## How do I print a document?

Method 1:
1. Click the 'Print' button in the Quick Access Toolbar.

- No settings can be altered when using this method.
- One complete copy of your document will be sent to the printer each time you press the Print button.
- If you have more than one printer installed, hover your cursor over the printer icon to find out which printer your document will be sent to.
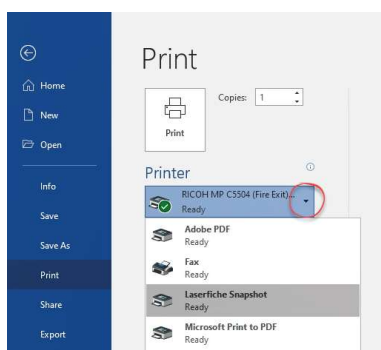
Method 2:
1. Click File, Print. The printer dialogue window will be displayed allowing you to alter print settings. (See next sections).
2. Click 'Print'.
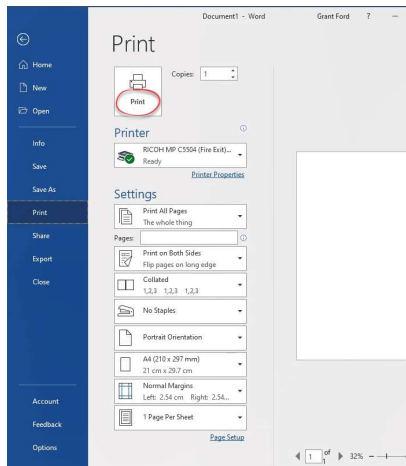
- Using this method, settings can be altered before the job is sent to the printer.
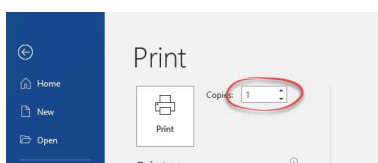
How do I change printer?
1. Click File, Print.
2. Select the name of the required printer from the 'Printer' drop down menu.
3. Click 'Print'.

   Word will continue to use this printer until you either switch to another printer using the instructions above or close Word.

## How do I print multiple copies?
1. Click File, Print
2. Amend the 'Number of Copies' value by using the spin controls or delete it and type a new one.
3. Click 'Print'.

How do I print double sided?
If you copier is able to print double sided, the 'Duplex' will have been turned on as default. You should not attempt to change this permanently. However, some documents will require to be printed single sided. Follow the instructions below to switch between single and double sided copying.

1. Click File, Print
2. Use the drop down menu to select either 'Print One Sided' or 'Print on Both Sides'.
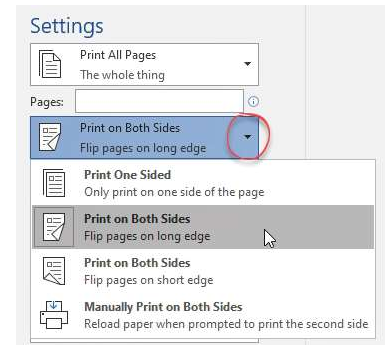
   When printing double sided, decide whether to flip on the short of long edge. When printing 'Portrait' it is normal to flip pages along the long edge, when printing 'Landscape' flip along the short.
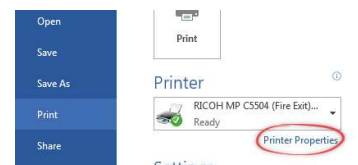3. Click 'Print'

   When printing 'Portrait' it is normal to flip pages along the long edge, when printing 'Landscape' flip along the short.

How do I print in colour?
If you have a device which can print both colour and black and white, the B&W option will have been turned on as default. This should not be changed permanently, follow the instructions to print in colour temporarily.
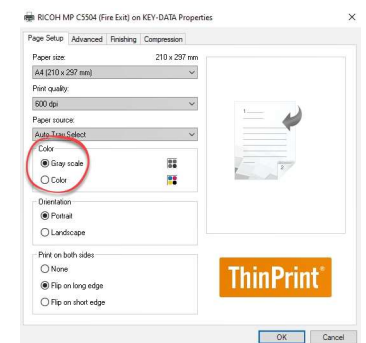
1. Click File, Print
2. Click 'Printer Properties'.

3. Look for the 'Colour' section and change the option from 'Greyscale' to 'Colour'

   NOTE: The box opposite illustrates one printer dialogue box and may not be exactly the same as yours.
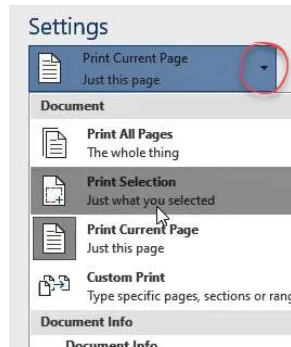
4. Click 'OK'.
5. Click 'Print'.

How do I change the range of pages printed?

It may not always be necessary to print your full document, in these cases you can specify the pages you want to print.

1. Click File, Print
2. Use the drop down menu to choose one of the options.
   - *Print All Pages* - The Whole Thing: Print the full document.
   - *Print Selection* - Just what you selected: Only the selected section of your document will print. (This option will only be active if you have selected a section of your document before displaying the dialogue box.)

   - *Print Current Page* - Just This Page: The page on which your cursor is positioned will be sent to the printer.
   - *Custom Print*: This option allows you to specify which pages to print. These can be entered as a range (e.g. 1-4), as individual pages (e.g. 1,2,5,7) or as a mixture of both (e.g. 1-5,8,10).

3. Click 'Print'.

How do I close the 'Print' window?

1. Click the left pointing arrow in the top left corner to go back to your document without printing anything.
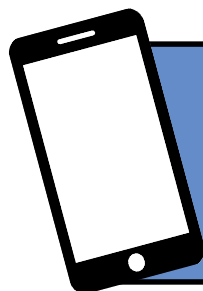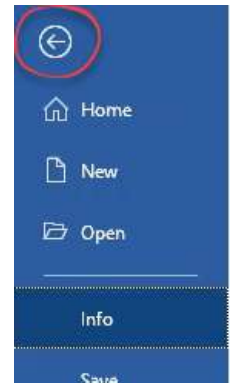
For help and assistance, call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk