

## Getting ready to PRINT!

Go to your menu bar and click "File" ....then:

- \* 1. Click "print preview" rather than "print" whenever possible. (This way, you can see what you are printing) AND the "properties" window should appear.
- \* 2. Click on the "properties button" so that you can choose exactly what you want to do.
- \* 3. Choose whether you want to print in "portrait" or "landscape". \$\$\$
- \* 4. Choose whether you want to print in "black & white", "color", or "gray scale". \$\$\$
- \* 5. Choose whether you want to print in low, normal, or high quality. (These are often called "draft" or "fast draft", "normal", and "best". \$\$\$
- \* 6. Choose which pages you want to print. (properties should show you how many pages are involved). ???
- \* 7. Choose how many copies you want to print.