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Using Microsoft® Word 2010

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Dedication

To Tara, for her love, her infinite patience, and her ability to keep me going—even when I don't know it's for my own good.

To Savannah, Lucy, and Liz, for filling my life with love and making me feel younger than I really am.

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Many years ago, I cut my editorial teeth on Using books—nearly all of which have been lost in the mists of time. (Anyone out there remember Using DOS?) But being part of the Que team was a life-shaping experience that exposed me to a cast of unforgettable characters, a world of ever-changing possibilities, and more than a few never-ending friendships. So I must thank my long-time friend and colleague Greg Wiegand for inviting me back into the Que fold and giving me the opportunity to write this book. Greg is a rare find in this industry: He understands that publishing is more about people than about products or technology. I wish him great success and all the happiness in the world.

Senior Acquisitions Editor Katherine Bull deserves all my gratitude, as well, for her understanding and for keeping me afloat when it seemed I would go under. She has encouraged me and lifted my spirits throughout this process, and I thank her with all my heart.

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And a big thanks to everyone on the Que team who lent their talent and skills to this book, including Julie Bess, Lori Lyons, San Dee Phillips, and Sarah Kearns.

We Want to Hear from You!

As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

As an associate publisher for Que Publishing, I welcome your comments. You can email or write me directly to let me know what you did or didn't like about this book—as well as what we can do to make our books better.

Please note that I cannot help you with technical problems related to the topic of this book. We do have a User Services group, however, where I will forward specific technical questions related to the book.

When you write, please be sure to include this book's title and author as well as your name, email address, and phone number. I will carefully review your comments and share them with the author and editors who worked on the book.

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Introduction

Welcome to *Using Microsoft Word 2010*! This is a special welcome for two reasons.

First, Word 2010 is a highly anticipated upgrade to the Microsoft Office family of products; many consumers and companies refused to upgrade to the last version of Word (2007) because it was so different from its predecessors. They wanted to -see how the world responded to all those new features before committing to an upgrade. Now they're satisfied and ready to switch to Word 2010.

Second, and just as important, this edition of *Using Microsoft Word* is a departure from past editions. We re-invented *Using Microsoft Word* for people like you: the first-time Word user, the busy person who needs to get things done now, and the task-oriented user who thinks "show me how"—not "give me a lecture on why this works the way it does."

In updating this edition of *Using Microsoft Word*, we focused on productivity and the importance of completing specific tasks instead of developing detailed knowledge of the program's inner workings. So, if you're using this book as your guide to Word, you need to know *how* to add a picture to a document, not a dissertation on the fundamentals of digital photography. You need to access online documents through Word Web App *right now*, without pausing to master the infrastructure of the Internet. In other words, you have work to do, and finishing that work is your priority. And when you're in hurry-up-and-get-it-done mode, jargon, technical details, and lengthy explanations just get in the way. 'Nuff said about that.

So it's time to stop talking, except to say this: We hope you like the new version of Word, and we hope *Using Microsoft Word 2010* and its web-based tools meet all your expectations.

How This Book Is Organized

Each chapter of *Using Microsoft Word 2010* dives right into a specific, related set of tasks. Every section is designed to help you become productive with some aspect of Word in the shortest possible amount of time. The book focuses on tasks that

most Word users must complete at least occasionally. Each task is concisely described, and most descriptions are followed by a set of instructions that walk you through the task from beginning to end, without taking any side trips. (When it's practical to explain a task without using numbered steps, we leave them out. That keeps things as brief as possible.)

If Word is totally new to you, the first chapter teaches you basic tasks that are vital to just about any word processing project; by mastering these tasks, you can make the jump from rank beginner to proficient user in no time. When you're comfortable with the basics, skip around and look up the tasks you need to do when you need to do them. You don't have to read the chapters in order; use the material in the manner that suits you. There are no sample files to install, no long-winded examples, nothing to get in your way.

This book is divided into six parts. In some cases, the tasks in one chapter are more difficult than the ones explained in earlier chapters, but that's OK. If you need to know something that's covered in another chapter, a reference will guide you there. Here are the parts of this book in a nutshell:

Part I, "The Basics of Using Word 2010." Here you learn essential skills such as creating a new document, saving and printing documents, entering text, using the Clipboard, building a document from a template, using Building Blocks to create parts of a document, checking your spelling and grammar, and using Word's reference tools.

Part II, "Formatting Characters and Paragraphs." This introduces Word's core formatting tools. You learn how to format individual characters, selected text, and entire paragraphs with Word's easy-to-use formatting tools. You also learn to apply Word's built-in character and paragraph styles, modify styles, and create your own styles.

Part III, "Organizing Text into Lists, Tables, and Columns." Simple text-layout tools such as lists help break up a plain document and make information easier to follow and remember. Tables enable you to arrange a lot of information in a little space and can be customized in any way you can imagine. Columns are handy for creating documents such as newsletters, but have other uses, too. The chapters in Part III not only help you master these layout tools, but also provide ideas for using them in your own documents.

Part IV, "Formatting Pages and Documents." Chapters 10–12 show you the big picture of document formatting, so you can make your pages look neat, uniform, and professional. Page formatting includes tasks such as setting margins, choosing page orientation, dividing a document with breaks and sections, and dressing up your pages with backgrounds or borders. You can format an entire document by

applying any of Word's built-in themes or templates, which provide colors, font schemes, and other design elements; you can also modify Word's templates and create your own from scratch. Part IV also shows you how to add headers and footers to a document and how to control their appearance and behavior.

Part V, "Taking Your Documents to the Next Level." Documents can be more than just text, and Part V shows you how to spruce up any kind of document by adding pictures, clip art, geometric shapes, charts, diagrams, and other graphical elements. You also learn to create text boxes and use them to perform cool layout tricks. Part V also shows you how to add special features such as tables of contents, indexes, sources, citations, and reference notes—important features for long documents such as business reports and research papers. (Note that Chapters 15–17 are available online only.)

Part VI, "Using Word Like a Pro." (Part VI is available online only.) The last part of the book introduces you to some of Word's most powerful features—including a few that don't seem to have anything to do with word processing. You learn how to perform a mail merge, collaborate with other Word users to review and mark up shared documents, and store documents on the web and access them through Word Web App. While you're mastering the art of sharing documents electronically, you'll learn how to add features that work only on-screen, such as hyperlinks and bookmarks. Finally, you'll learn how to personalize your copy of Word, so it looks and behaves just the way you want it to.

Using This Book

More than just a book, *Using Microsoft Word 2010* is tightly integrated with online video tutorials, audio insights, and other web-based content, which is designed to provide you with a media-rich, customized learning experience not available through any other book series today. *Using Microsoft Word 2010* is a thorough resource at your fingertips.

This book enables you to customize your own learning experience. The step-by-step instructions in the book give you a solid foundation in using Word, while rich and varied online content, including video tutorials and audio sidebars, provide the following:

- Demonstrations of step-by-step tasks covered in the book

- Additional tips or information on a topic

- Practical advice and suggestions

- Direction for more advanced tasks not covered in the book

Here's a quick look at a few structural features designed to help you get the most out of this book:

Chapter objective: At the beginning of each chapter is the objective addressed in that chapter. This enables you to quickly see the information the chapter contains.

Notes: Notes provide additional commentary or explanation that doesn't fit neatly into the surrounding text. Notes give detailed explanations of how something works, alternative ways of performing a task, and other tidbits to get you on your way. You'll find shortcuts, workarounds, and techniques that can help you avoid pitfalls while using Word. And if a task comes with any risks (such as losing data), you'll find a Note giving you a heads-up about it.

Cross-references: Many topics are connected to other topics in various ways. When another section is related to one you are reading, a cross-reference directs you to a specific chapter in the book in which you can find the related information.



LET ME TRY IT Let Me Try It tasks are presented in a step-by-step sequence so you can easily follow along.



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Bonus Chapters

Chapters 15–22 are part of your Free Web Edition and can be downloaded there.

In this chapter, you learn three of the most essential tasks in word processing: creating a document, saving it on a disk, and printing it.

1

Creating, Saving, and Printing Documents

If you're in a hurry to start using Microsoft Word, this chapter is the place to begin. That's because the tasks you'll master in the next few pages form the basis of nearly every project you will do in Word. Creating a document is the first step in any word processing job. Whenever you create a document, you'll probably want to save it on a disk so you can re-open it and work with it again. And when your document is finished, you may need to print it so that you can share it with someone else (or stick it in a file cabinet).

Luckily, these chores are easy and you can master them in no time. Of course, Word lets you create, save, and print documents in lots of different ways. But you don't need to know them all—at least, not yet. To quickly start, we just cover the basics here. You'll learn more advanced options later in this book, where it makes more sense to explain them.

Starting a Document from Scratch

If you were going to write a letter on paper (an idea that sounds crazy to a lot of people these days), you would begin by putting a blank sheet of paper on your desk. When you start Word, it does something similar: It presents you with a new, blank document that looks just like a piece of paper, as shown in Figure 1.1.

If, for whatever reason, a blank document does not appear in the Word window, you can create a new one by pressing Ctrl+N. Actually, you can do this whenever you want to start a new document, no matter what's already open in Word. (You can have multiple documents open at the same time.)

By default, this blank document is already formatted with some standard settings, which make it suitable for many different uses:

- The page size is 8.5" x 11".
- The page's top, bottom, left, and right margins are each 1" wide.

- The document uses a simple 11-point font.
- The lines within each paragraph are a little more than single-spaced, and there's extra space between paragraphs.

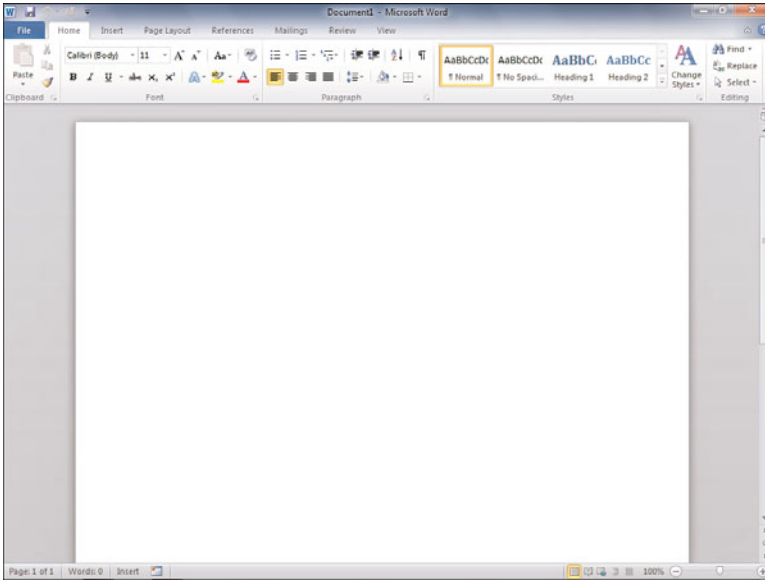


Figure 1.1 A new, blank document in the Microsoft Word window.

With this blank document on your screen, all you need to do is start typing your text—or *keying*, as we computer geeks call it—and your new document starts taking shape right before your eyes. If you're dashing off a simple letter, memo, or list, this document's default formatting should work just fine. But if not, don't fret; you'll learn all about formatting documents in the next few chapters. For now, let's just stick to the basics.

Starting a Document from a Template

Simply put, a *template* is a special kind of Word document that has been preformatted in some way. The generic blank document that appears when you start Word is actually based on a template, albeit a simple one. Word offers a handful of built-in (local) templates that you can use to create many different kinds of documents, including resumes, business letters, fax cover sheets, and others. Figure 1.2 shows

one of Word's local templates for a business letter. If you can't find a local template that suits your needs, you can search for others online.

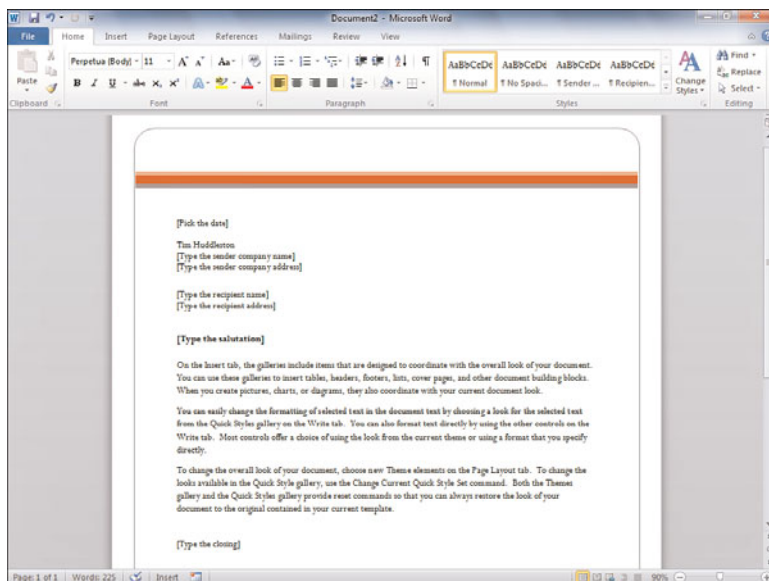


Figure 1.2 A template for a professionally formatted business letter.

Every template includes a preset combination of fonts, colors, margins, line and paragraph spacing, and other formatting characteristics such as headers or footers. Many templates contain placeholder text that you can customize or replace. Some templates include graphics, as well. Templates are a huge time-saver because they let you create professional-looking documents without manually formatting text, paragraphs, or pages. Just add your text, and you're done.

The following sections show you how to create a new document from a local template and then search Microsoft's Office.com website for another one. In Chapter 11, "Formatting Documents with Themes and Templates," you'll learn how to modify existing templates and create new ones.

Remember that a template is a different kind of file than a document. When you create a document based on a template, you open and edit a *copy* of the template, not the template itself. The actual template remains unchanged so that you can use it again to create different documents.

Using a Local Template

A *local template* is installed on your computer along with Word. You can create a document from a local template with just a few steps.



LET ME TRY IT

Creating a Document from a Local Template

To start a document from a template, just find one you like and click.

1. On the Ribbon, click the File tab.

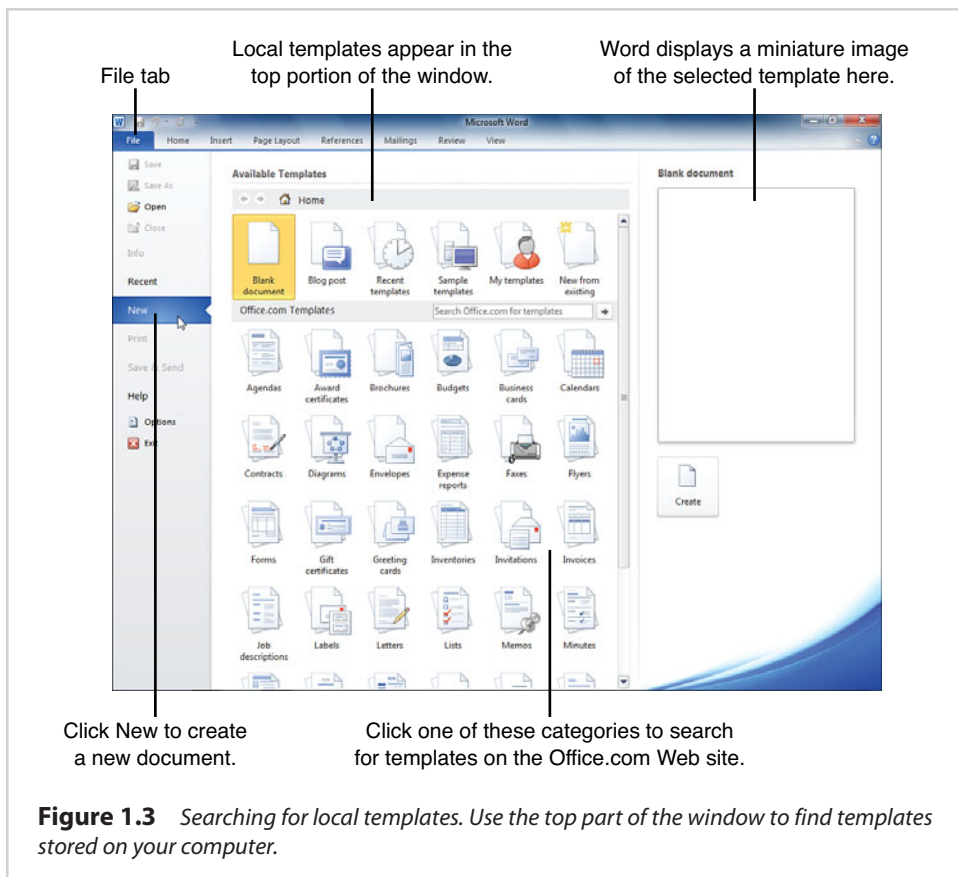
The *Ribbon* was introduced in Word 2007, but it is a new feature for anyone upgrading from version 2003 or earlier. The Ribbon replaces the menu structure found in previous versions of Word and provides an easy way to access common commands and buttons. The Ribbon is divided into tabs, and each tab includes groups of related features.

2. Click New. The File tab displays the available templates (see Figure 1.3).
3. Click Sample Templates. Word displays thumbnail images of available templates.
4. Click the Equity Letter template.
5. In the right pane, make sure the Document option button is selected.
6. Click Create. Word creates a new document based on the template and displays it on your screen.

It's a good idea to spend some time examining Word's templates to see which ones you like best. As you'll see in Chapter 11, you can modify any template so that it looks exactly the way you want, insert your own boilerplate text (such as your company's name), and then save it as your own. The more time you invest in mastering templates, the more time you'll save later in formatting and entering data.

Finding a Template Online

Word's local templates may be the only ones you ever need. If not, you can expand your template collection by visiting the Office.com website and searching for different ones. Finding a template online isn't much different than finding a local template—except that there are hundreds of online templates to choose from.



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Creating a Document from an Online Template

You can look for templates online without leaving the Word window. When you download a template from Office.com, Word saves it on your computer so you can access the template locally whenever you want to use it.

1. On the Ribbon, click the File tab.
2. Click New. The Office.com Templates section shows several categories of templates that are available online, as shown earlier in the lower part of Figure 1.3. Each category contains multiple templates.
3. Click Newsletters. Word downloads and displays thumbnail images of newsletter templates currently available from Office.com.

4. Click the Business Newsletter template. A larger image of the template appears in the right pane, along with information about its designer, the file's size, and the rating it has been given by Office.com visitors who have used the template.
5. In the right pane, click Download. Word downloads the template file, creates a new document based on the template, and displays it on your screen.

When Word downloads a template file, it automatically saves the file with Word's other templates. You don't need to select a disk or folder to store the file in.

To reuse a template you've used before, click the File tab, click New, and then click Recent Templates. Word displays thumbnail images of your most recently used templates, both local and online.



SHOW ME Media 1.1—Working with Word Templates

Access this video file through your registered Web Edition at my.safaribooksonline.com/9780132182713/media.

Saving a Document

Soon after you create a document, you should *save* it—that is, tell Word to store the document as a file on a disk. When you save a document, you should give it a logical, plain-English name that will make it easy to identify the file when you need to open it again. For example, if you write an angry letter to your aunt Martha, you might name the file “Angry Letter to Aunt Martha,” or some such. You also need to select a location to store the file, such as on your computer's hard disk or a network drive. Word can also save a document in one of several different formats, so you can choose the one that works best for you.

After saving a document for the first time, you can (and should!) resave it frequently as you work on it. Repeatedly saving a document protects you from data loss in case your PC's power goes out or some other problem arises. When you save an existing document, Word simply updates the file to include any changes you made since the last time you saved it.

If the need arises, you can create a different version of a document by saving it with a different name, location, or file type.



LET ME TRY IT

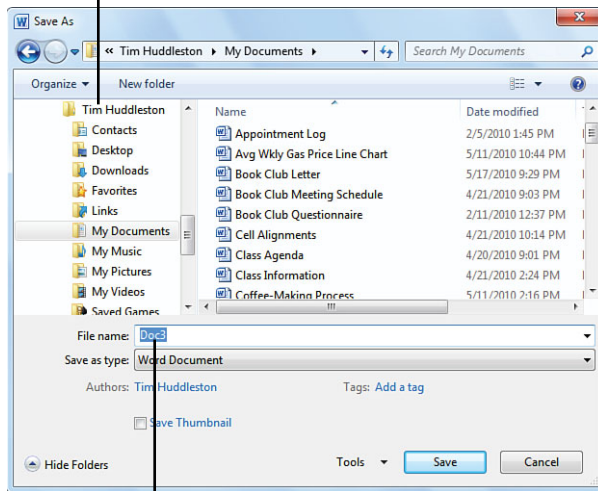
Saving a New Document to a Disk

The first time you save a file, Word displays the Save As dialog box, and you need to take a few steps to tell Word exactly where and how to save it. Updating a saved file is as simple as a mouse click.

1. With an unsaved document open in Word, do one of the following:
 - Click the Save icon on the Quick Access toolbar.
 - Click the File tab and then click Save or Save As.
 - Press Ctrl+S.

The Save As dialog box appears, as shown in Figure 1.4. By default, the dialog box shows the contents of the My Documents folder.

Use this list to see all the available disks and folders on your computer and network.



Type a name for your document here.

Figure 1.4 Word's Save As dialog box.

2. If you want to save the document in the My Documents folder, skip to step 5.

3. To save the document on a different drive or in a different folder, scroll through the list on the left side of the dialog box. The list displays all the drives and folders you can access on your PC or network.
4. Click the drive and folder where you want to store the file.
5. Click in the File Name box and type a name for your document.
6. Click Save. Word saves the document in the location you chose and gives it the name you specified. The document's new name appears in the title bar at the top of the Word window.

By default, Word saves your document in Word's native *.docx format—the default file format for Word 2007 and 2010 documents. This format preserves all of Word's features and formatting options. Older versions of Word don't support all these features.



TELL ME MORE Media 1.2—Understanding Word's .docx Format

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The descriptions and illustrations in this book are based on using Word with Microsoft Windows 7. If you use another version of Windows, the steps you take may be slightly different than those described here, and your screen may look somewhat different from the screens shown in this book. But the same kinds of tools will be there, so you can get the same results.

Resaving an Existing Document

As mentioned earlier, it's a good idea to save your documents frequently while you're working on them. If you work quickly and make lots of changes to a document, you should get into the habit of saving it every minute or so. Frequently saving a document locks in your changes and protects your work in case the power goes out or Windows starts misbehaving. (Yes, it happens.)

When you save (resave) a document that has already been saved, Word simply overwrites the current version of the file with a new one. The updated version includes any changes you have made since the last time you saved.

1. With your document open in Word, do one of the following:

- Click the Save icon on the Quick Access toolbar.
- Click the File tab and then click Save.
- Press Ctrl+S.

That's it—no dialog boxes to get in your way. Just save your work and keep going.

Even if you aren't a very good typist—er, *keyboardist*—you should train yourself to press Ctrl+S at least once every few minutes while you work. Try to make this an automatic habit. You'll keep your work safe without even reaching for the mouse.

Occasionally, Word asks if you want to save your document. For example, if you try to close a file or shut down Word without saving the document, Word prompts you to save it, as shown in Figure 1.5. If you decline to do so, the changes you made since the last time you saved will be lost.

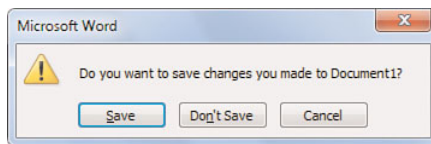


Figure 1.5 Word sometimes prompts you to save your work.



SHOW ME Media 1.3—Saving a Word Document

Access this video file through your registered Web Edition at my.safaribooksonline.com/9780132182713/media.



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Saving a File with a Different Name, Location, or File Type

You may need to save a file in a different manner than described in the preceding sections. This can be necessary, for example, when you need to

- Create a copy of the document with a different name.
- Share a file with someone who uses a different version of Word or a different word processing program.
- Store a file on a network drive so other users can open it.

All these tasks are done through Word's Save As dialog box.

When you save a file with a different name, type, or location, you're actually creating a copy of your file. (The original version remains unchanged unless you move, rename, or delete it.) However, Word closes the original version; the copy appears on your screen unless you saved the copy in a file format that Word cannot use itself, such as PDF.

1. With your document open in Word, click the File tab.
2. Click Save As. The Save As dialog box appears, as shown in Figure 1.6. The dialog box shows the file's current name, type, and location.
3. To save the document on a different drive or in a different folder, scroll through the list on the left side of the dialog box, and then select the new drive and folder.
4. To give the document a different name, click in the File Name box and type the new name.
5. To save the document in a different file format, click the Save as Type drop-down arrow and choose the desired format from the menu. For example, if you want to save the document in Rich Text Format (a file format that can be used by any word processor), choose that file type from the list.

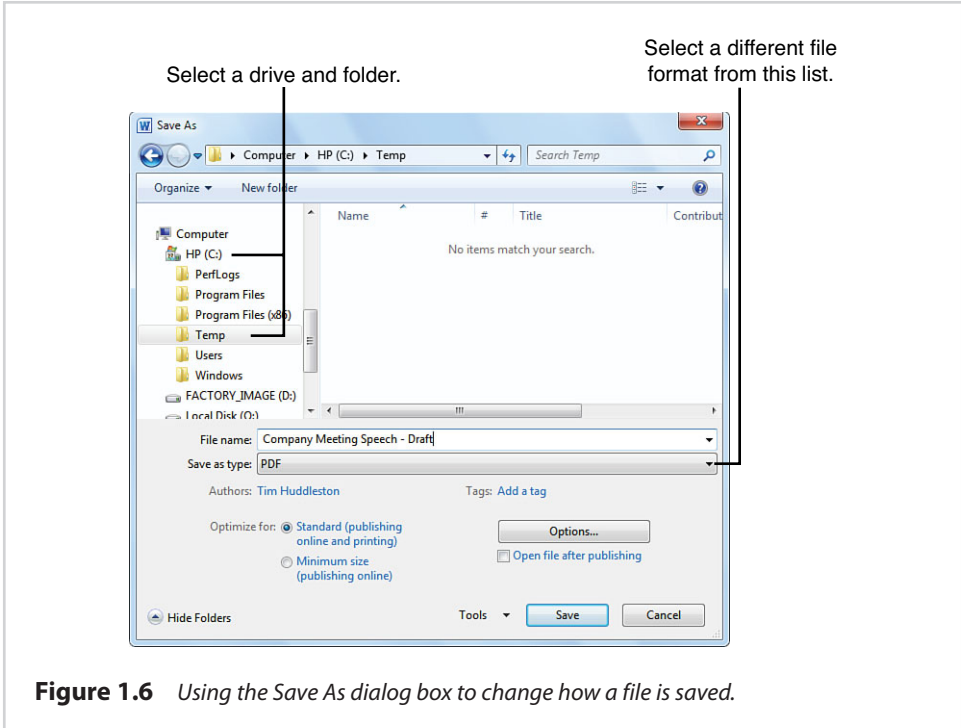


Figure 1.6 Using the Save As dialog box to change how a file is saved.

6. Click Save. Word saves the document in the location you chose and gives it the name you specified. The document's new name appears in the title bar at the top of the Word window and the previous version of the document closes.

Opening an Existing Document

To open an existing document, you need to know where it was saved—or how to search for it. You can save documents on any storage device connected to your computer. Whether you store your files on your PC's hard disk, a network drive, or a shared folder on someone else's computer, Word can find and open them.

Of course, this assumes you have the required user rights to open, modify, and do other things with files stored on a network or someone else's PC. If you don't...well, that's a topic for another book. Here, we assume you have the rights to do whatever you want, without having to beg some goofy network administrator for permission. (They love to say "no" to ordinary computer users, so avoid them when you

can.) We also assume that you already understand concepts such as disks, folders, files, and what your computer does with these things. If such matters are a mystery to you, check Windows' help system to learn about them.

As with most other tasks, Word lets you open an existing document in several ways. The following sections show you the easiest methods of the lot.

Opening a Document from the Recent Documents List

As you open and save documents, Word keeps a running list of them on the File tab. Logically enough, this list is called the Recent Documents list. The more recently a file has been opened, the higher its name appears on the list. More recently used documents push older documents to the bottom of—and eventually off—the list.

To pick a file from the Recent Documents list, click the File tab, and then click Recent. The list appears, as shown in Figure 1.7. Click the desired document's name, and Word opens it on the Home tab.

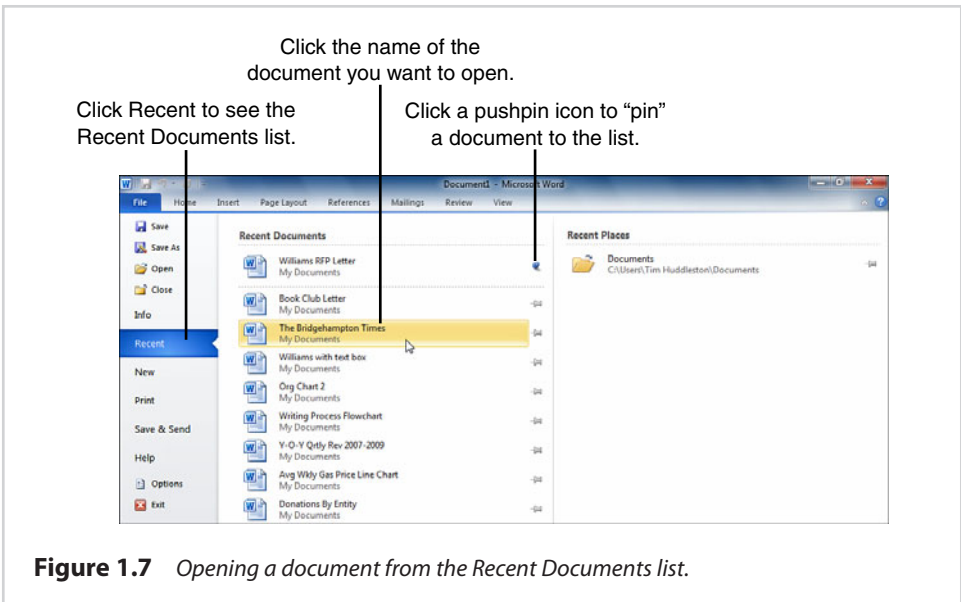


Figure 1.7 Opening a document from the Recent Documents list.

To make the Recent Documents list work a bit faster, you can check the Quickly Access This Number of Recent Documents check box. This option tells Word to display a certain number of recently opened documents in the menu on the left side of the File tab. Use the spinner control to set the number of documents to display.

Now you can choose a document from the menu without having to look over at the Recent Documents list. What a timesaver! (Yes, that was sarcasm.)

If you use a document frequently, you can “pin” it to the Recent Documents list so it always appears there. This prevents the document from eventually getting shoved off the list as you open other documents. To pin a document to the list, click the Pushpin icon that appears to the right of the file’s name. Click the icon again if you ever want to “unpin” the document from the list.

Opening a Document from the Open Dialog Box

If you haven’t opened a certain document lately, it may not show up on the Recent Documents list. But you can open any document through Word’s Open dialog box. This dialog box gives you access to all the disks and folders on your computer and network.



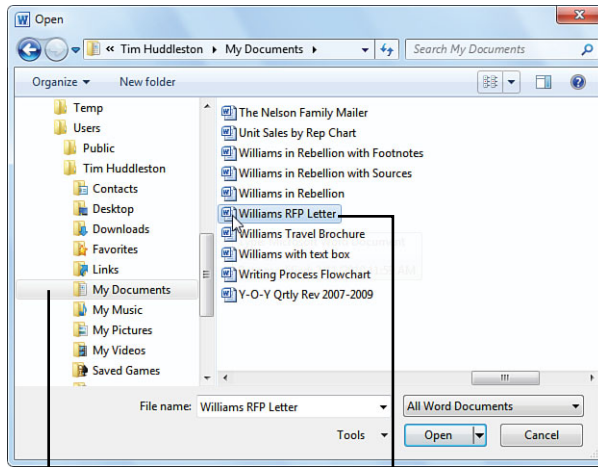
LET ME TRY IT

Using the Open Dialog Box

If you know where a document is stored, you can use the Open dialog box to find and open it.

1. Click the File tab, and then click Open. The Open dialog box appears, as shown in Figure 1.8. By default, the dialog box shows the contents of the My Documents folder.
2. If the document you need is in the My Documents folder, skip to step 4.
3. If the document resides on a different drive or in a different folder, scroll through the list on the left side of the dialog box. The list displays the names of all the drives and folders you can access on your PC or network. Click the drive and folder that contain the desired document.
4. Click the document’s name; then click Open.

Instead of clicking a file’s name and then clicking Open, you can just double-click the file to open it. Alternatively, you can click the file and press Enter. Then again, you can right-click the file to display a shortcut menu, and click Open. There are other ways to open a file, as well, but let’s not get carried away.



Select the drive and folder that contain the desired file.

Double-click the file's name to open it.

Figure 1.8 Word's Open dialog box.

By default, the Open dialog box displays all Word documents that reside in the folder you select. You can broaden or narrow your search by clicking the File Type button, which appears to the right of the File Name box. A menu appears, listing the kinds of files you can display in the Open dialog box. So, if you want to find a document that was created in WordPerfect 5.0, for example, click WordPerfect 5.x to see only those documents. Word filters out all the other types of documents in the list to make it easier to find the file you want.

Conversely, if you want the Open dialog box to display every file (even non-Word format files) in the selected folder, click the File Type button; then click All Files. When you choose this option, however, Word may not be able to open every type of file that appears in the Open dialog box.

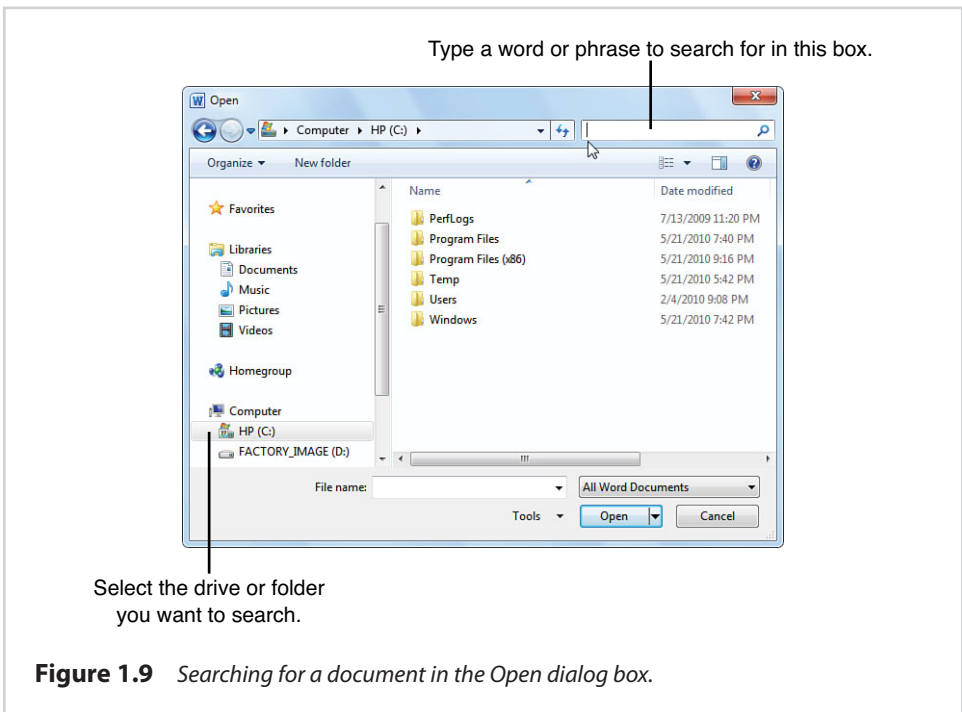
Searching for a Document in the Open Dialog Box

If you don't remember where a document is stored, the Open dialog box features a search tool that can help you find it.

Using the Open Dialog Box Search Feature

To search a single folder or an entire network for a specific file, you can specify a word or phrase and tell Word to locate the documents that contain it.

1. Click the File tab; then click Open. The Open dialog box appears.
2. In the list of drives and folders, click the name of the drive or folder where you want to start your search. Word will search the specified drive or folder and every folder and subfolder it contains. For example, if you want to search all the drives and folders on your computer, click Computer in the list. If you only want to search a specific drive or folder, click its name.
3. Click in the Search box, and type a word or phrase that will be contained in the document you want to find (as shown in Figure 1.9). Word starts searching as soon as you start typing. If Word finds any documents that contain the word or phrase, it displays their names in the Open dialog box.
4. Double-click the file's name to open it.



Searching can be a hit-or-miss proposition, especially if you can't remember the name of the file you're looking for. The search feature is not entirely dependable; it may dig up files that don't even contain the word or phrase you specified. Regardless, be patient. (After all, you're dealing with a brainless machine here.) If Word doesn't find the file you need, try searching for a different word or phrase or broadening your search to cover more drives or folders.

Printing a Document

Most documents are meant to be printed at some point in their lives. This is one reason Word has so many formatting features, as you will learn about throughout this book. It can take many hours of effort to get a document to look just right on paper.

The printing process, conversely, is quite easy in Word. That is, as long as a printer is connected to your PC (either directly or via a network) and all the appropriate printer-related software is installed. If not, printing can be difficult or impossible. So we'll assume you have a printer and it's working correctly.

There are two methods of printing a document from Word: the really easy way, and the slightly more difficult way. The following sections show you both.

Quick-Printing a Document

With Word's *Quick Print* feature, no setup is required to print a document. As long as the document looks good on the screen and your printer is working, you can print a copy of the entire document with a single mouse click.



LET ME TRY IT

One-Step Printing

If you can see the Quick Print button at the top of the Word window, printing is a snap.

1. On the Quick Access toolbar, click Quick Print. Word instantly sends your document to the printer.
2. OK, there is no step 2. But that's the beauty of a one-step *anything*, right?

If the Quick Print button is not visible on the Quick Access toolbar, you can add it to the toolbar. For instructions on this and other customizations to Word, see Chapter 22, "Making Word Your Own (online)."

Printing the (Not-so-Much) Harder Way

Quick-printing isn't always the best option for getting your document onto paper. You may need to print multiple copies, for example, or change other print-related settings before sending the document to the printer. If so, you can set up the perfect print job from the File tab.

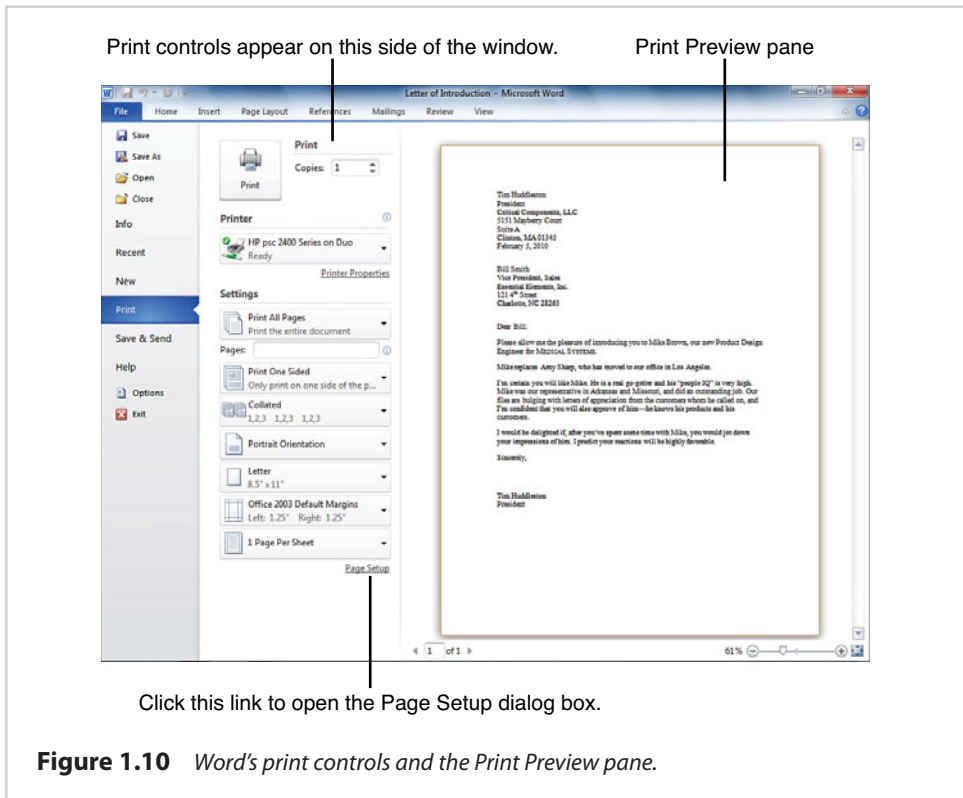


LET ME TRY IT

Setting Up a Print Job

The File tab's print options give you complete control over any print job.

1. Click the File tab; then click Print. Word's print controls fill the window, as shown in Figure 1.10.



2. To see exactly how the document will look on paper with the current print settings, examine it in the right half of the window. To preview each page, click the Next Page and Previous Page buttons at the bottom of the window.
3. To print multiple copies of the document, click in the Copies box, and type the number of copies you want. (Alternatively, you can click the up or down counter buttons to the right of the box to set the number of copies.)

4. The name of your default printer should appear on the Printer button. To use a different printer, click the button and select a printer from the drop-down list.
5. By default, Word prints the entire document. To print only a portion of the document, click the Pages button and select one of the following options:
 - **Print Selection**—This option prints only the text you have selected before beginning the printing process. If no text is selected, this option is grayed out (unavailable).
 - **Print Current Page**—This option prints the page that contains the insertion point.
 - **Print Custom Range**—This option enables you to print specific pages or sections of the document. If you choose this option, you can designate the pages or sections in the Pages text box. For example, to print only the second and third pages of your document, type 2-3 in the Pages box.
6. To print on both sides of the page, click the Print One Sided button and select the appropriate option. The options available depend on your printer's capabilities. For example, you might print on both sides of the page by manually feeding sheets into the printer. By default, Word prints on only one side of the page with most printers.
7. Word automatically *collates* documents when it prints multiple copies. This means one entire copy is printed out before the next copy begins. If you want your copies to be uncollated, click the Collated button; then click the Uncollated option.
8. Word prints documents in portrait mode (with the text running down the long edge of the page) by default. To change this setting, click the Orientation button; then click the Landscape Orientation option. (In landscape mode, text runs down the short edge of the page.)
9. To select a different paper size, click the Paper Size button, and then click the desired size. The available sizes depend on your printer's capabilities.
10. To change your document's margins, click the Margins button, and choose a different set of margins. If none of the preset options suits your needs, click Custom Margins to open the Page Setup dialog box, as shown in Figure 1.11. Set the margins in the top of the Margins tab; then click OK. (Chapter 10, "Laying Out a Document's Pages," covers margins and other page-setup options in detail.)

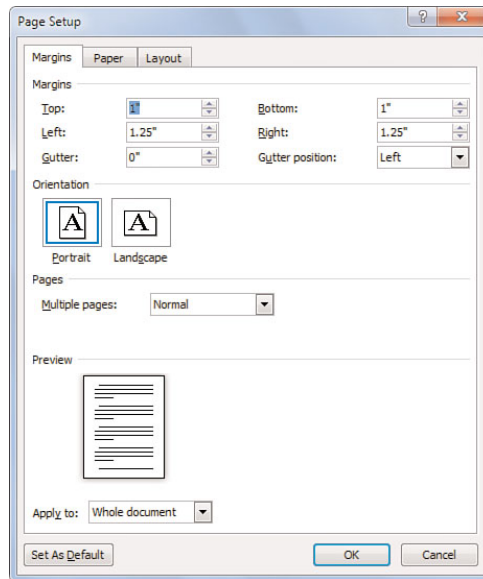


Figure 1.11 *The Page Setup dialog box.*

11. Word automatically prints one page of a document per sheet of paper. To print multiple pages on a single sheet, click the Multiple Pages button and select the number of pages you want to appear on each sheet.
12. Click Print.

The Page Setup dialog box provides several other print-control options in addition to those found on the File tab. For example, you can use the dialog box to select a paper tray, apply borders to your pages, change the way headers or footers print, and so on. To open the Page Setup dialog box, click Page Setup at the bottom of the File tab.



SHOW ME Media 1.4—Printing a Word Document

Access this video file through your registered Web Edition at my.safaribooksonline.com/9780132182713/media.

Closing a Document

When you finish working on a document, you can either close the file and leave Word running, or close the document and exit Word. Either way, *be sure to save your document before closing it.*

You can close a document and leave Word running by doing one of the following:

- Click File; then click Close.
- On the Windows Taskbar, right-click the document's button, and then click Close Window.
- If more than one document is open, click Word's Close button (at the right end of the title bar). This closes the current document but leaves Word running.

To close all open documents and exit Word, click File and then click Exit.

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