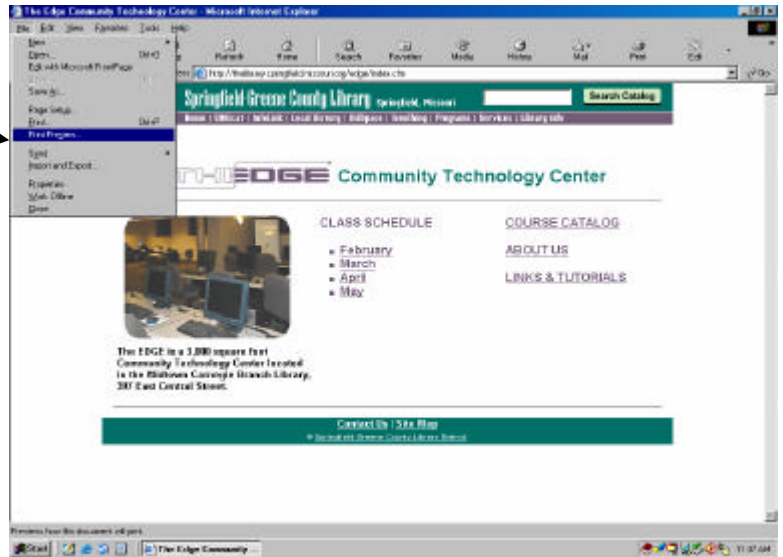
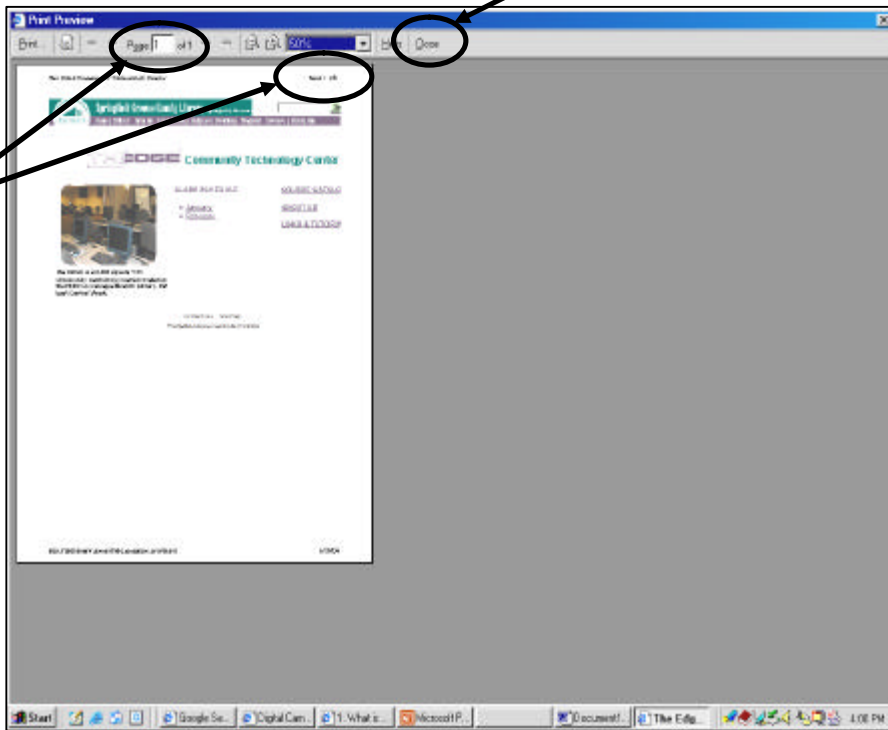


Print Preview

To view how a page will look when printed, click on *File* in the menu bar and select *Print Preview* from the drop down menu.



Click the *Close* button to close Print Preview



Number of pages that will be printed

Some web pages will not fit on a standard 8 1/2" x 11" sheet of paper.

Print Preview will also show how many pages will be printed

Click the *Close* button on the Print Preview window toolbar to close Print Preview and return to the normal document view.

Printing

To print, click on *File* in the menu bar and select *Print* from the drop down menu.

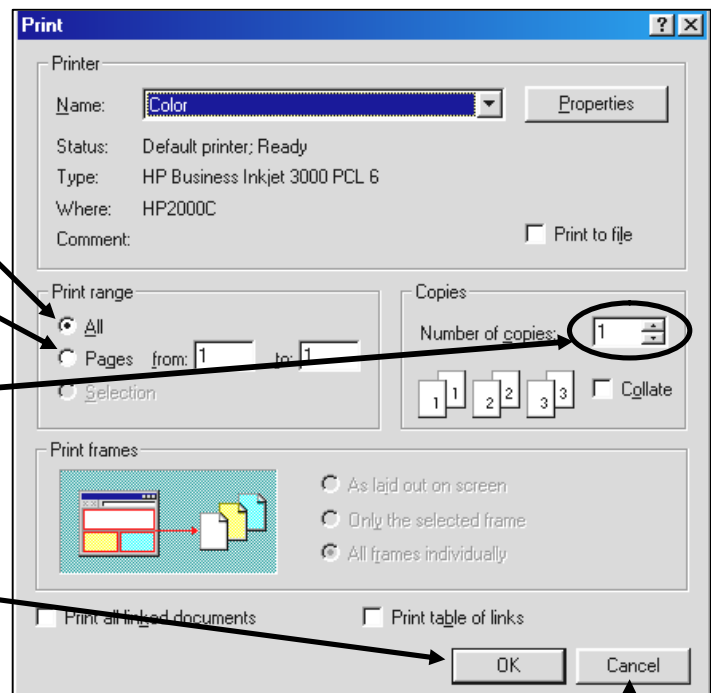


Select *All* to print all of the pages.
or
Select *Pages* and enter page number or range of pages to print only selected pages.

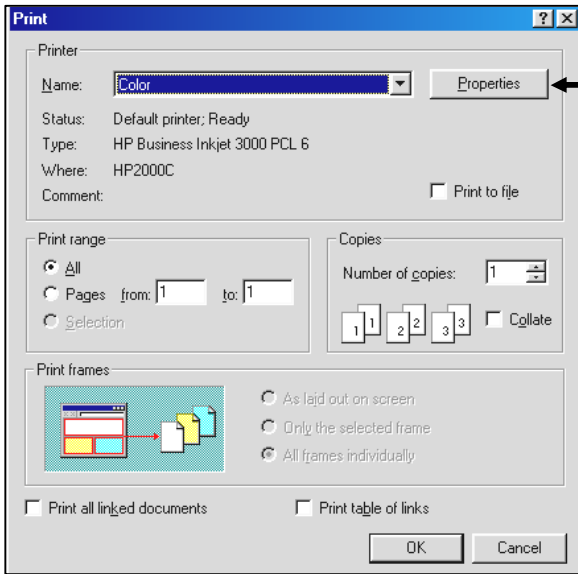
Choose the *Number of copies* to be printed by either typing in the number or using the arrow buttons to select the number.

Click the *OK* button to begin printing.

Click the *Cancel* button to exit without printing.



Print Properties

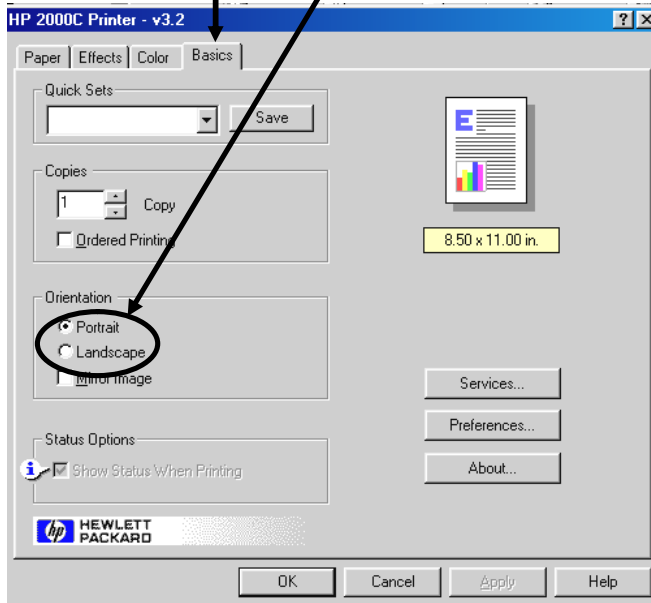


Click the *Properties* button to open the print Properties window to view more advanced options for printing.

Note: The properties options may look different depending on the type of printer being used. The same options should be available, but they may be under a different tab or in a different section of the window that appears. The button to access the properties could be labeled Preferences or Options instead of Properties.

Click on the *Basics* tab to display options for changing the orientation.

Click the radio button next to either *Portrait* or *Landscape* to select the desired orientation. (Portrait prints the page taller than it is wide and Landscape prints the page wider than it is tall.)



Click on the *Color* tab to print in black and white on a color printer.

The color options may be different depending on the printer. Select either grayscale, black, or B&W to print in black or black and shades of gray.

