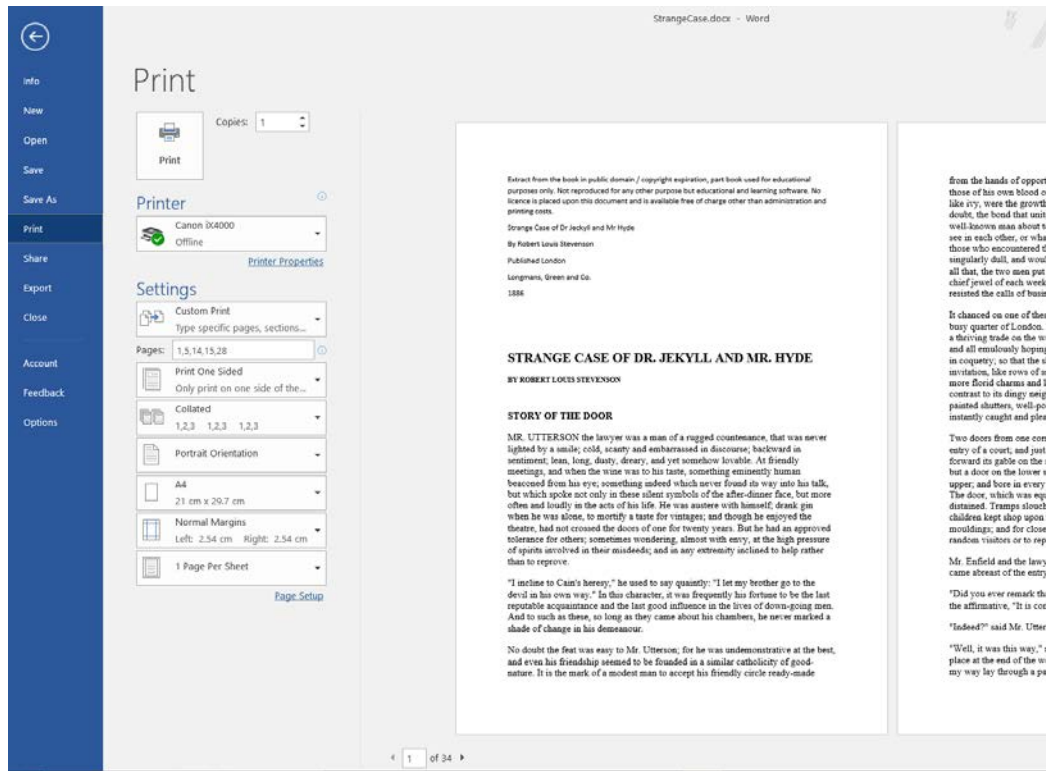


PRINTING

BY MARK GILLAN



SENDING A FILE TO PRINTER



- File > Print
(commands for all Microsoft Office applications)
- Within the print dialog box, select from the options available
- It is possible to print a selection of pages, for example, pages 2, 5, 8, 15 would mean only 4 pages from the file would print
- Another example of 4-15 means pages 4 thru 15 inclusive will print, meaning 12 pages of the file
- Amount of copies is self-explanatory and is the most common options but as you will note ... plenty of other options too (see opposite and next page for a larger view of the print page selection of the 34 page document)

PRINT SELECTION FOR SOME PAGES

- File > Print
- ... then selection of options
- Example shows a selection of pages from a 34 page file
- ... then it would just need the “Print” button within the Print dialog box to be clicked to send it to the printer of choice as selected within the “Printer” drop-down option

