

Printing your work

- Turn on your printer.



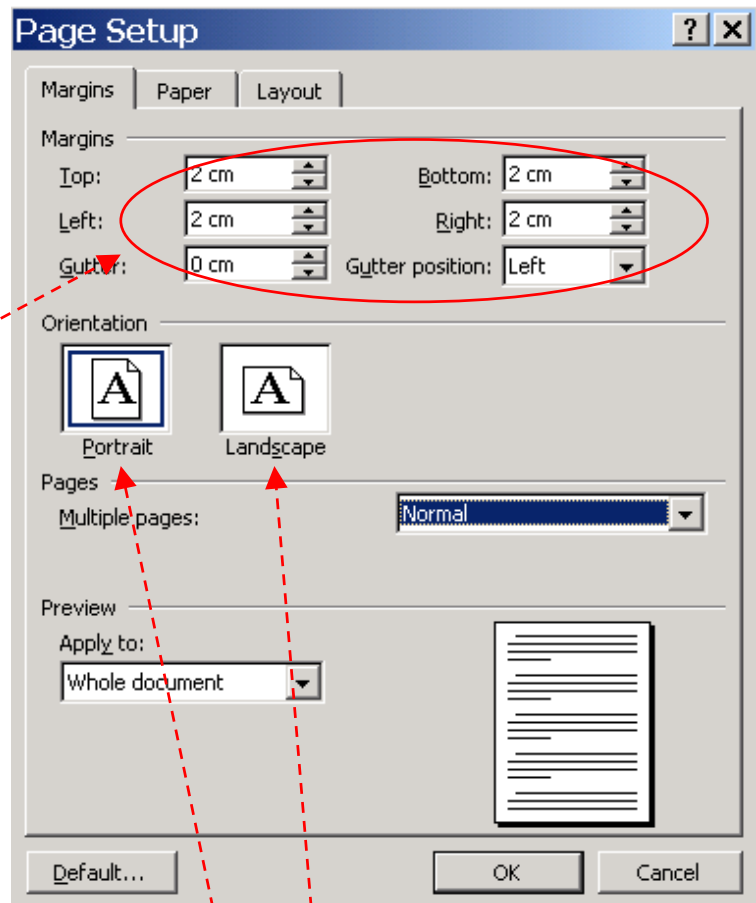
- In order to make sure that your work will look as you intended when printed, press the **Print Preview** button on the toolbar.

- If you need to change the size of the margins, or the orientation of the paper, go to:

File >> Page Setup

- In the **Page Setup** dialogue box you can alter the margins

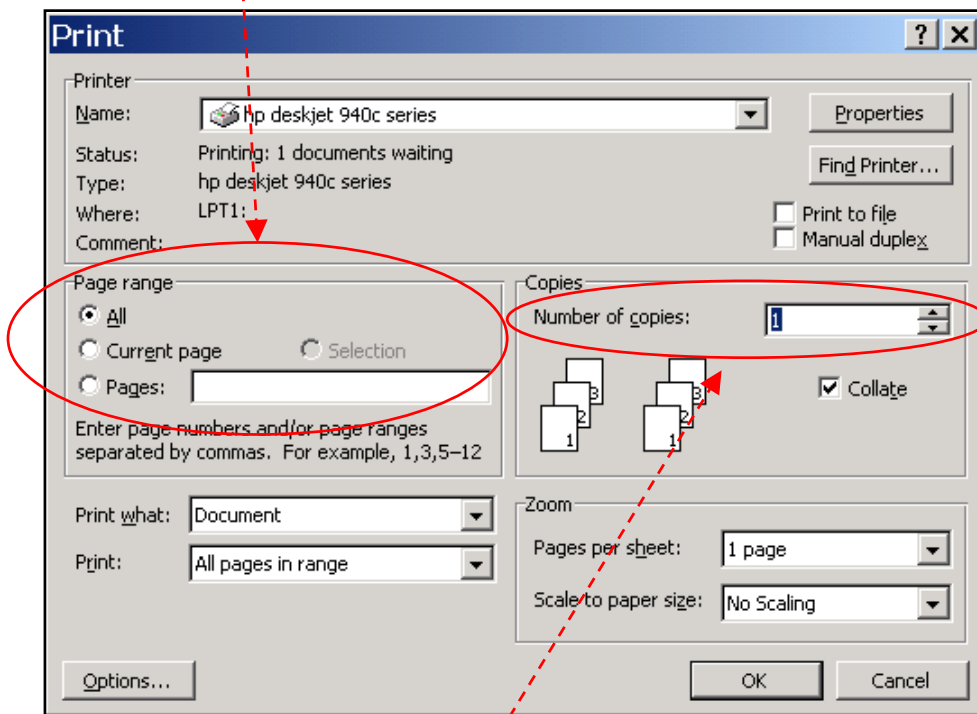
- Click on the **2 cm** little arrows to increase / decrease the margins



- To change the orientation of the paper choose **portrait/landscape** by clicking on the relevant icon.
(In some versions you will find these under the 'Paper Size' tab)

- Click **OK** to confirm changes

- Check the outcome using the **Print Preview** button & if you are happy with the layout you are ready to print.
- Go to **File** >> **Print** in order to choose print options
- You can choose to print just the current page, or you can select which pages you want to print from your document.



- You can choose the **number of copies** you want to print by clicking on the little arrows



- When you are happy with the choices you have made, click the **OK** button to print your document.