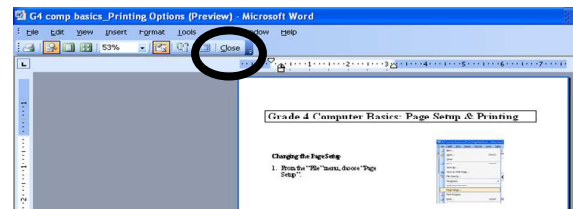


Grade 4 Computer Basics: Printing

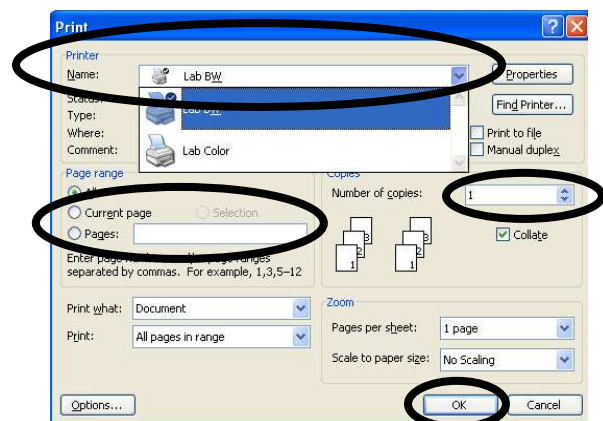
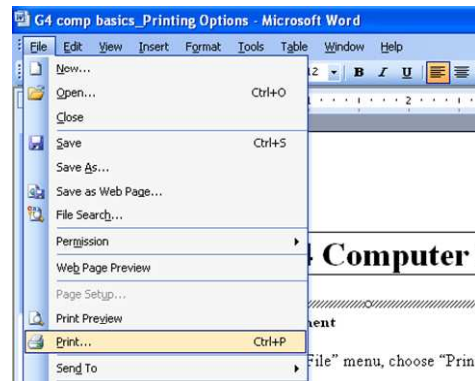
Previewing Your Document

1. From the “File” menu, choose “Print Preview”.
2. Look at your whole document, to make sure that it will print out correctly.
3. Click on the “Close” button when you are done.



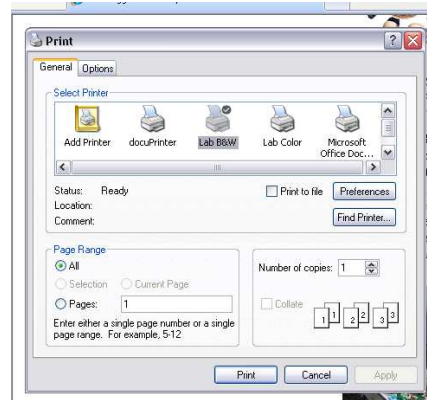
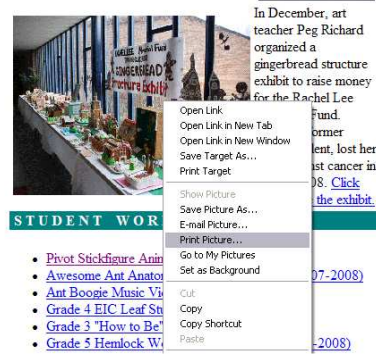
Printing Your Document

1. From the “File” menu, choose “Print”.
2. When the Print dialog box comes up, click in the “Printer Name” box and choose the correct printer (black and white, or color).
3. Use the “Number of copies” box on the right side of the window to choose the correct number of copies.
4. Use the “Page range” options on the left side of the window to choose the specific page or pages you want to print.
5. Click once on the “OK” button.



Printing a Picture from the Web

1. Put your mouse pointer in the middle of the picture that you want to print, and click once with your right mouse button.
2. Click once on "Print Picture" with your left mouse button.
3. Choose a printer and then click once on the "Print" button.



Printing Part of a Web Page

1. Highlight or select the text that you want to print.
2. Click on your selection with your right mouse button.
3. Click once on "Print" with your left mouse button.
4. Choose a printer and then click once on the "Print" button.

