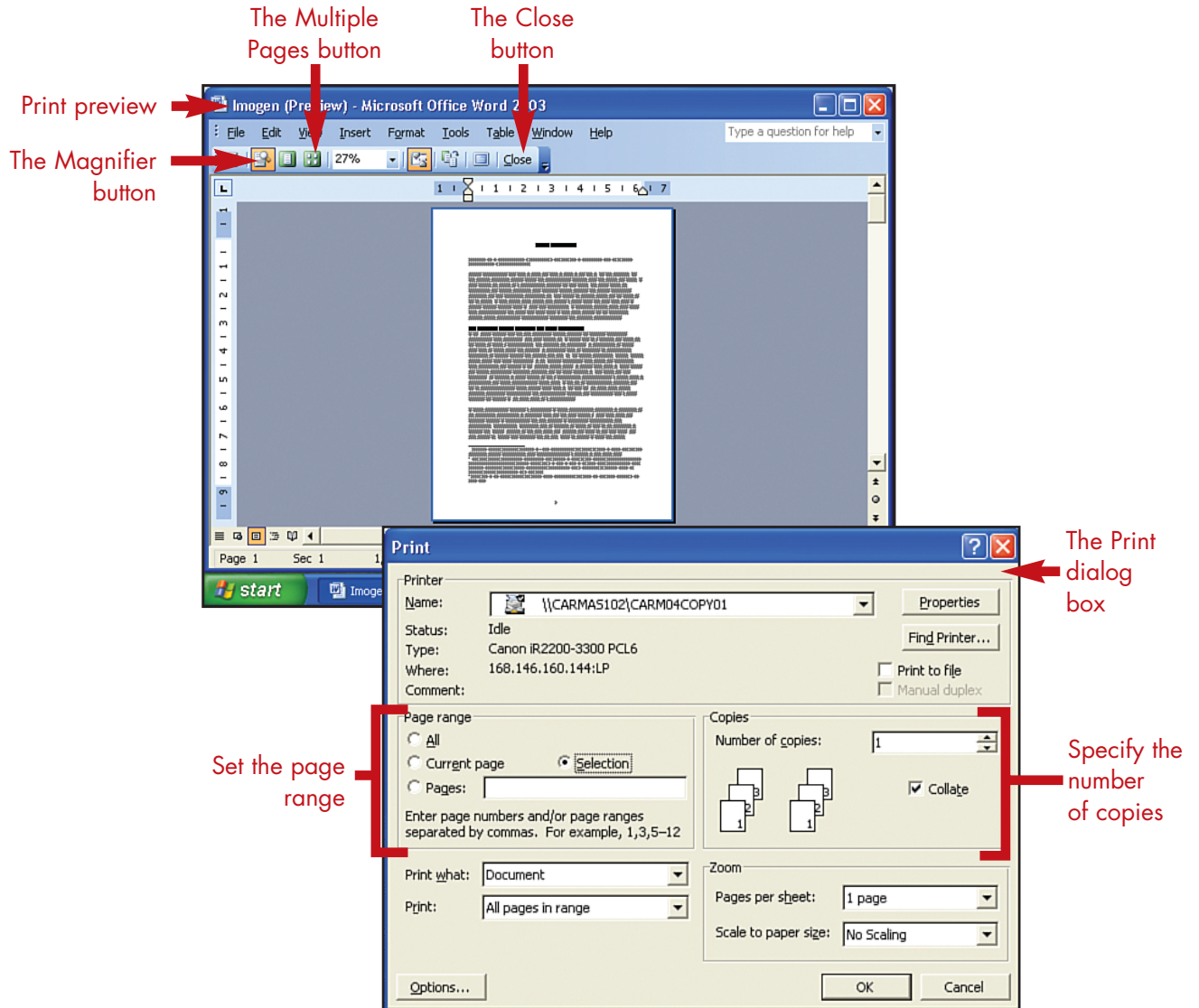# PART 5

Viewing and Printing a Document

You can create such a wide variety of documents in Word—from standard letters, memos, and reports to academic papers, flyers, and Web pages—that Word gives you a broad set of choices for viewing documents onscreen and printing them. The first four tasks in this part discuss viewing options; the last three teach you basic printing techniques.

Print Preview and the Print Dialog Box

The Multiple
Pages button

The Close
button

Print preview

The Magnifier
button

Imogen (Preview) - Microsoft Office Word 2003

File   Edit   View   Insert   Format   Tools   Table   Window   Help   Type a question for help

27%   Close

The Print
dialog
box

Print

Printer
Name: \\CARMAS102\CARM04COPY01   Properties
Status: Idle   Find Printer...
Type: Canon iR2200-3300 PCL6
Where: 168.146.160.144:LP   ☐ Print to file
Comment: ☐ Manual duplex

Set the page
range

Page range
○ All
○ Current page   ⦿ Selection
○ Pages: [   ]
Enter page numbers and/or page ranges
separated by commas. For example, 1,3,5–12

Copies
Number of copies: [1]
                                    ☑ Collate

Specify the
number
of copies

Print what: Document
Print: All pages in range

Zoom
Pages per sheet: 1 page
Scale to paper size: No Scaling

Options...   OK   Cancel

Page 1   Sec 1

🟢 start   Imoge

Selecting a View for Your Document

Start

1

Deborah Craig   October 15, 2007
                                 History of Photography

Imogen Cunningham

"Everyone has to find his own way in photography. If you want help in photography, don't go to famous photographers." — Imogen Cunningham[1]

Imogen Cunningham was born in 1883 and died in 1976 at the age of 93. She acquired her first camera sometime around 1901[2] and photographed actively until just before her death. In other words, her career as a photographer spanned 70 plus years, two world wars, the Depression, and almost countless other political, social, cultural, and artistic upheavals.

Page 1   Sec 1   1/9   At 2"   Ln 7   Col 23   REC TRK EXT OVR

View
- Normal
- Web Layout
- Print Layout
- Reading Layout
- Outline
- Task Pane   Ctrl+F1
- Toolbars
- Ruler
- Document Map
- Thumbnails
- Header and Footer
- Footnotes
- Markup
- Full Screen
- Zoom...

2 **Click**

3

Imogen Cunningham

"Everyone has to find his own way in photography. If you want help in photography, don't go to famous photographers." — Imogen Cunningham[1]

Imogen Cunningham was born in 1883 and died in 1976 at the age of 93. She acquired her first camera sometime around 1901[2] and photographed actively until just before her death. In other words, her career as a photographer spanned 70 plus years, two world wars, the Depression, and almost countless other political, social, cultural, and artistic upheavals. Naturally, she was influenced throughout her long career by current events and by trends in the art world. In fact, unlike some artists who perfect a single style and then stick with it, Imogen seemed always eager to grow and experiment. In addition, perhaps more than many other photographers, her career and work seem to have been formed by her somewhat unusual family background, individualistic character, and personal circumstances.

Page 1   Sec 1   1/9   At 2"   Ln 7   Col 23   REC TRK EXT OVR

View
- Normal
- Web Layout
- Print Layout
- Reading Layout
- Outline
- Task Pane   Ctrl+F1
- Toolbars
- Ruler
- Document Map
- Thumbnails
- Header and Footer
- Footnotes
- Markup
- Full Screen
- Zoom...

4 **Click**

1 In Print Layout view, margin areas and vertical and horizontal rulers are visible, as is the edge of the page. (The area off the edge of the page is dark gray.)

2 Open the **View** menu and choose **Normal** to switch to Normal view.

3 In Normal view, you can't see the margin areas, and you don't have a vertical ruler.

4 Open the **View** menu and choose **Reading Layout** to switch to Reading Layout view.

INTRODUCTION

Word provides several *views* you can use to work with your documents. *Print Layout* view, the default, shows the margin areas of your document, so you can see things such as page numbers. You need to use this view to work with columns and graphics, among other things. If you are typing a document that doesn't contain a lot of formatting, *Normal view* should work well. This view doesn't show your margin areas, but it gives you an uncluttered view of your text. *Reading Layout* view is useful if you need to read through a long document and want to see the text clearly.

5 Click

6 Click

7 Click
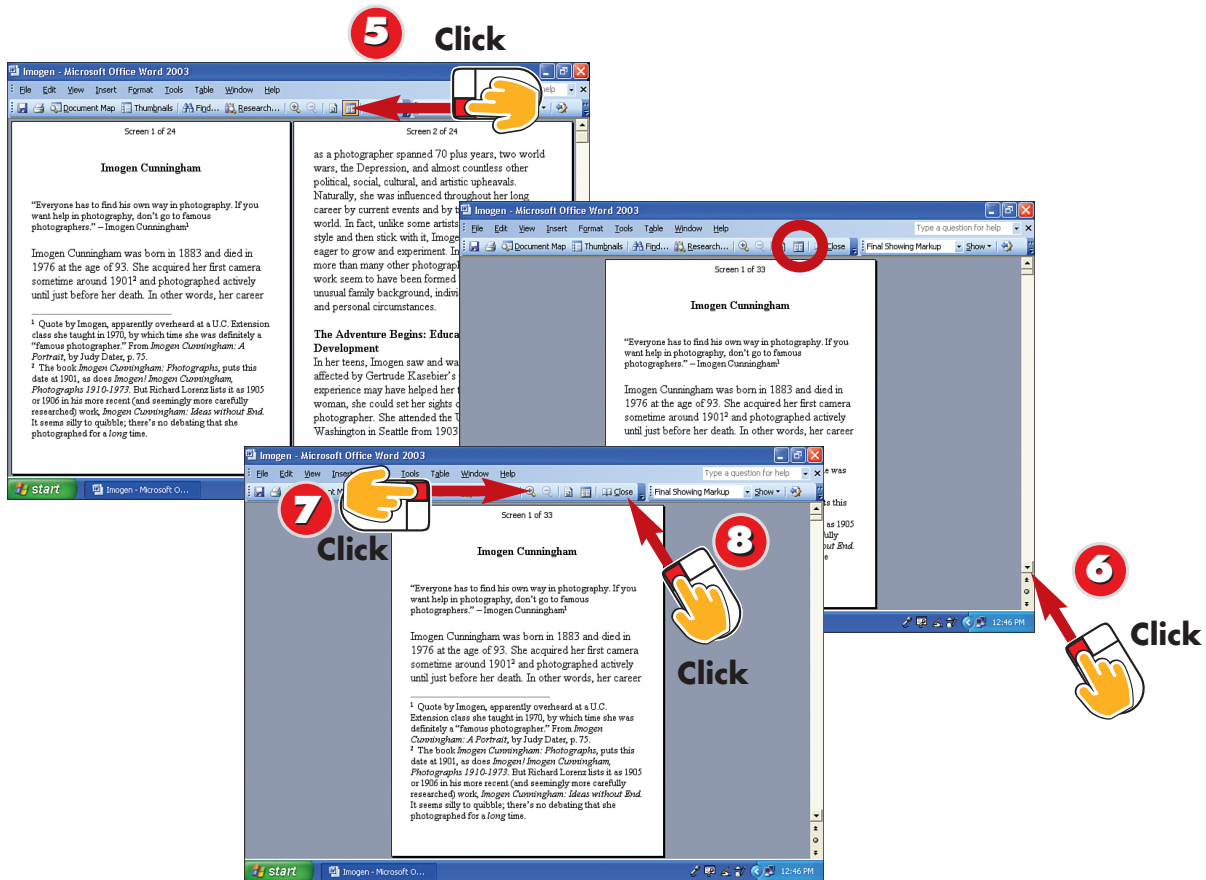
8 Click

Click

5 Text is enlarged, and is displayed in pages. Click the **Allow Multiple Pages** button to switch from displaying two pages to displaying one.

6 Click the **down arrow** on the vertical scroll bar to view the next page. To again view two pages at a time, click the **Allow Multiple Pages** button.

7 To adjust the size of the text as it's displayed onscreen (this doesn't change how it prints), click the **Increase Text Size** or **Decrease Text Size** button.

8 When you are finished, click the **Close** toolbar button to switch back to the previous view.

End

Magnifying a Document

Start

Click

Click

1. Note the **Zoom** box at the right end of the Standard toolbar. By default, Word displays documents at 100% magnification. Click the **down arrow** to the right of the Zoom box.

2. Click the magnification percentage that you want to use.

3. Word applies the setting you chose.

Depending on the resolution of your monitor and the size of your text, there may be times when you want to *zoom in* on your text to enlarge it so that you can get a better look at it, or *zoom out* to shrink it to see more of the page. Zooming doesn't affect the size of the text when it prints; it only affects its appearance on your screen.
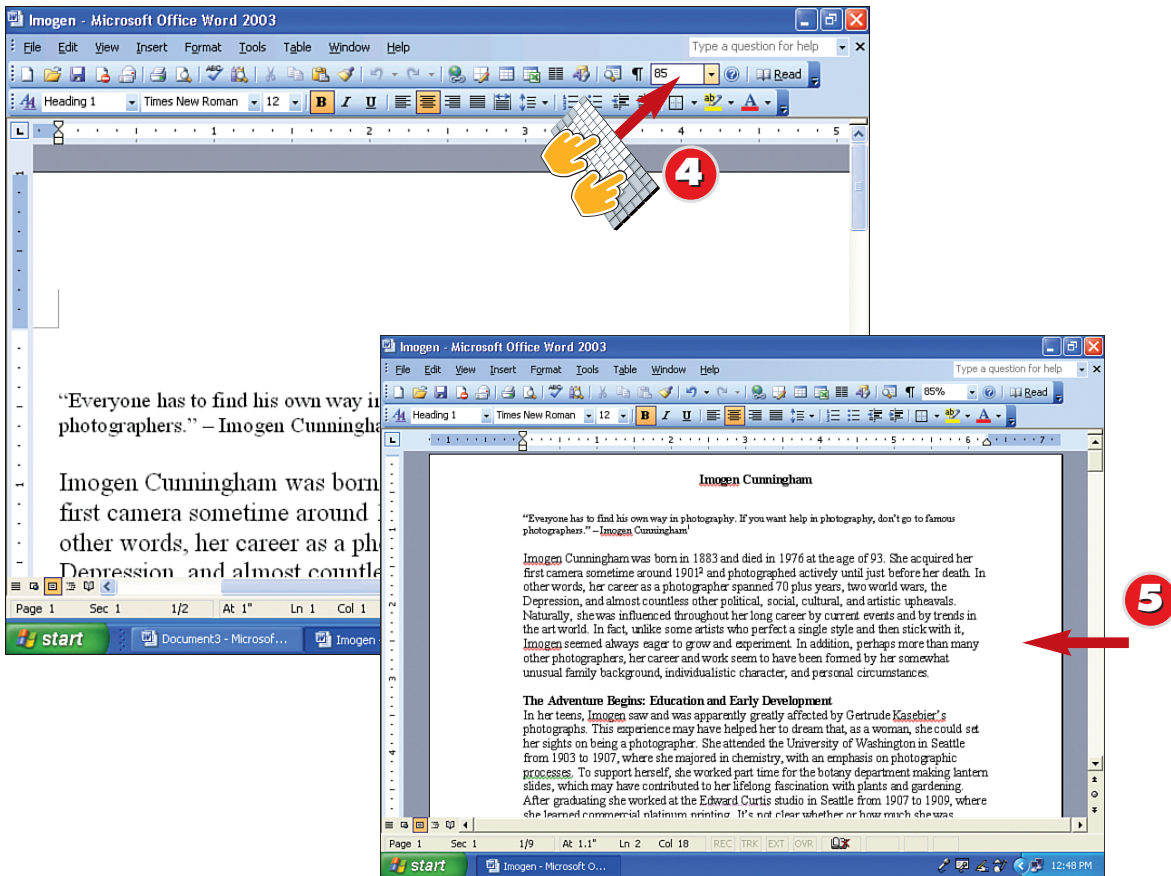
4 To use a setting that isn't one of the options in the Zoom list, click the current entry in the **Zoom** box, type a new number (you need not type the percent sign), and press **Enter**.

5 Word applies the setting you typed.

End

Comparing Two Documents Side By Side

Start

2

Click

Click **3**

4
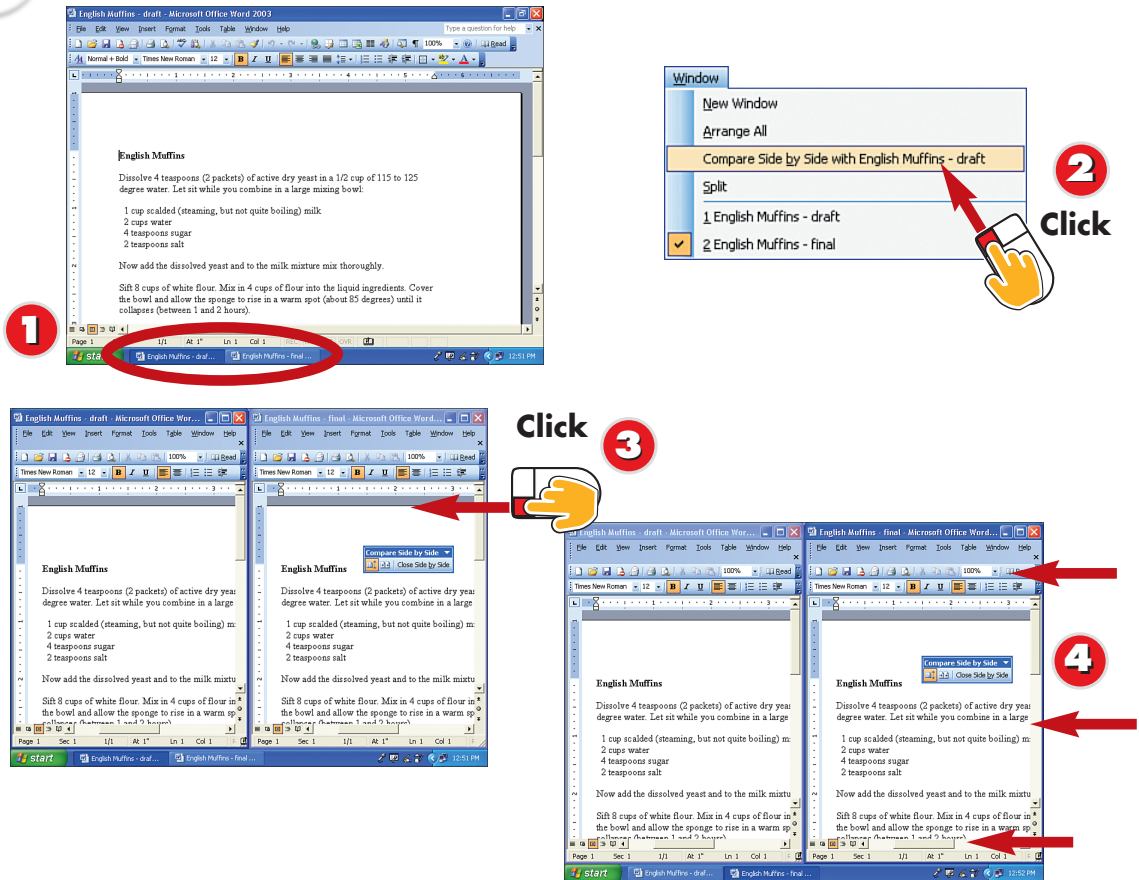
1 Open the two documents that you want to display side by side. (For now, open only these two documents.)

2 Open the **Window** menu and choose **Compare Side by Side with** *document name*.

3 The documents are arranged side by side and the title bar of the active document is dark. To activate the other document, click anywhere in its window.

4 Try using the scroll bars and changing the zoom setting on one document to control both documents at the same time.

INTRODUCTION

When you have two versions of a document and want to compare them side by side, you can easily arrange your Word window to do so with a click of the mouse. Once the two documents are aligned side by side, scrolling or zooming one of them scrolls or zooms them both, making it easy to scan both documents at the same time.

Click 5

Window

New Window

Arrange All

6   Compare Side by Side with...

Click

Split

1 English Muffins - draft

2 English Muffins - final

3 Stray Puppy

7

Compare Side by Side

Compare Side by Side with:

English Muffins - draft

Stray Puppy

OK   Cancel

Compare Side by Side ▼

Close Side by Side

8

Click

---
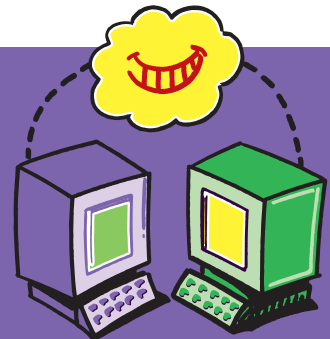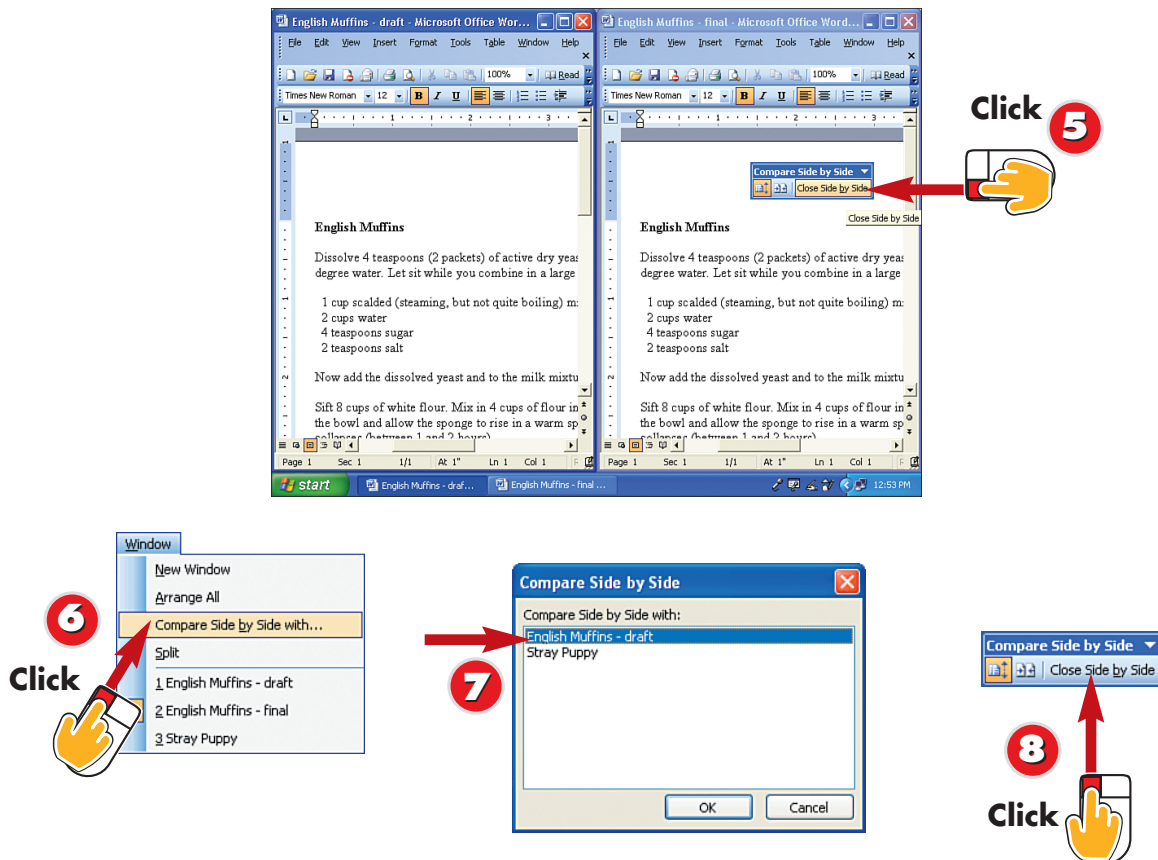
5   To break the side by side arrangement, click the **Close Side by Side** button on the Compare Side by Side toolbar.

6   Open a third document, switch to one that you want to compare, and open the **Window** menu. No document name is appended to the Compare Side by Side with command.

7   Choose **Compare Side by Side with**. In the dialog box that opens, click the document that you want to compare with the one that's currently displayed, and click **OK**.

8   Word displays those documents side by side. Click the **Close Side by Side** button in the Compare Side by Side toolbar to restore each to its previous size and position.

End

HINT

Seeing More of Both Documents

If you can't see the entire width of both documents when they are set up side by side, you might want to experiment with increasing the resolution of your Windows XP display. To do so, right-click a blank part of your desktop and choose **Properties** in the menu that appears. In the Display Properties dialog box, click the **Settings** tab, and drag the **Screen resolution** slider to the right to increase the resolution. Click **OK**, and then click **Yes** when Windows asks if you want to keep the changed settings.

Previewing a Document

Start

1 Click

2

3
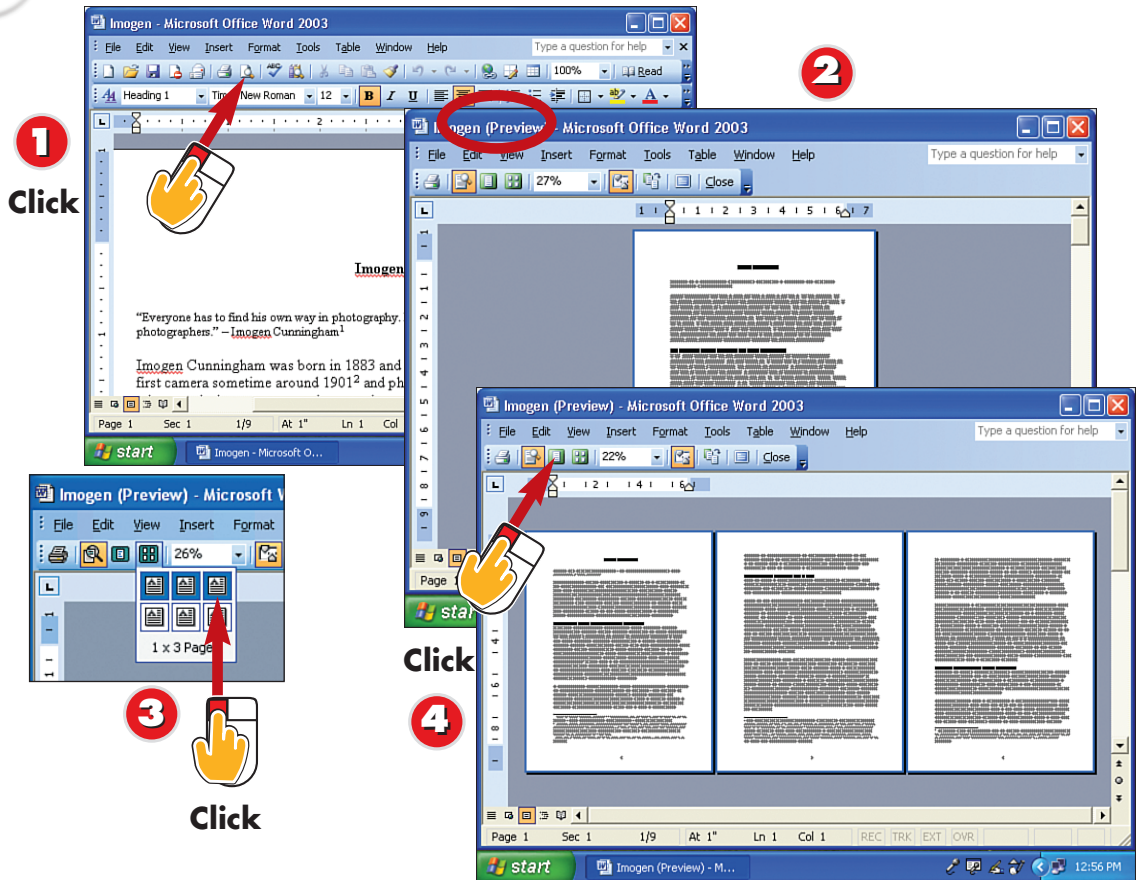
4 Click

Click

Click

1 With the document that you want to print displayed in the Word window, click the **Print Preview** button on the Standard toolbar.

2 Word switches to Print Preview mode. Press the **Page Up** and **Page Down** keys on your keyboard to bring different parts of the document into view.

3 To view several pages at the same time, click the **Multiple Pages** button on the Print Preview toolbar and drag to select the number of pages you want to view.

4 Word displays the number of pages you selected. Click the **One Page** button to return to viewing a single page.

Word enables you to see what a printed document will look like before you actually send it to the printer. Using Print Preview is a great way to avoid wasting paper, because you can spot problems in your document before you print.
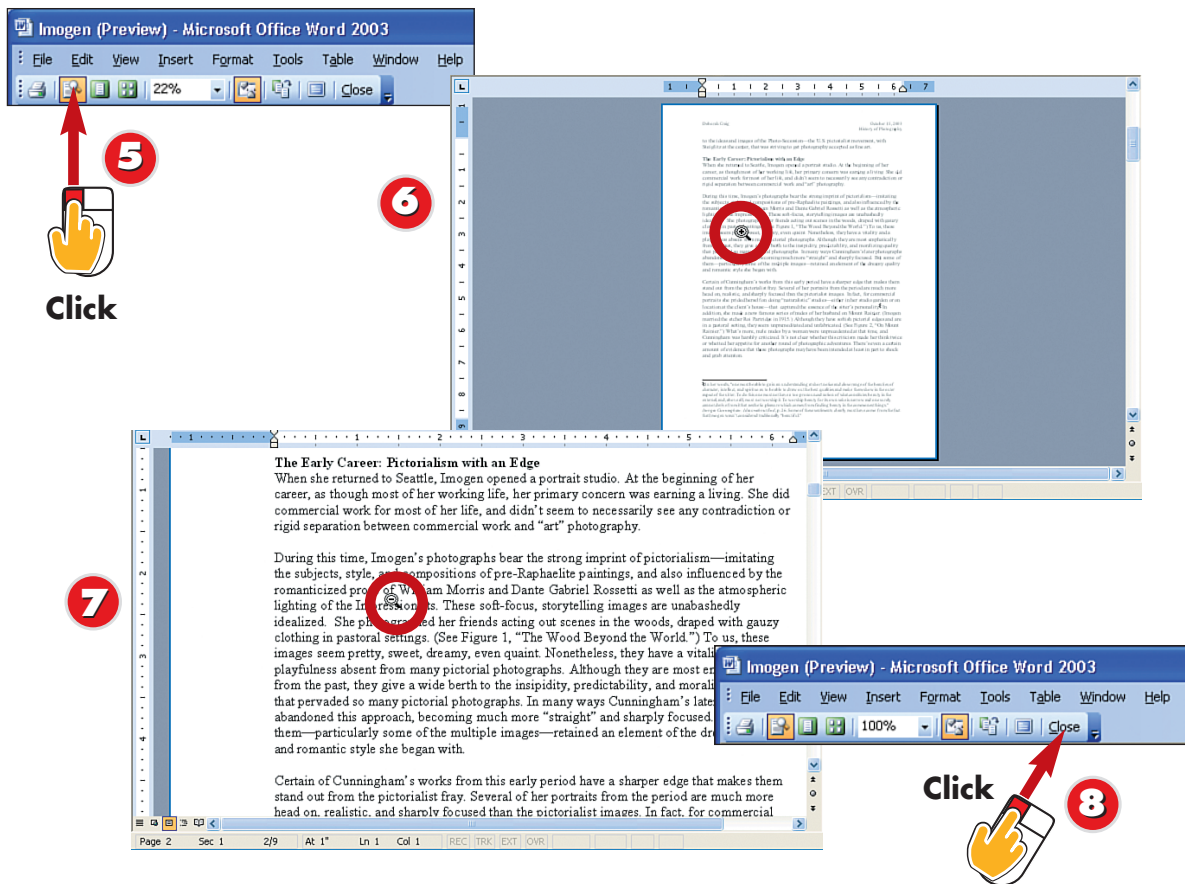
Click

Click

5 Click the **Magnifier** toolbar button if it isn't already selected. (If you are displaying multiple pages, click the page you want to magnify as well.)

6 The mouse pointer changes to a magnifying glass with a plus sign. Click on the area of the page you want to magnify.

7 The document is magnified, and the plus sign in the magnifying glass changes to a minus sign. Click again to zoom back out.

8 To close Print Preview, click the **Close** button in the Print Preview toolbar.

End

HINT

Fit Your Document on One Page
If your document is spilling over onto two pages and you'd like to get it to fit on one page, you can click the **Shrink to Fit** button on the Print Preview toolbar (the third button from the right) to make the text fit on a single page.

Printing a Document

Start

Click
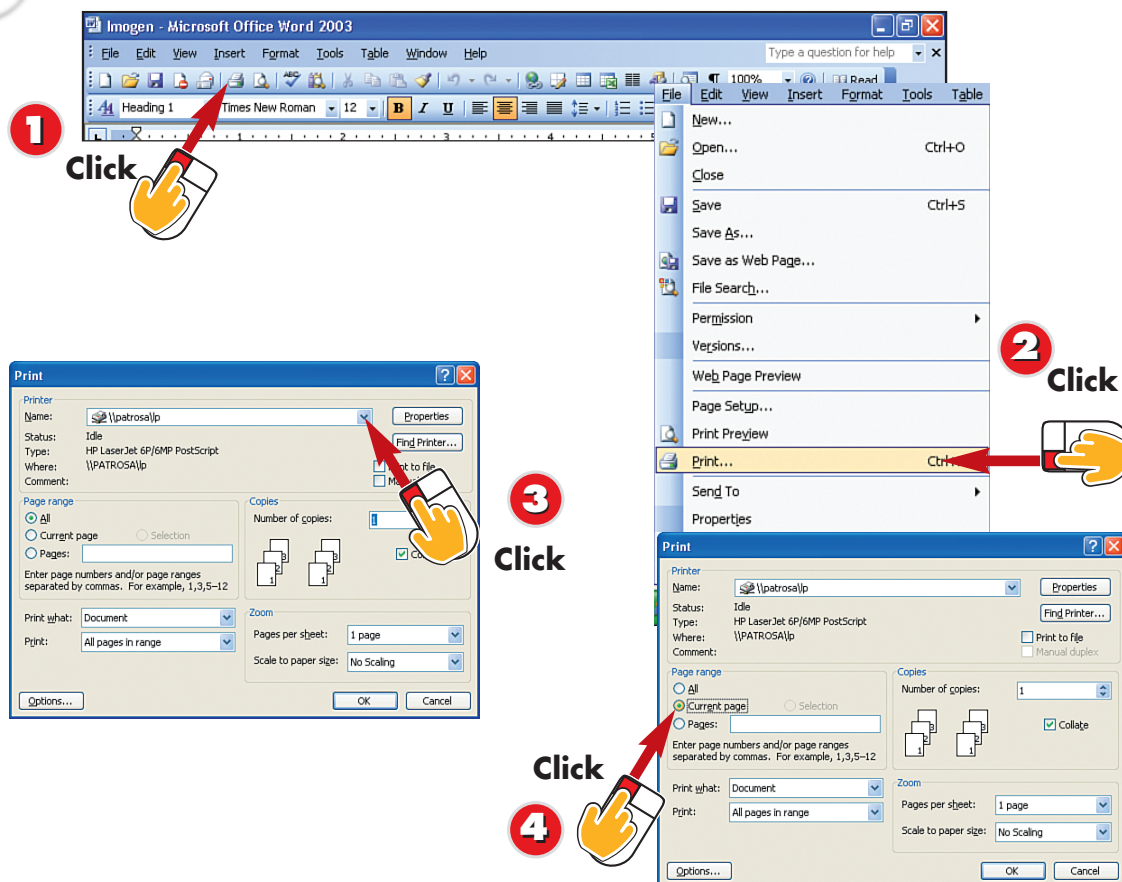
Click

Click

Click

1. To print one copy of your document, click the **Print** button on the Standard toolbar.

2. For other printing options, such as printing multiple copies of a document or a portion of a document, open the **File** menu and choose **Print** to open the Print dialog box.

3. If you have more than one printer, select the one you want to use in the **Name** drop-down list.

4. To print only the page on which the insertion point appears, click the **Current page** option button.

TIP

Printing Multiple Pages on One Sheet of Paper Word can scale your document pages. To print more than one document page on a sheet of paper, choose the number of pages in the **Pages per sheet** drop-down list in the Print dialog box.

Click

Click
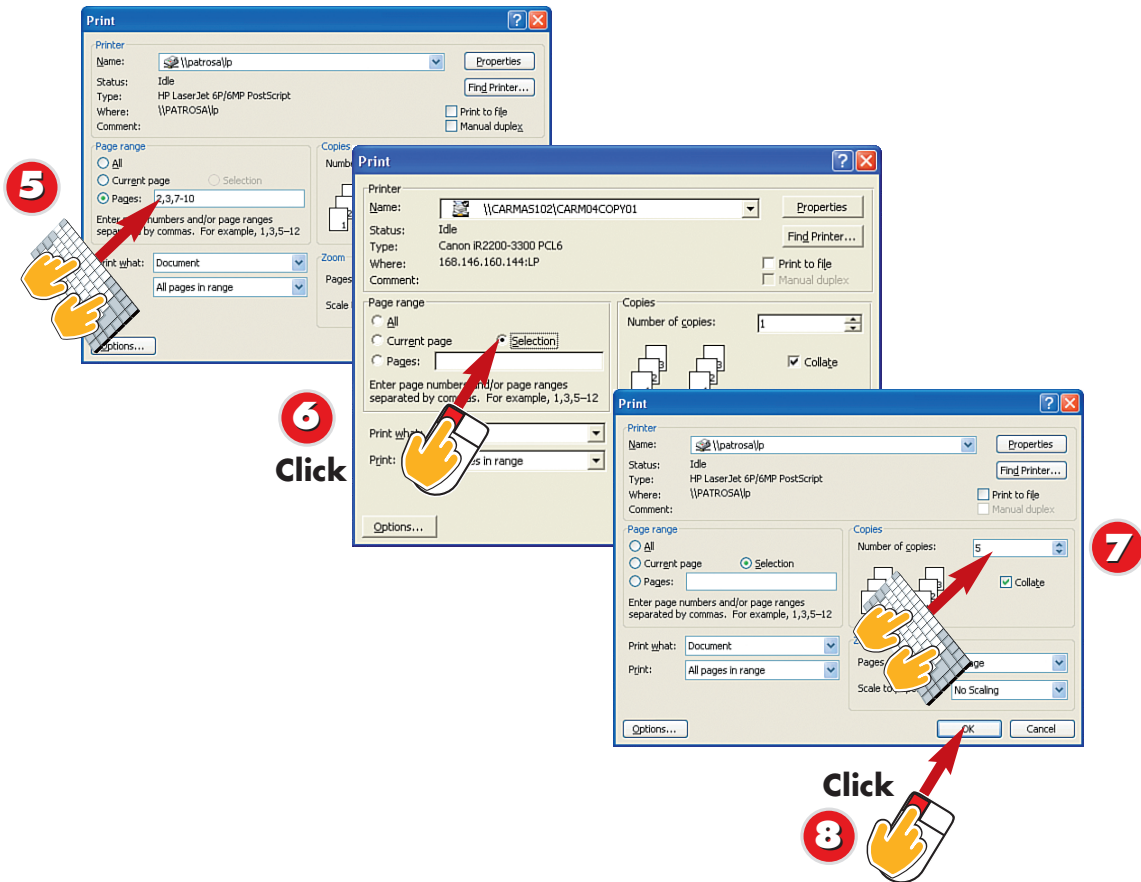
5 To print a range of pages, type the desired page numbers in the **Pages** text box.

6 To print only a block of text, select the text you want to print before displaying the Print dialog box, and then mark the **Selection** option button.

7 To print multiple copies, type the number of copies you want in the **Number of copies** text box.

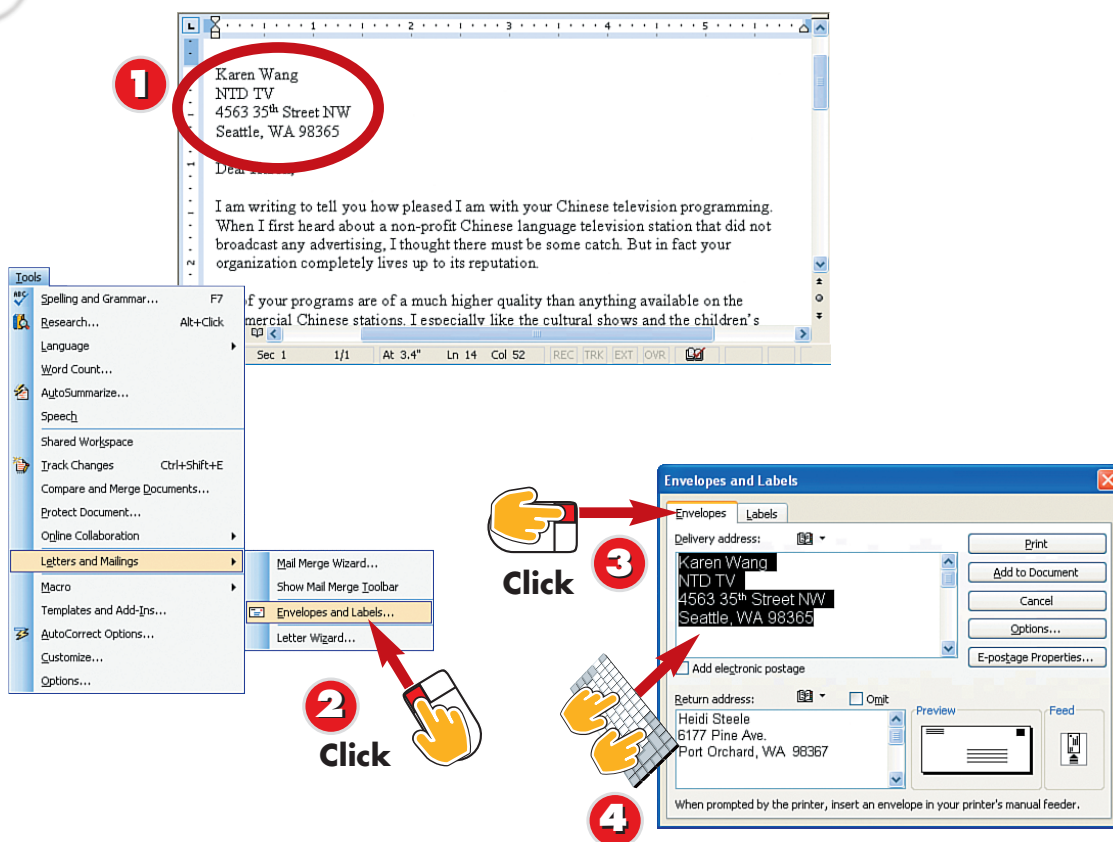**8** When you've made your choices, click the **OK** button.

End

HINT

Closing the Print Dialog Box
If you display the Print dialog box but then decide you're not ready to print yet, click the **Cancel** button instead of the **OK** button to close the dialog box without printing.
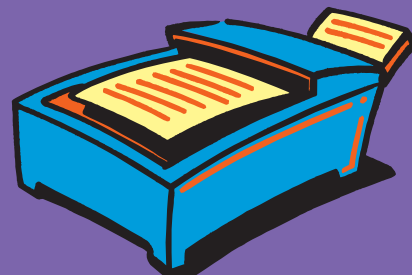
Printing an Envelope

Start

1

3 Click

2 Click

4

---

1 If you used Word to type a letter, and that letter features the recipient's mailing address, open the letter now.

2 Open the **Tools** menu, choose **Letters and Mailings**, and choose **Envelopes and Labels**.

3 The Envelopes and Labels dialog box opens. Click the **Envelopes** tab.

**4** Word finds the address in the document you have open. Edit it in the **Delivery address** box if needed.

HINT

Choosing a Different Envelope Size
To print on a different size envelope, click the **Options** button in the Envelopes tab of the Envelopes and Labels dialog box. Display the **Envelope Size** drop-down list and select the desired size. (If you don't see the size you want, click **Custom Size** at the bottom of the list, and click **OK**.) Then click **OK** to close the Envelope Options dialog box.

Click

Click

5

6

7
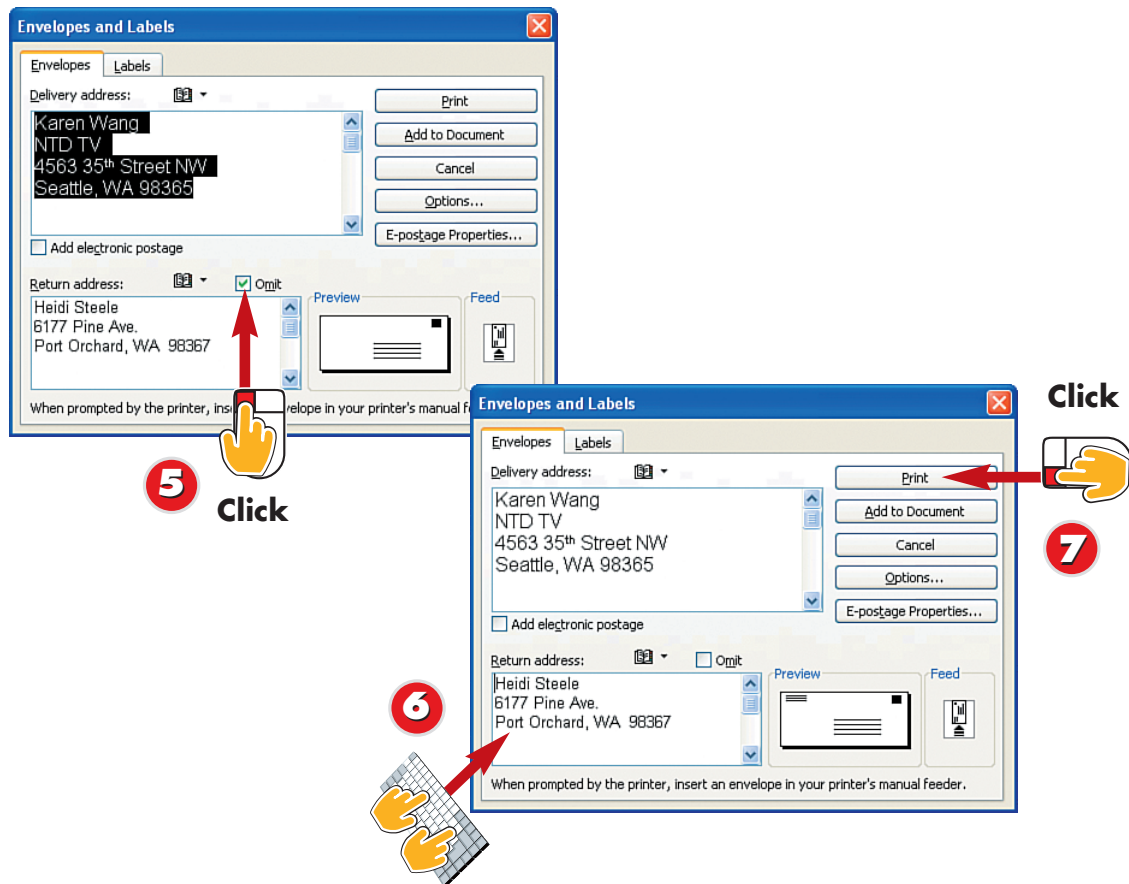
5 Word automatically includes your return address on the envelope. If you have envelopes with a preprinted return address, mark the **Omit** check box.

6 If you do want to print a return address, make sure the **Omit** check box is cleared, and that the address in the **Return address** box is correct (editing it if necessary).

7 Put the envelope in your printer and click the **Print** button.

End

HINT

Feeding the Envelope
If you aren't sure how to insert your envelope into your printer, look at the Feed area in the Envelopes and Labels dialog box. It shows the orientation for your envelope in your printer.

TIP

Setting Your Return Address
Word stores your return address in the User Information tab of the Options dialog box (to view this dialog box, open the **Tools** menu and choose **Options**), and uses it in several ways. You can change it here anytime.
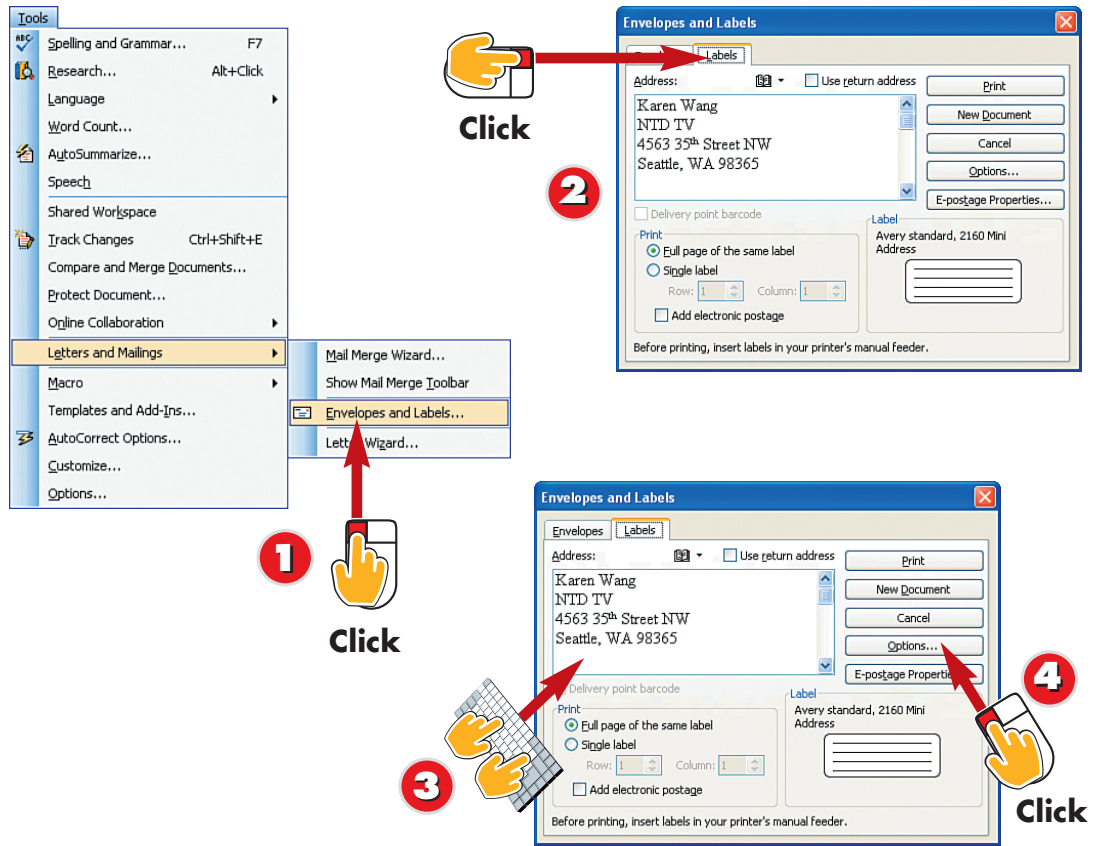
TIP

No Delivery Address?
You can follow the steps here even if you don't have a document that contains the recipient's address onscreen. You just have to take the extra step of typing the delivery address in step 4.

Printing Labels

Start

Click

2

Click

1

Click

3

4

Click

1 Open the **Tools** menu, choose **Letters and Mailings**, and choose **Envelopes and Labels**.

2 The Envelopes and Labels dialog box opens. Click the **Labels** tab.

3 Type (or edit) the address you want to appear on the label in the **Address** box. To print your return address, mark the **Use return address** check box.

4 Click the **Options** button to display the Label Options dialog box.

INTRODUCTION

The steps for printing labels are very similar to those described in the previous task for printing envelopes. The one difference is that you'll probably need to choose a label type other than the default because labels come in such a wide variety of sizes.
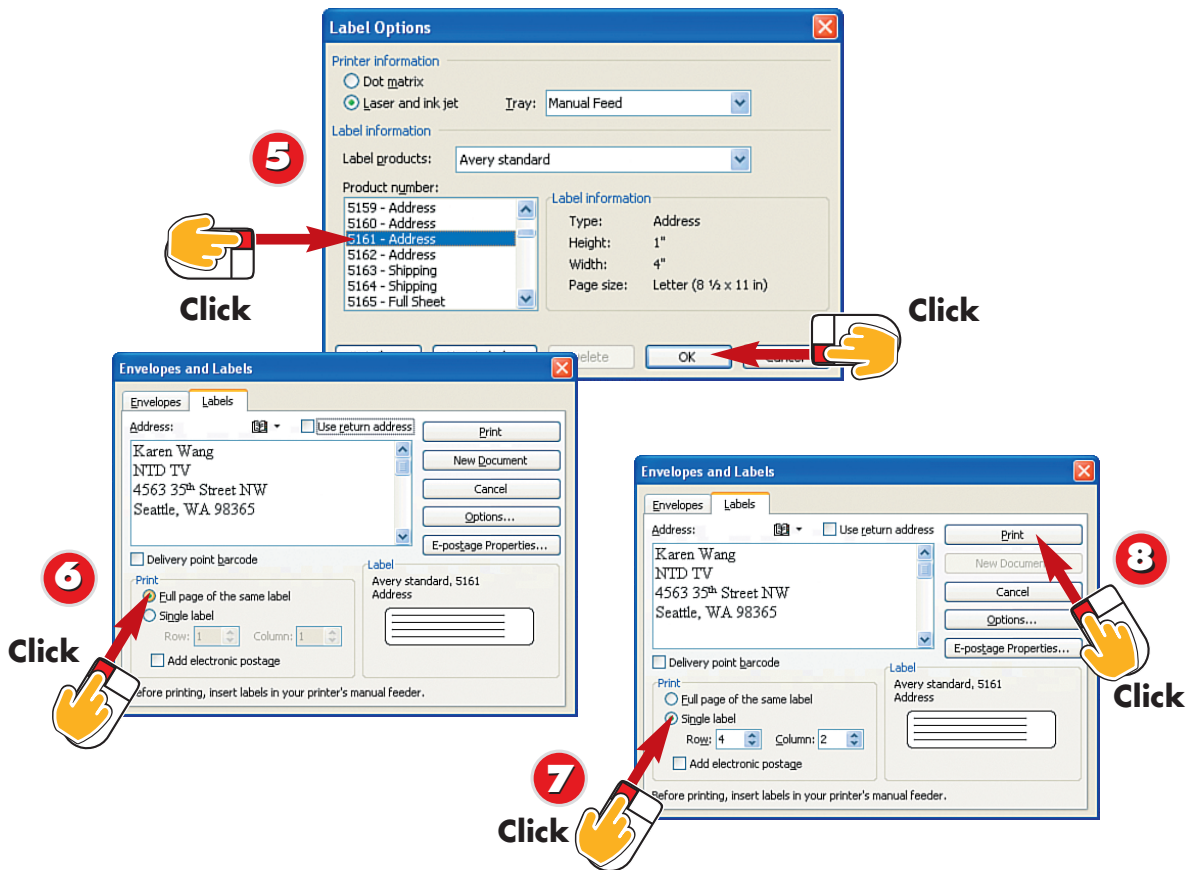
⑤ Click your labels' product number in the **Product number** list, and click **OK**. (If you don't have Avery labels, choose a different brand from the **Label products** list.)

⑥ Mark the **Full page of the same label** option button if you want a whole page of labels with the same address on each one.

⑦ If you want a single label, mark the **Single label** option button, and then enter the label's row and column number.

⑧ Put the sheet of labels in your printer, and click the **Print** button.

End