


## 5 . Printing

In this module you will learn

1. the page view;
2. printing.

With  (**File, Page Preview**) you can view on your screen what your text is going to look like when printed on paper. The Page preview gives you an oversight of how your document looks when it is printed on paper. The advantage of this option is that it saves you a lot of time, paper and ink. For instance, you can easily see if your images are in the correct location, or whether there are any ugly line or page breaks. It will also show you when images or text fall outside of the printable area of a page. The problem with printers is that they cannot print right up to the edges of the paper, it always leaves a blank space of around one centimetre along the borders of the paper.

### 5.1. Obtaining a page preview

In the following assignment you are going to view a page preview of the text **Dolphins**.



#### **Assignment 4.3** *obtaining a page preview*

1. Open the text Dolphins.
2. Obtain a page preview by: clicking on **File, Page preview**.
3. A new window will appear, with in it the first two pages of the document **Dolphins**. Notice that the toolbars on top of the screen have changed. This way you can easily identify that you're viewing a page preview.
4. You can browse through your text by means of the arrow-buttons and vertical scrollbars.

## 5. The magnifying glass



### Assignment 4.4 The magnifying glass

1. Click on the button with the magnifying glass with the plus sign in it:



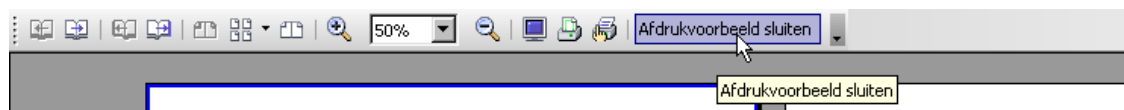
You would have zoomed in on the document. Notice that the percentage in the white bar next to it changes from 50% to 75%.

2. Now click on the magnifying glass with the minus sign in it to zoom out:



The pages' view reduces in size and the percentage drops back to 50% again.


3. Close the page preview by clicking the button **Close Preview** in the toolbar:



The page preview closes. You return to your document. All toolbars reappear and you can edit or change your text again.


### 5.3. Printing

When you are done typing and satisfied with the page preview, you can print your document.

The easiest and fastest way to print a document, is to click the button **Print File Directly**:  This will cause the whole document to be printed.



### Assignment 5.5 Printing a document

1. Make sure the document **Dolphins** is opened.
2. Click the button **Print File Directly**  once  
A single copy of the document will be printed.

You have just printed a single copy of the whole document, but you can also print just a part of the document, or more than one copy. You can also configure in what quality you want to print and/or whether you want to print in colour or black and white. But before you learn how these are done, a few more things regarding printing need to be discussed.

The ink is important when you start printing. You can buy ink for a printer in small tanks called cartridges. The cartridges will run empty once in a while and need to be replaced. These cartridges are not cheap. The original cartridges (the ones supplied by the manufacturer of the printer) can be pretty expensive. It can be quite profitable not to use the ink-cartridges from the manufacturer but to use the so-called imitation-cartridges, which are brought onto the market by a diversity of other manufacturers. The great advantage is that they are often much cheaper. The downside is the possible loss of printing quality. The quality of the ink is often a bit lower than the ink in the cartridges from the manufacturer. But for the average user these cartridges will be fine.

Because the ink is so expensive, it does not hurt to save on the use of ink when possible. You can do this by making sure your printer is configured correctly. For a draft version you do not need the same quality you need for example for a photograph, and you do not need to print everything in colour either (coloured ink is more expensive than black ink).

### 5.4. The dialogbox “print”

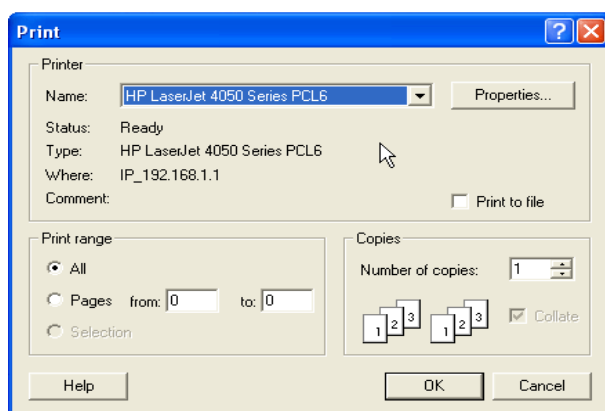
In the following assignment you will learn how to adjust the printer settings. For this you are going to use the dialogbox **print**. In the **Printer** field next to **name** is the selected printer. With the arrow next to it you can, if available, select a different printer. When you have more than one printer, you need to make sure you have selected the correct printer. If you only have one printer, it will be selected by default.



#### Assignment 5.6 *Printing a document*

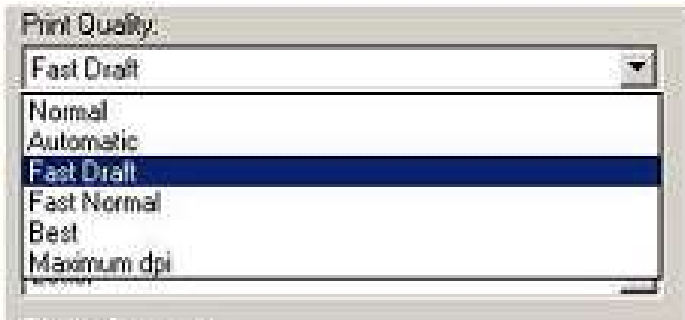
1. Make sure the file **Dolphins** is opened.
2. Select **File, Print**.

The dialogbox **Print** will open.

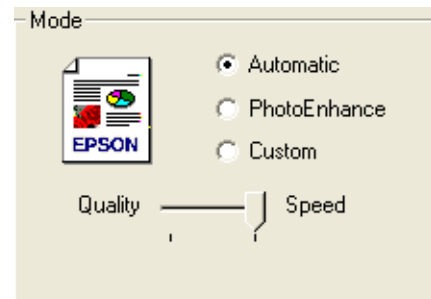


### 5.4.1. Printer properties

In the dialogbox **Print** you can, under the **Properties** of the printer, adjust many settings. You can for instance select whether you want to print in colour or grey-tones. You can also (usually) select a number of other settings for the printer. Often there are options like **Draft** or **Economy** which use less ink for printing.



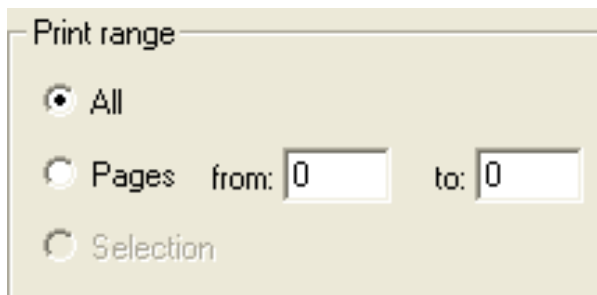
Example of the settings for a HP printer



Example of the settings for an Epson printer

### 5.4.2. Print range

In the **Print range** field you can select what part of the document you want to print.



**All:** The whole document will be printed.

**Pages:** The selected pages will be printed.

**Selection:** The selected part of the document will be printed.

Next to the option **Pages** You fill in the page numbers, separated by a comma (e.g. 2,4,5,9), or a page-range, separated by a hyphen (5-9). Do not use spaces between the page-numbers.



### Assignment 5.7 *Setting up the page range*

1. Check the dot for **Page** by a single click.
2. Put the cursor in the white field after **Page**.
3. Type the page number you want to print: 3.

### 5.4.3. Number of copies

In the field **Copies** you can select the number of copies you want to print.

The option **Copies** is set to 1 by default. In the following assignment you will learn how to change this setting.



### Assignment 5.8 *Setting the number of copies*

1. Click on the little black arrow that points upwards next to the number 1.



The 1 changes to 2.

2. Click the little arrow again.

The 2 changes to 3.

3. By clicking on the arrow that points downwards, you can change the 3 back to 2.

In this manner you can select as many copies as you want. However, you can also set the number of copies by simply typing the number in the field that displays the amount of copies.

4. Click left of the two arrows in the white field with the number of copies.

The cursor starts blinking.

5. Press the **Backspace** key to remove the number.

6. Next, type the number 8.

The number of copies is now set to eight.

7. Return the number of copies back to 1.

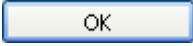

When you print more than one copy of the document, it can be useful to check the **Collate** option. The documents then will come out of the printer sorted by copy.



#### 5.4.4. Printing



##### **Assignment 5.9** *Printing*

1. Make sure the file **Dolphins** is opened.
2. Select **File, Print**.
3. Click the  button to start printing.  
Page 3 of the **Dolphins** text will get printed.
4. Close **Writer** with the .

## Final assignment Module 5



### **Assignment** *Page preview and printing*

1. Open the **Eclipse text** on the **Rednose CD**.
2. Obtain a **Page preview**.
3. Zoom in on the first page.
4. Zoom out again.
5. Next, print just the second page of the **Eclipse text**.
6. Close **Writer** with the X button.

