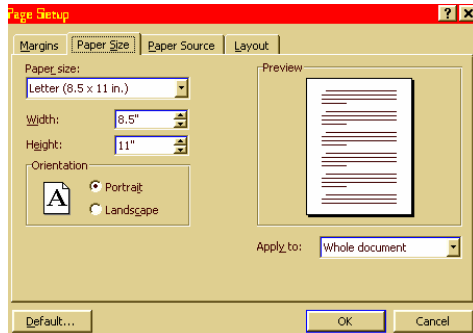


Printing

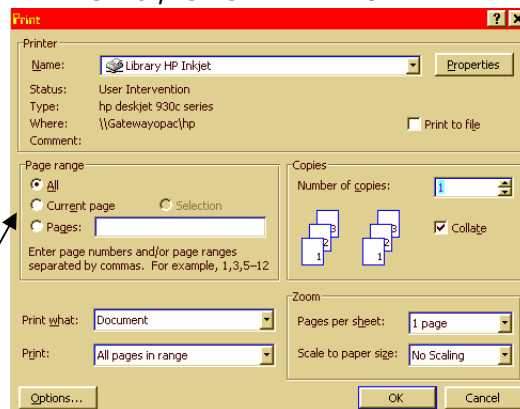
On the main menu, click on **File**.
Click **Page Setup**.



The tabs on the dialog box that opens include **Margins**, **Paper Size**, **Paper Source**, and **Layout**. You can change margins, the tray for the paper source for the printer, the size of the paper, and other options. On the **Paper Size** tab, **Portrait** prints your document vertically. **Landscape** prints your document horizontally.

When you have finished your selections, click **OK**.

On the main menu, click **File**.
On the drop-down menu, click **Print**.



You can control which pages to print and how many copies of each page.

When you have made your selections, click **OK**.

You can also print the entire current document open by clicking on the **Printer** button on the standard toolbar.

If you experience printer problems, click on **My Computer** and then **Printers**. A window opens with choices for you to **Open**, **Pause Printing**, **Purge Print Jobs**, **Set as Default**, and others.

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