

Name \_\_\_\_\_ Date \_\_\_\_\_

## Printing a Document

Circle the correct word.

### To print a document...

1. Click on **Edit File View** in the Menu Bar.
2. Select **Print New Open** from the menu.
3. Click **Cancel Properties OK** in the Print dialog box.

### Other Stuff...

1. Always check Print **Preview Review View** before printing to see what the document will look like when it is printed.
2. You can print a document by clicking the Print button on the **Title Bar Toolbar Menu Bar**.
3. The Print dialog box **has does not have** a section that lets you to choose the number of copies you want to print.
4. Which option sends the document straight to the printer, and does not open the Print dialog box?

**File, Print Print button**

5. You **can cannot** make changes to your document when you are in Print Preview.

