

Printing a Document in Microsoft Word 2010

In Microsoft Office 2010 programs, you now preview and print your Office files in one location — on the **Print** tab in the Microsoft Office Backstage view.

View each page as it will look when printed

Print preview automatically displays when you click on the **Print** tab in the Backstage view. Whenever you make a change to a print-related setting, the preview is automatically updated.

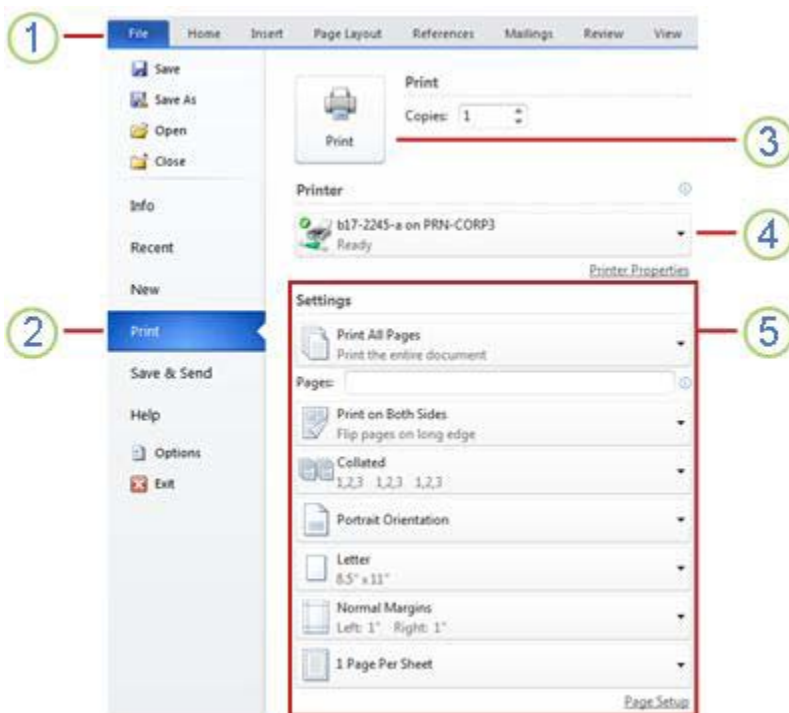
1. Click the **File** tab, and then click **Print**.

Tip To go back to your document, click the **File** tab.

2. A preview of your document automatically appears. To view each page, click the arrows below the preview.

Print a document

The **Print** tab in the Backstage view is the place to go to make sure you are printing what you want.



- 1 Clicking the **File** tab displays the Backstage view.
- 2 Click the **Print** tab to print a document, change print-related settings, and to automatically display a preview of your document.
- 3 Click the **Print** button to print your document.
- 4 This dropdown shows the currently selected printer. Clicking the dropdown will display other available printers.
- 5 These dropdown menus show currently selected **Settings**. Rather than just showing you the name of a feature, these dropdown menus show you what the status of a feature is and describes it. This can help you figure out if you want to change the setting from what you have.

Follow these steps to print a document.

1. Click the **File** tab, and then click **Print**.

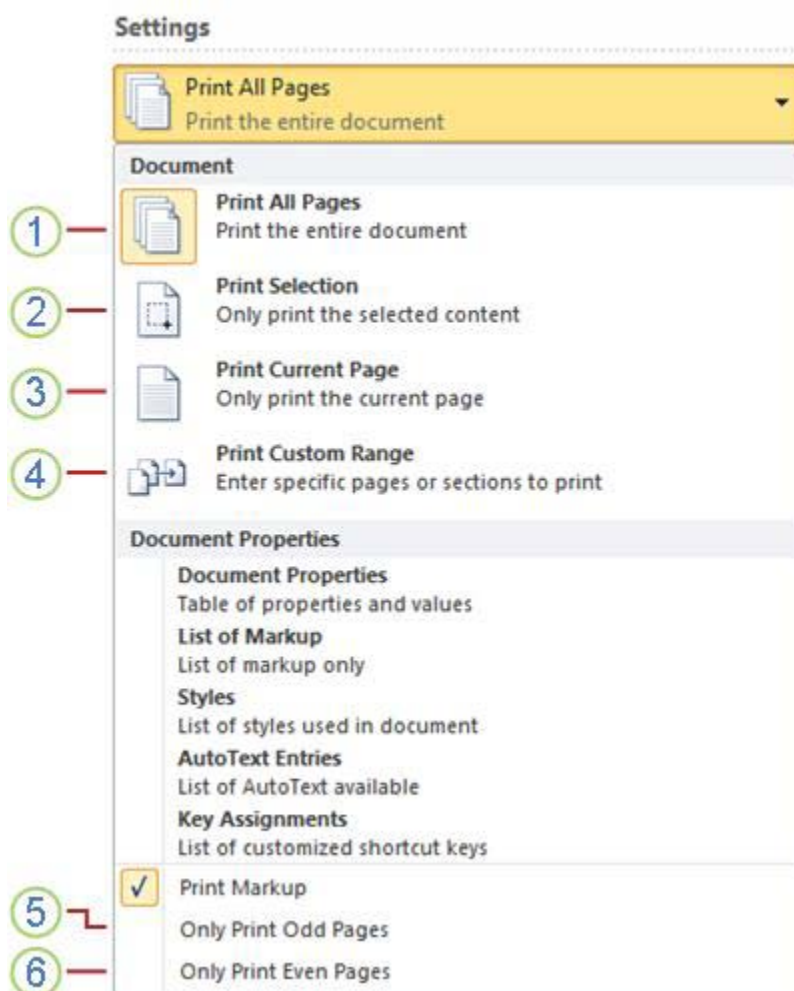
Tip To go back to your document and make changes before you print it, click the **File** tab.

2. The properties for your default printer automatically appear in the first section. When the properties for your printer and document appear the way that you want them to, click **Print** to print the document.

Note To change the properties for your printer, under the printer name, click Printer Properties.

Print part of a document

You can print all or part of your document. Options for choosing what part of a document is printed can be found on the **Print** tab in the Microsoft Office Backstage view. Under **Settings** click **Print All Pages** to view these options.



1 Choosing **Print All Pages** will print the entire document.

2 Choosing **Print Selection** will only print the selected content.

3 Choosing **Print Current Page** will only print the current page.

4 Choose **Print Custom Range** to print a range of pages. Your cursor will move automatically to the **Pages** box. Enter the 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. To specify a range of pages within a section, type **p page number s**

section number. For example, p1s2, p1s3-p8s3. To print an entire section, type **s section number**. For example, type **s3**.

5 Choose **Only Print Odd Pages** to print odd pages in the document.

6 Choose **Only Print Even Pages** to print all even pages in the document.

To print part of a document, do the following.

1. Click the **File** tab, and then click **Print**.

Tip To go back to your document and make changes before you print it, click the **File** tab.

2. Under **Settings**, click the **Print All Pages** button and choose the part of the document to be printed.
3. The properties for your default printer automatically appear in the first section. When the properties for your printer and document appear the way that you want them to, click the large **Print** button to print the document.

Note To change the properties for your printer, under the printer name, click Printer Properties.

Print with landscape orientation

1. Click the **File** tab, and then click **Print**.

Tip To go back to your document, click the **File** tab.

2. Under **Settings**, click the **Portrait Orientation** button and choose **Landscape Orientation**.

Note This setting can also be changed on the **Page Layout** tab. Click **Orientation**, and then click **Landscape**.

3. Click the large **Print** button.

Print multiple copies of a document

1. Click the **File** tab, and then click **Print**.

Tip To go back to your document, click the **File** tab.

2. Next to the large **Print** button, choose the number of copies in the **Copies** box.
3. Click the large **Print** button.

Note To print a complete copy of the document before the first page of the next copy is printed, under **Settings** select **Collated**. If you prefer to print all copies of the first page and then print all copies of subsequent pages, select **Uncollated**.