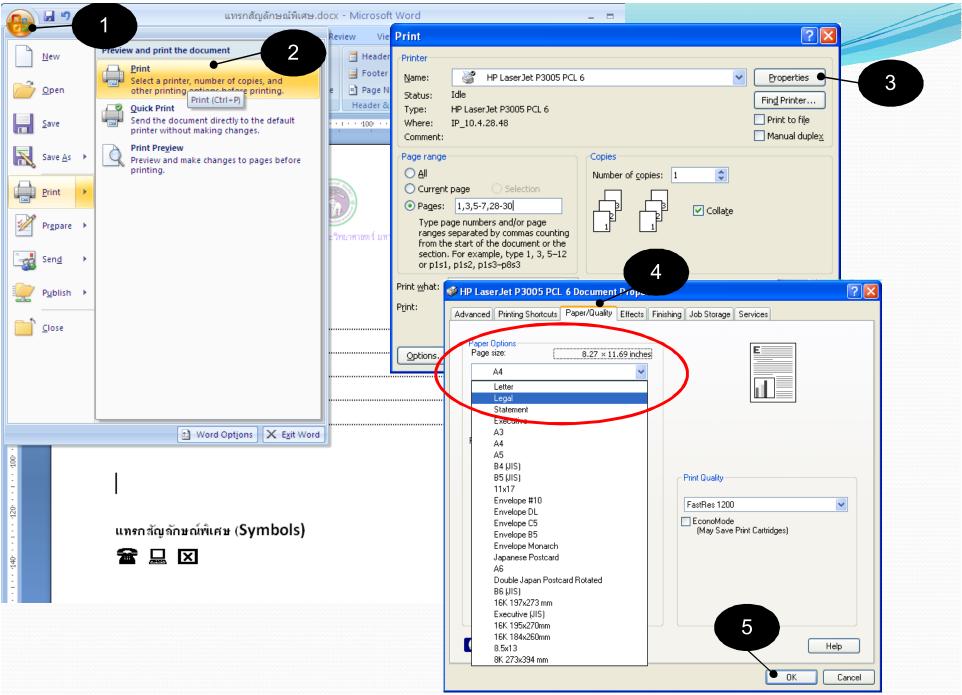# Printing

Printing a Document

For printing in Microsoft Word 2007, we will talk about these related actions:

- Setting paper size before printing (in case the paper you want to print does not match the one you have on *Page Setup*.

- Print Preview

- Printing a document

- Printing multiple pages on one sheet of paper

Setting Paper Size

In case the paper you want to print the document to does not match the paper size you have on *Page Setup* of the document.
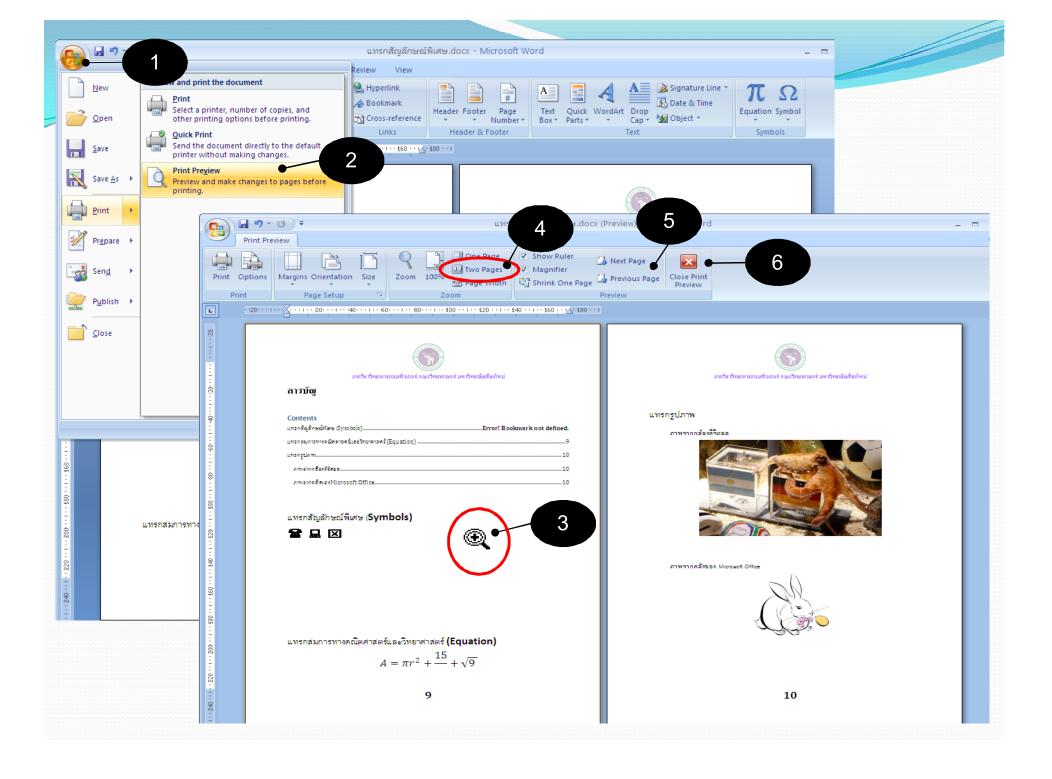
1. Click the Office Button

2. On the menu, click *Print* $\longrightarrow$ Click *Print* on the submenu.

3. At *Print* dialog box, click *Properties*. Another dialog box will appear.

4. Click *Paper/Quality* tab. Under *Paper Options,* pick the paper size you want.

5. Click *Ok* to go back to *Print* dialog box.

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☎ 💻 ☒

Print Preview

When you want to see the document as it will be printed.

1. Click the Office Button

2. On the menu, click *Print* → Select *Print Preview*

3. The mouse will now change to a magnifying glass. Click on the document to zoom in/out and inspect the document.

4. You can view more than one page at a time by clicking at *Two Pages,* under *Zoom* group.

5. To view the page before or after current page, click *Previous Page* or *Next Page* under *Preview* Group.

6. Click *Close Print Preview* to exit print preview.

Printing the Document

1. Click the Office Button

2. On the menu, click *Print* $\longrightarrow$ Select *Print. Print* dialog box will appear.

3. At *Name,* click at ▼ to select a printer.

4. Under *Page range,* select pages you want to print:

    - **All** If you want to print the entire document.

    - **Current page** If you want to print just the current page (where the cursor is)

    - **Selection** If you only want to print the selected (highlighted) part.

    - **Page** If you want to print only the specified pages. You can use:

        - **Comma (,)** to specify individual page

        - **Dash (–)** to specify a range of pages

        - Commas and dashes can be mixed for one printing. For example: 1, 3, 7-9, 20, 23-28

Printing the Document (2)

5.   Under *Number of copies*, click at ▲ (or ▼) to select how many copies you want to print.

Notice   The checkbox *Collate* is for printing the document one copy at a time. If checked, the document will be printed one copy at a time. (first page to last page of the first copy, the first page of the second copy). If not checked, the documents will be printed from first pages of all copies, then second pages of all copies, and so on.

6.   Under *Print:* Click ▼ to select the pages in range to be printed. It can be *All pages in range, Odd pages,* or *Even pages*.

7.   Click ***OK*** to print the document, or click **Cancel** if you don't want to print at this time.

Printing Multiple Pages per Sheet of Paper
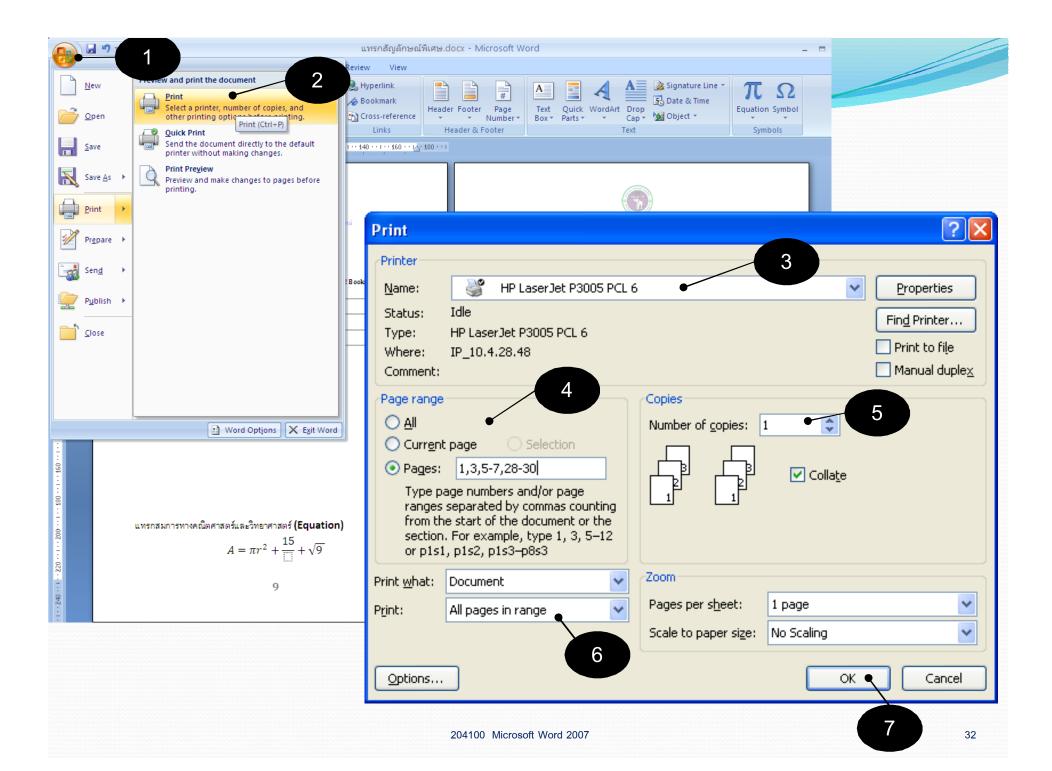
1. Click the Office Button

2. On the menu, click *Print* $\rightarrow$ Select *Print. Print* dialog box will appear.

3. Select a printer.

4. Select range of pages to print.

5. Select number of copies.

6. Under *Zoom,* click at *Papers per sheet:.* This will allow you to choose how many pages you want printed per sheet.

7. Click *OK*

แทรกสัญลักษณ์พิเศษ.docx - Microsoft Word

1

New

Open

Save

Save As

Print

Prepare

Send

Publish

Close

...w and print the document

2

Print
Select a printer, number of copies, and other printing options before printing.

Print (Ctrl+P)

Quick Print
Send the document directly to the default printer without making changes.

Print Preview
Preview and make changes to pages before printing.

Word Options   Exit Word

Print   ? ✕

Printer

Name: HP LaserJet P3005 PCL 6   **3**   Properties

Status: Idle   Find Printer...

Type: HP LaserJet P3005 PCL 6

Where: IP_10.4.28.48   ☐ Print to file

Comment: ☐ Manual duplex

Page range   **4**   Copies

◉ All   Number of copies: 1   **5**

◯ Current page   ◯ Selection

◯ Pages: ☑ Collate

Type page numbers and/or page ranges separated by commas counting from the start of the document or the section. For example, type 1, 3, 5–12 or p1s1, p1s2, p1s3–p8s3

Print what: Document   **6**   Zoom

Print: All pages in range   Pages per sheet: 4 pages

Scale to paper size:
1 page
2 pages
4 pages
6 pages
8 pages
16 pages

Options...

แทรกสมการทางคณิตศาสตร์และวิทยาศาสตร์ **(Equation)**

$$A = \pi r^2 + \frac{15}{\square} + \sqrt{9}$$

9

? ✕

Properties

Find Printer...

Type: HP LaserJet P3005 PCL 6

Where: IP_10.4.28.48   ☐ Print to file

Comment: ☐ Manual duplex

Page range   Copies

◉ All   Number of copies: 1

◯ Current page   ◯ Selection

◯ Pages: ☑ Collate

Type page numbers and/or page ranges separated by commas counting from the start of the document or the section. For example, type 1, 3, 5–12 or p1s1, p1s2, p1s3–p8s3

Print what: Document   Zoom

Print: All pages in range   Pages per sheet: 4 pages

Scale to paper size: No Scaling

Options...   **7**   OK   Cancel

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