

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* → 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

Print (Ctrl+P)

Quick Print

Print Preview

Print

Prepare

Send

Publish

Close

Word Options

Exit Word

Print

Printer: HP LaserJet P3005 PCL 6

Status: Idle

Type: HP LaserJet P3005 PCL 6

Where: IP_10.4.28.48

Comment:

Page range

All

Current page

Selection

Pages: 1,3,5-7,28-30

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

Copies

Number of copies: 1

Collate

Print what:

Print:

Options

Advanced

Printing Shortcuts

Paper/Quality

Effects

Finishing

Job Storage

Services

Paper Options

Page size: 8.27 x 11.69 inches

A4

Letter

Legal

Statement

Executive

A3

A4

A5

B4 (JIS)

B5 (JIS)

11x17

Envelope #10

Envelope DL

Envelope C5

Envelope B5

Envelope Monarch

Japanese Postcard

A6

Double Japan Postcard Rotated

B6 (JIS)

16K 197x273 mm

Executive (JIS)

16K 195x270mm

16K 184x260mm

8.5x13

8K 273x394 mm

Print Quality

FastRes 1200

EconoMode (May Save Print Cartridges)

Help

OK

Cancel

แพรอกสัญลักษณ์พิเศษ (Symbols)

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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.

Microsoft Word interface showing the Print Preview window. The document is titled "แทรกสัญลักษณ์พิเศษ.docx".

Numbered callouts indicate the following steps:

1. Click the Print icon in the Quick Start ribbon.
2. Click the Print Preview icon in the Print menu.
3. Click the Magnifier icon in the Print Preview ribbon.
4. Click the Two Pages icon in the Print Preview ribbon.
5. Click the Next Page icon in the Print Preview ribbon.
6. Click the Close Print Preview icon in the Print Preview ribbon.


The Print Preview window displays two pages of the document:

Page 9: Contents


Content	Page
แทรกสัญลักษณ์พิเศษ (Symbols)	Error! Bookmark not defined.
แทรกตารางการคูณและหาร (Equation)	9
แทรกรูปภาพ	10
ภาพจากกล้องเว็บแคม	10
ภาพจากคลังของ Microsoft Office	10

Page 10: แทรกรูปภาพ


ภาพจากกล้องเว็บแคม



ภาพจากคลังของ Microsoft Office



Page 9: แทรกสัญลักษณ์พิเศษ (Symbols)



Page 10: แทรกสัญลักษณ์พิเศษ (Equation)

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

Printing the Document

1. Click the Office Button
2. On the menu, click *Print* → 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.

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Print and print the document

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

Printer

Name: HP LaserJet P3005 PCL 6

Status: Idle

Type: HP LaserJet P3005 PCL 6

Where: IP_10.4.28.48

Comment:

Properties

Find Printer...

☐ Print to file

☐ Manual duplex

Page range

☐ All

☐ Current page

☒ Pages: 1,3,5-7,28-30

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

Copies

Number of copies: 1

☒ Collate

Zoom

Pages per sheet: 1 page

Scale to paper size: No Scaling

Print what: Document

Print: All pages in range

Options...

OK

Cancel

แทรกสมการทางคณิตศาสตร์และวิทยาศาสตร์ (Equation)

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

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Printing Multiple Pages per Sheet of Paper

1. Click the Office Button
2. On the menu, click *Print* → 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*

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Print and print the document

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

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

Print Preview
Preview and make changes to pages before printing.

Print (Ctrl+P)

Printer

Name: HP LaserJet P3005 PCL 6

Status: Idle

Type: HP LaserJet P3005 PCL 6

Where: IP_10.4.28.48

Comment:

Page range

All
Current page
Pages:

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

Copies

Number of copies: 1

Collate

Zoom

Pages per sheet: 4 pages

Scale to paper size: No Scaling

Print what: Document

Print: All pages in range

Options...

Properties

Find Printer...

Print to file

Manual duplex

Word Options

Exit Word

แทรกสมการทางคณิตศาสตร์และวิทยาศาสตร์ (Equation)

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

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