Word Processing 5N1358

11. Print Documents and Labels

Contents

RMN

PRINT DOCUMENTS AND LABELS USING A RANGE OF PRINT FEATURES TO INCLUDE:

1. PRINT PREVIEW

When a document is finished and ready for printing it is important to have one last look over it carefully **BEFORE** pressing **PRINT** to ensure there are no errors and that it looks the way it should. This is known as the **Print Preview** and should save the need to print the document twice. Save the trees and save the world!
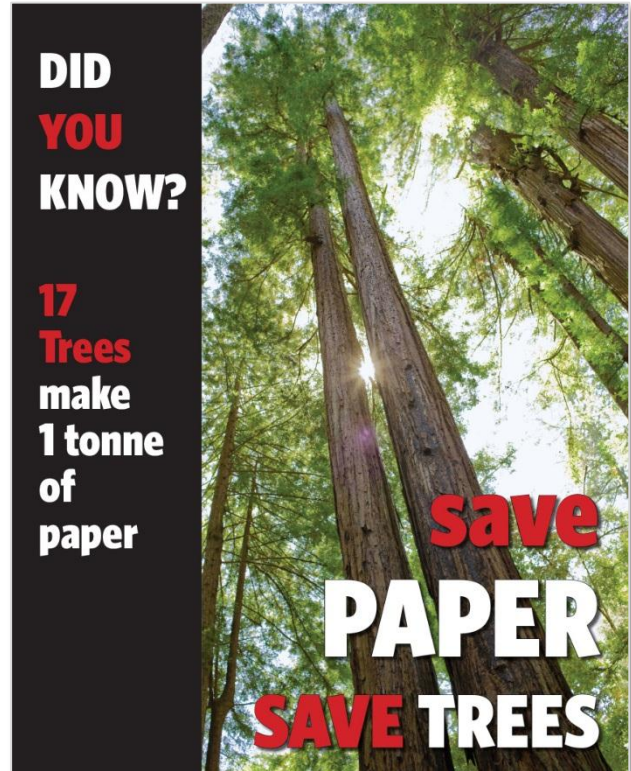
In Microsoft Word 2013 the **Print Preview** has been combined with the **Print** window to make it easier to see the document before it is printed. To access the print menu go to the **File** tab and **Print**. In this window the print options are on the left side of the screen and the preview of the document is on the right.


Print Options

Print Preview
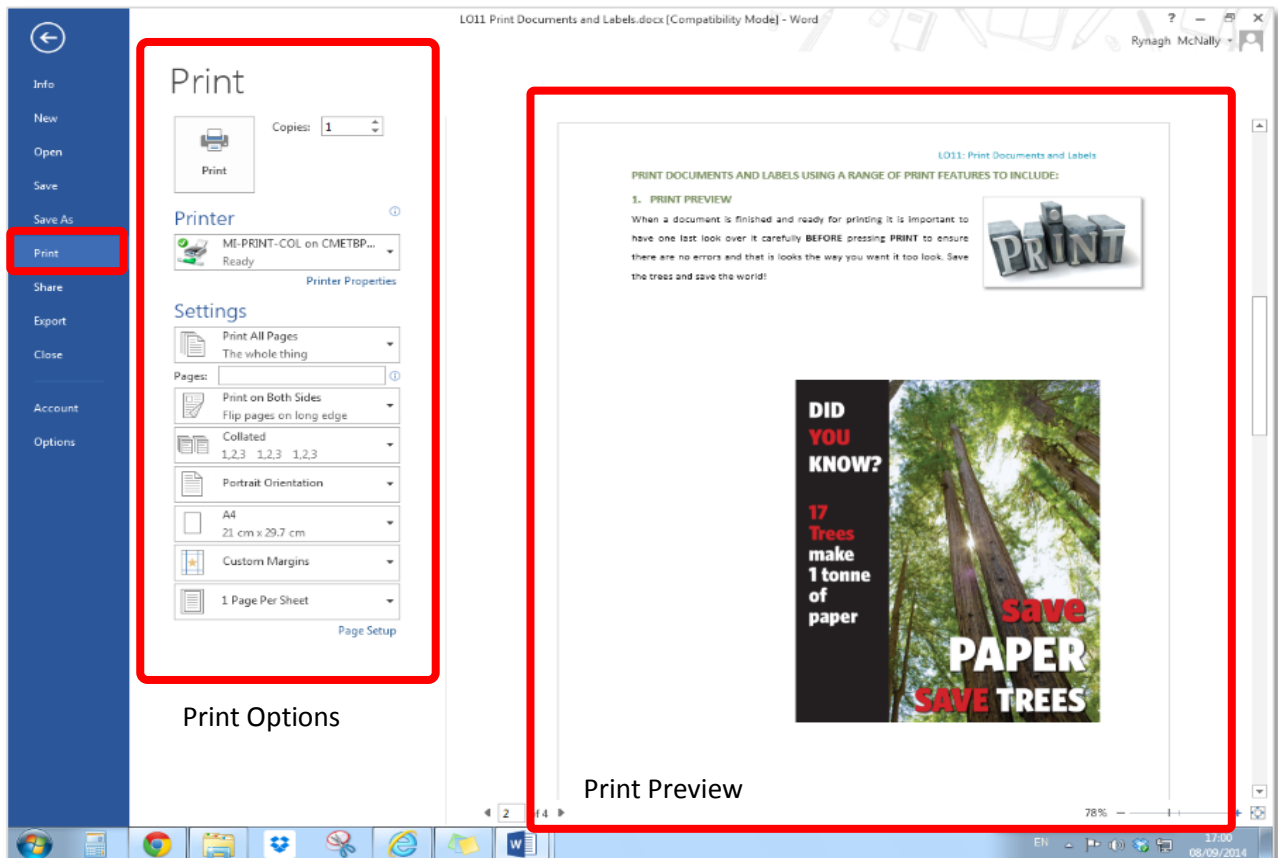
Selecting a Printer

On the **Print** panel under the **File** tab one of the first options is too choose which printer the computer is connected too. In the college we are connected to generic network printers which all have the name MI-PRINT-MONO on CMETBPSRV. If this printer is not showing as the default printer drop down the Printer menu and select this printer.

✅ Set Default Printer
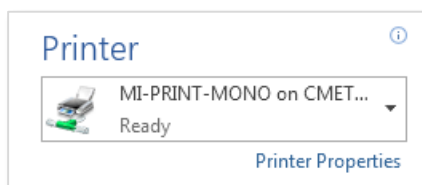
To ensure a printer in an office or at home is always set to print to the correct printer, the **default printer** should be selected. To do this go to the **Start** menu to the **Devices and Printers** menu, in this menu under the **Printer and Faxes** section the *green tick* represents the printer that is set to the default for the computer being used. In this image the default printer is the MI-PRINT-COL on CMETBPSRV, to change the default printer to the MI-PRINT-MONO right click on the printer and select **Set as default printer**. This printer will now always appear at the top of the printer drop down menu in any software on the computer.
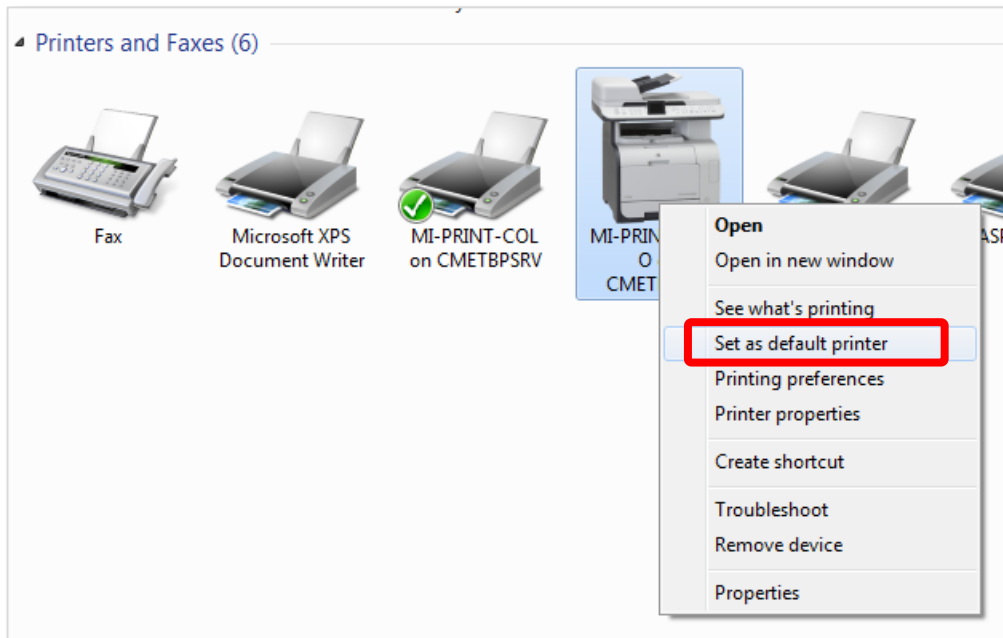
NOTES:

2. SINGLE AND MULTIPLE COPIES

By default only one copy of the document is sent to the printer when the **Print** command button is clicked. To produce multiple copies change the number in the text box next to **Copies:** to indicate how many copies should be printed.
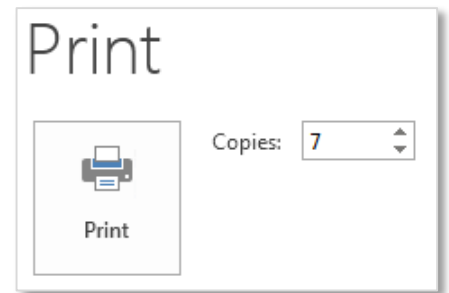
3. PRINTING SPECIFIC PAGES

Print All Pages

By default all the pages in a document will be printed automatically but this can be changed under the **Settings** of the **Print** options.

Print Current Page

To choose a particular page, open that page, click anywhere on the page before going to the **Print** menu and then select the option **Print Current Page.**

To Print a Custom Range of Pages

To print a range of pages type the page numbers and/or page ranges separated by commas counting from the start of the document. For example the following will print pages – 1, 3, 5, 6, 7, 8 and 9.
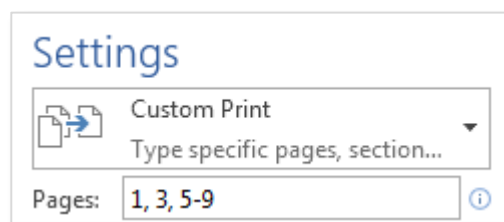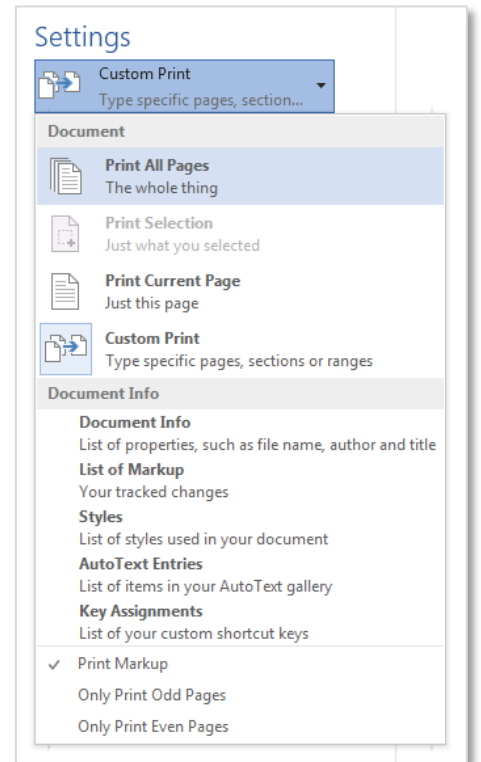
To Print Markup

As identified in **LO9 Markup Capabilities** Markup on a document can also be printed by selecting the **Print Markup** option on this menu.

Print Odd and Even Pages

It is also possible to select to print only the Odd or Even pages from a document choosing either of the bottom two options on this menu.

4. SELECTING PARAMETERS

A variety of printing parameters are available from the **Print** options these include:

Printing on Both Side of the Paper

In the college it is possible to print to both sides of a sheet of paper, this will cut down on the amount of paper use and will in turn help **save trees**. To access this option go to **File** and **Print** and under the 3rd **Settings** option, select **Print on Both Sides**.

If the printer being used does not have this facility it may be possible to **manually** turn the paper at the end of the print job to print on the other side of the paper, by choosing **Manually Print on Both Sides**. When using this option ensure the directions are followed carefully.
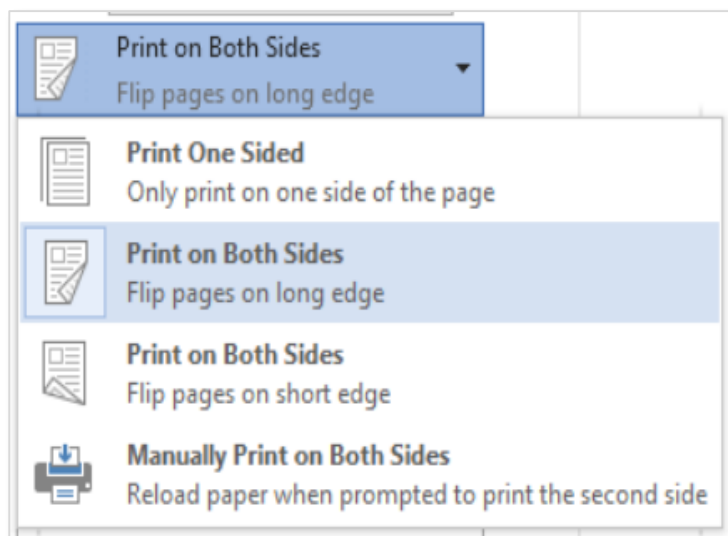

Collating Pages

Collating pages means to print them in a pre-determined sequence, this is especially useful for multipage documents being printed many time. By default the option **Collated** is turned on which means that in a 4 page document page 1 will be printed first, page 2 second, page 3 third and page 4 printed fourth. If a second copy is being printed the printer will start again at page 1 then page 2, etc. To access this option go to **File** and **Print** and under the 4th **Settings** option, select **Collated**.
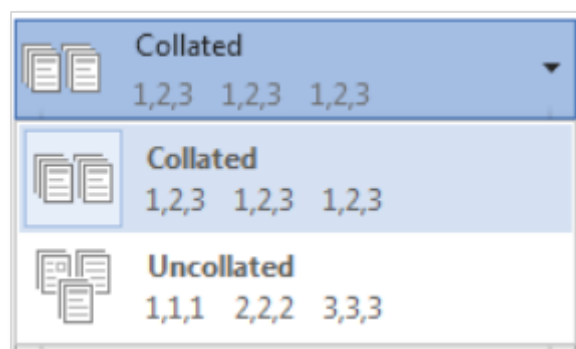

If a multipage document is printed uncollated and there is more than one copy of it, all the page 1s will be printed first, then all the page 2s, etc. Making a mistake by turning off Collation when it is needed can be a pain in the neck!
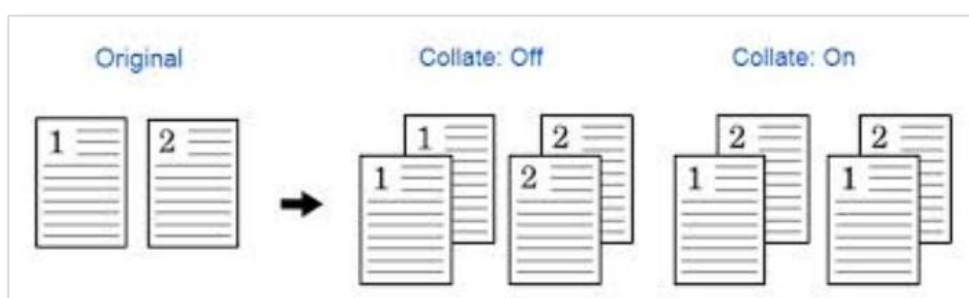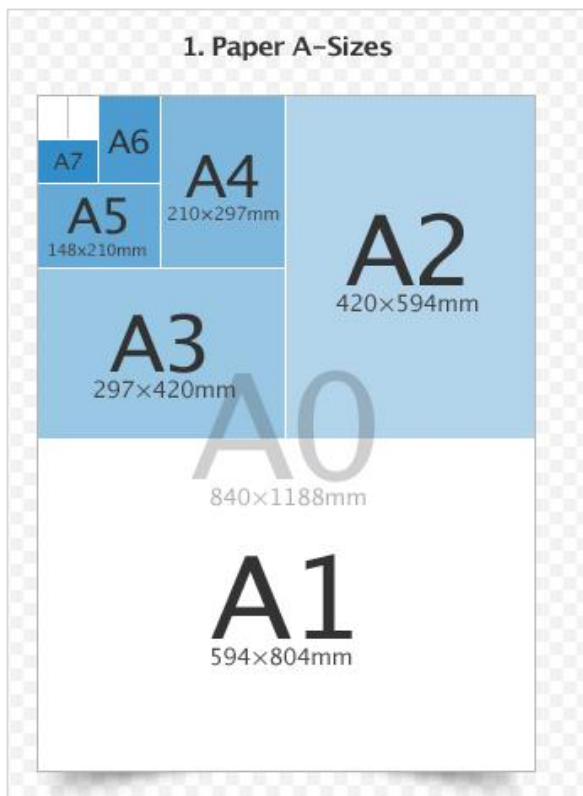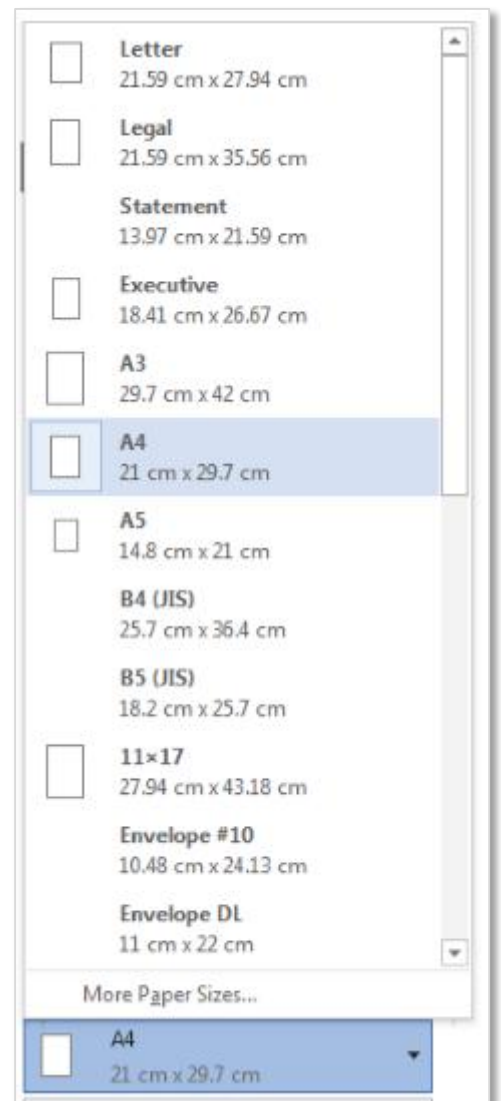

Result of a Collate Error ☹

Paper Orientation

As mentioned in Unit 4 paper can be **orientated** to portrait or landscape. To print to paper orientated go to **File** and **Print** and under the 5th **Settings** option, select the orientating required, paper is usually set to Portrait Orientation.


Portrait Orientation

Portrait Orientation

Landscape Orientation

Landscape

Portrait
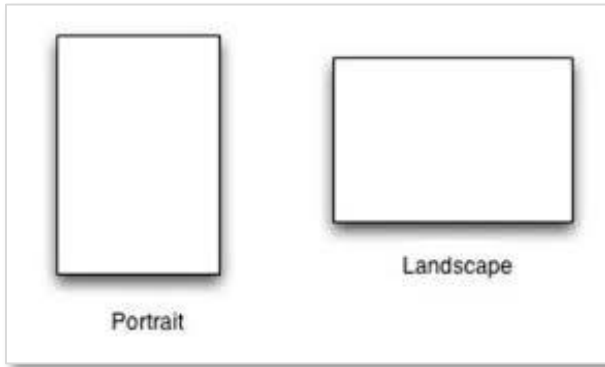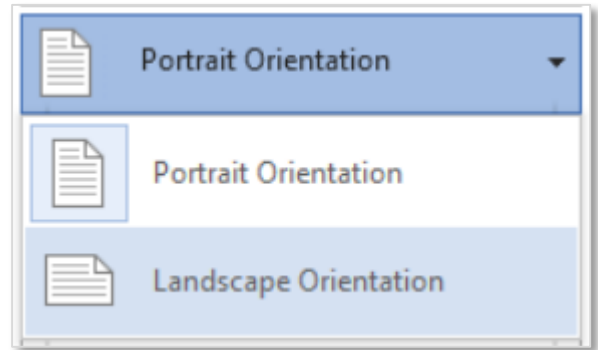
Paper Size

Printing is set to A4 by default which is 210x279mm. Additional paper sizes are available by going to **File** and **Print** and under the 5th **Settings** option, from this drop down menu choose the required paper size. The size of paper a printer will take dictates the options available. The most commonly used are A4, Letter, A5 and Envelope.

Letter
21.59 cm x 27.94 cm

Legal
21.59 cm x 35.56 cm

Statement
13.97 cm x 21.59 cm

Executive
18.41 cm x 26.67 cm

A3
29.7 cm x 42 cm

A4
21 cm x 29.7 cm

A5
14.8 cm x 21 cm

B4 (JIS)
25.7 cm x 36.4 cm

B5 (JIS)
18.2 cm x 25.7 cm

11×17
27.94 cm x 43.18 cm

Envelope #10
10.48 cm x 24.13 cm

Envelope DL
11 cm x 22 cm

More Paper Sizes...

A4
21 cm x 29.7 cm

1. Paper A–Sizes

A7

A6

A5
148x210mm

A4
210x297mm

A2
420×594mm

A3
297×420mm

A0
840×1188mm

A1
594×804mm

Paper Margins

As explained in LO3 margins are the blank spaces around the edges of a document. These can also be set via the **Print**, **Settings** and changing the second last option **Normal Margins**. Custom Margins can be set by opening the **Page Setup** dialogue box and typing the required margins sizes.
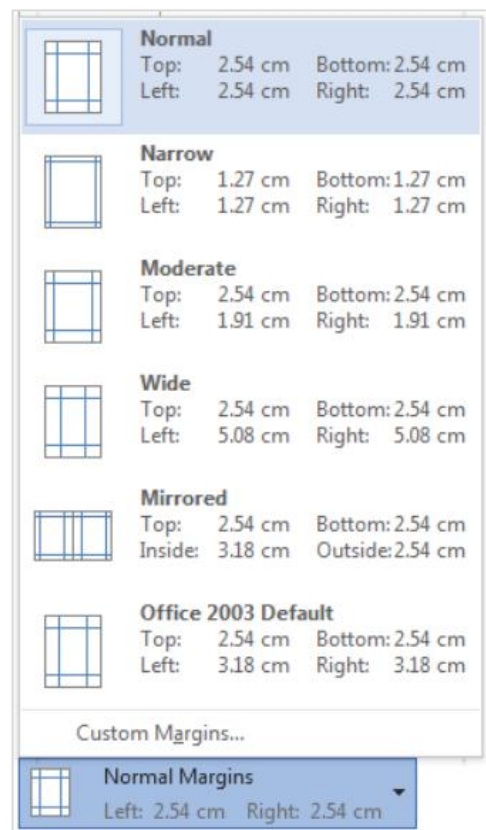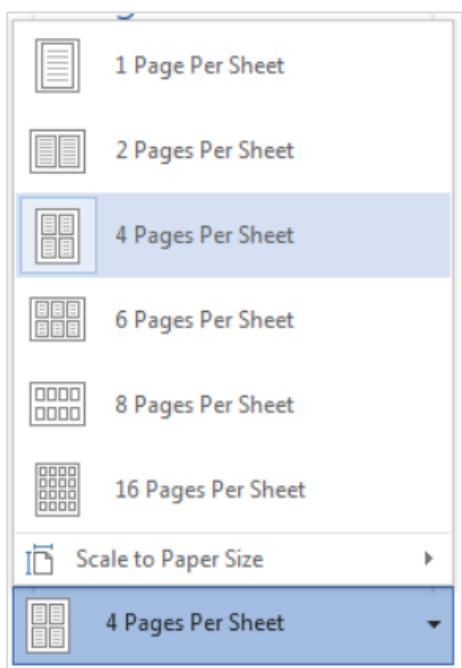
Number of Pages per Sheet of Paper

If a document has more than multiple pages, these pages can be printed with more than one page on each sheet. To do this first ensure the document has more than one page, then go to **File**, **Print** and **Settings**, the last option in the settings allows more than on page to be printed per sheet. This will reduce the size of the pages and print them on one piece of paper. Remember the more information on a page the more difficult it will become to read the information.

5. ADJUSTING THE APPEARANCE AND POSITIONING OF TEXT AND GRAPHICS

Black and White or Colour?

Additional options are available depending on the type of printer the computer is connected to. Go to **File** and **Print** and **Printer** from this menu open the **Printer Properties** it may be possible to print in colour, black and white or draft quality depending on the type of printer. View the **printer properties** of the printer currently connected to the PC you are using and see what options are available.

6. REFERENCES

Websites:

Printing – for more information visit Office.Microsoft.Com.

Printing – for more infoarmation and tutorials visit GCFLearnFree.Org.

NOTES: