

Printing Documents

in MS Word 2021

Print Preview, Print Settings and Printer Options



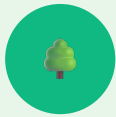
Print Preview — File → Print (Ctrl + P)

The right panel of File → Print shows a live preview of your document before printing.



See Exact Layout

Check margins, headers, footers and page breaks before committing to print



Save Paper & Ink

Verify layout first — print once correctly and avoid wasting paper



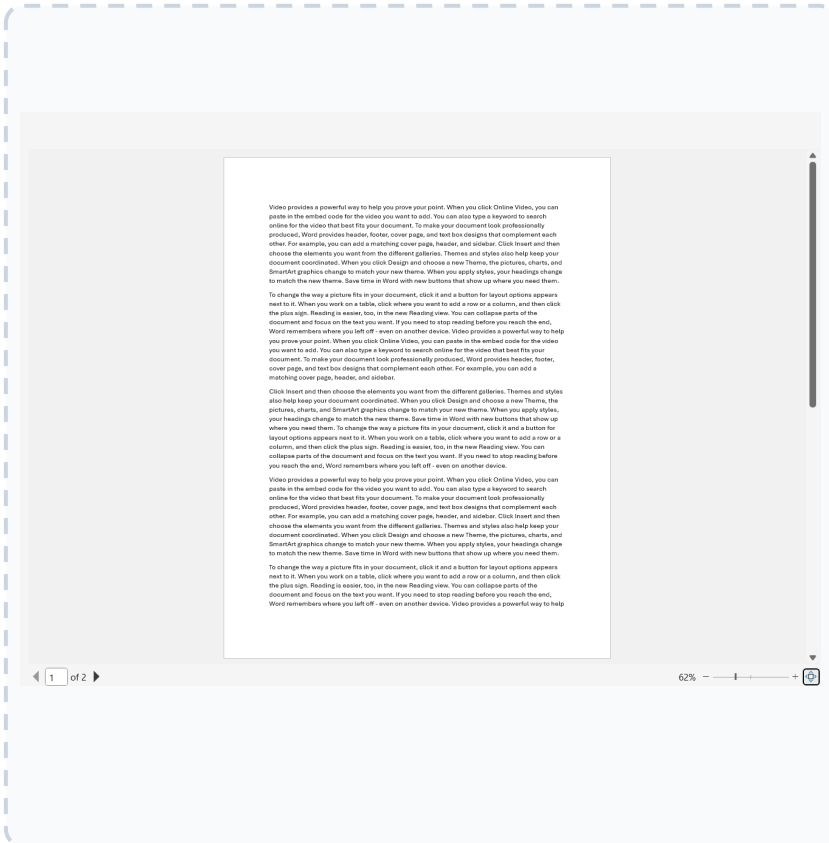
Check Page Count

Confirm how many pages will print and that content fits correctly



Zoom In/Out

Use the zoom slider at the bottom to inspect fine detail





Print Settings — File → Print (Ctrl + P)

Setting	Description
Printer	Select from installed printers. 'Microsoft Print to PDF' creates a PDF.
Copies	Number of copies. Collated: complete sets. Uncollated: all p.1 then all p.2.
Print Range	All Pages / Current Page / Custom range e.g. 1-3, 5, 8-10
One/Two-Sided	One-sided (default) OR Flip on Long Edge (duplex printing)
Orientation	Portrait or Landscape — overrides page setup for this print job only
Paper Size	A4, Letter, Legal — must match paper loaded in the printer tray
Margins	Normal, Narrow, Wide or Custom — adjustable before printing
Pages per Sheet	1 (default), 2, 4, 6, 8 pages — scales multiple pages onto one sheet

The screenshot shows the 'Print' dialog box in Microsoft Word. The left sidebar contains navigation options: Home, New, Open, Get Add-ins, Info, Save, Save As, Save as Adobe PDF, History, **Print**, Share, Export, Transform, and Close. The main area is titled 'Print' and includes a 'Copies' dropdown set to 1, a 'Print' button with a printer icon, and a 'Printer' dropdown set to 'Microsoft Print to PDF' (Ready). Below this is a 'Settings' section with several options: 'Print All Pages' (The whole thing), 'Pages' (empty), 'Print One Sided' (Only print on one side of the...), 'Collated' (1,2,3 1,2,3 1,2,3), 'Portrait Orientation', 'Letter' (8.5" x 11"), 'Normal Margins' (Top: 1" Bottom: 1" Left: 1" Rig...), and '1 Page Per Sheet'. Links for 'Printer Properties' and 'Page Setup' are visible at the bottom right. A workflow bar at the bottom of the image reads: 'Workflow: Save (Ctrl+S) → Preview (Ctrl+P) → fix errors → Print'.



Important Tips



Always SAVE the document (Ctrl+S) before printing



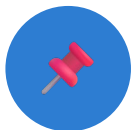
Always check Print Preview (Ctrl+P) before sending to printer



Verify the correct printer is selected — especially important in schools



Use 'Pages per Sheet' (2 or 4) to save paper on draft prints



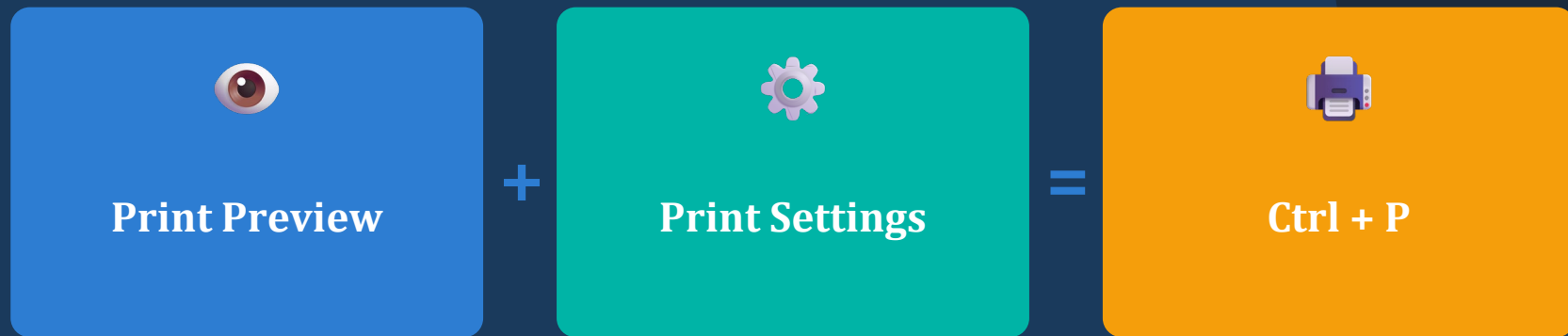
Custom Range: reprint specific pages only — e.g. '3,5,8-10'



'Print to PDF' shares a read-only version without a physical printer



Key Takeaways — Printing Documents



Quick Recap

- Print Preview: File → Print (Ctrl+P) — right panel shows live preview before printing
- Key settings: Printer, Copies, Print Range (All / Current / Custom e.g. 1-3,5)
- Orientation and paper size can be changed in Print panel without editing the document
- Pages per Sheet: print 2, 4 or more pages on one physical sheet to save paper
- Workflow: Save first (Ctrl+S) → Preview (Ctrl+P) → fix errors → then Print