Chapter 5

On Paper at Last — Printing Stuff

In This Chapter

▶ Getting the printer ready

▶ Printing the entire document

▶ Printing parts of your document

▶ Printing a document on disk

▶ Printing more than one document

▶ Canceling the printing of a document

*S*everal years ago, the idea of a paperless office was all the rage as techno-geeks looked to the future. The thinking was that once everyone started using computers, who'd need to use paper? We could just communicate electronically. In hindsight, maybe that claim was slightly unrealistic, at least for now and anytime soon. Yes, e-mail and the Internet have radically changed the way everyone communicates, but you probably see as much paper around your office as you ever did. In fact, perhaps all this innovation serves to offer up *more* communication needs, making the need for printing even greater than before!

In the real world of a paper-barraged office, you need to know how to print your documents. In this chapter, you explore just how to do it. For details about creating and printing some popular documents, including mailing labels and envelopes, see Chapter 15.

Ready to Print?

You've written and formatted your document, and it looks *mahvelous*. Now you're ready to see how it looks on paper. But before you can do so, you had better be certain that your printer is ready to help.
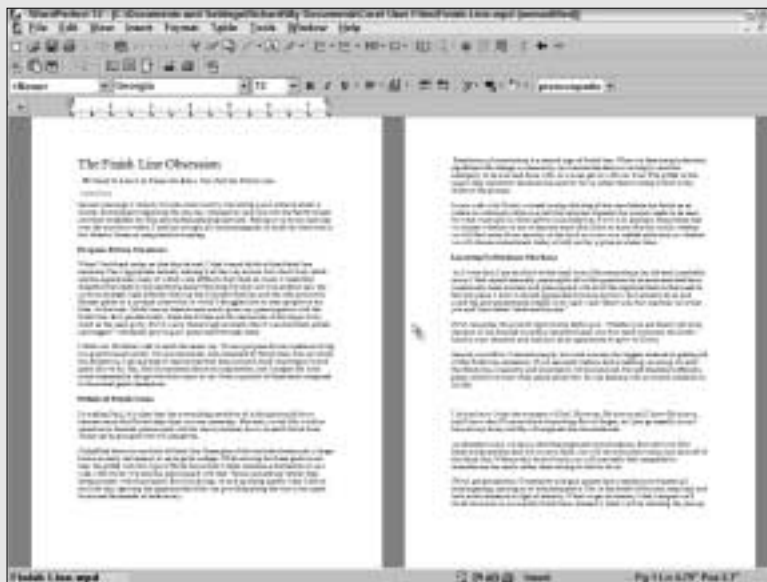
Make sure that the printer is plugged in to both the wall and your computer. Be sure that your printer has an ink or toner cartridge — that is, unless you're interested in printing your document in white on white.

Get a sneak peek at your printed document

WordPerfect does a good job showing you what your document will look like while you're editing it in Page view. But if you're like us, you find it comforting to do a quick print preview before you send that mega-document to your printer. To preview your printed document, ch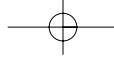oose File➪Print Preview. WordPerfect displays a view of your document similar to Page view and displays a Print Preview toolbar. A preview is worth a thousand words (or at least a thousand pieces of saved paper anyway), as shown in the figure. When you're finished previewing, choose File➪ Print Preview again to go back to the regular editing view of your document.

You should also make sure that your printer is paying attention to what your computer has to say. Most printers can be either on-line or off-line. These printers have an on-line light and an on-line button that you can press to switch between on-line and off-line. If your printer is off-line, it ignores any information that your computer sends to it; it's as if the printer were turned off.

If your printer uses sheets of paper, you may want to print drafts of documents on the other side of used paper. We keep a stack of paper with stuff on just one side and use it for everything except the final drafts of our documents.

Before WordPerfect 12 can print anything, Windows must know all about your printer. When you (or someone) installed Windows on your computer, you should have told Windows which printer (or printers) you have. Windows shares this information with WordPerfect. If you're not sure whether Windows knows about your printer, read *Windows XP For Dummies* or *Windows ME For Dummies* (both by Andy Rathbone and published by Wiley Publishing, Inc.). If you're not sure whether Windows knows about your printer, check out the printer's status in the Control Panel program that comes with Windows. (In Windows XP, click Start and then click the Printers and Faxes icon. In Windows ME, click Start, choose Settings, and click or double-click the Printers icon).

Printing an Entire Document

WordPerfect gives you a good idea of what your document will look like when it's printed. If you use Page view (choose View➪Page or press Alt+F5), you can even see where your headers and footers appear, as well as the top and bottom margins of the pages. (Chapter 8 describes Page view and the other views that WordPerfect provides.) But you can't get the total effect until you see your document on paper. These steps show you how to print your document:

1. **Make sure that your printer is turned on, on-line, and ready to print.**

   Double-check that the right kind of paper is loaded — recycled paper for drafts, or nice, new, blank paper for final versions, or letterhead, or whatever.

   Before printing the final draft of a document, you may want to consider checking its spelling. See Chapter 4 for complete instructions.

2. **Save your document, just in case something bizarro happens while you're printing it.**

3. **Click the Print button on the toolbar.**

   Alternatively, you can choose File➪Print or press F5. WordPerfect displays the large and imposing Print dialog box, shown in Figure 5-1.

   To see how your document will be printed based on the current Print settings, click the Layout Preview button, at the top-right of the dialog box. The screen shown in Figure 5-2 appears. To hide this panel, click the Layout preview button again.

   If your dialog box looks a little different than Figures 5-1 and 5-2, don't be concerned. Some of the settings may come and go depending on what kind of printer you have.

Figure 5-1:
Telling
WordPerfect
the who,
what,
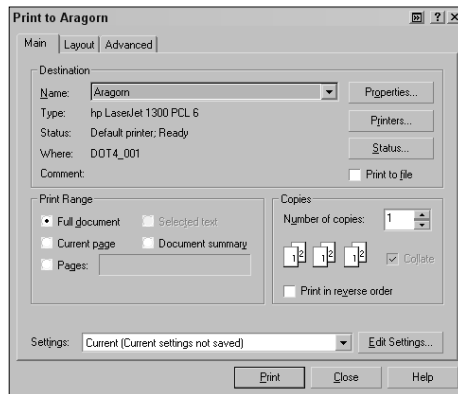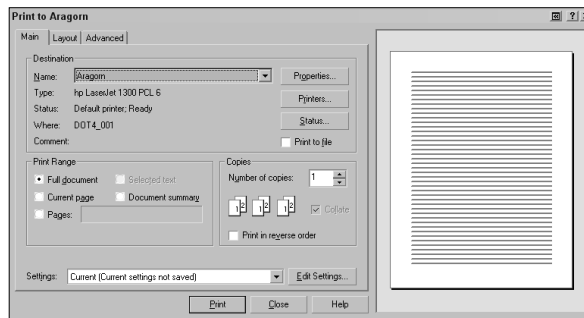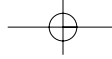where,
when, and
why of
printing your
document.

Figure 5-2:
Get a
preview of
the current
print layout
settings.

If you have some text selected when you decide to print, the Print dialog box assumes that you just want to print *only* what is selected (you'll know because the Selected Text option will be selected). If that's not what you want, no problem. Just click Full Document or Current Page or whatever you want.

4. Ignore all those settings, and just click the Print button.

WordPerfect informs you that it's preparing the document for printing. Other dialog boxes may flit across the screen as WordPerfect formats the document. At long last, the printer starts to hum and begins to print. You may also notice a small printer icon in the system tray on the taskbar. (The system tray is the box on the right side of your taskbar that displays the time and probably a bunch of other icons.)

Instant printing

If you press Ctrl+Shift+P, WordPerfect prints your entire document without showing you the Print dialog box. Slam! Bang! The document goes directly to the printer.

Be sure that you really want to print the whole thing before you press Ctrl+Shift+P. If you press Ctrl+Shift+P by mistake, see "Canceling a Print Job" near the end of this chapter. (We know what you're thinking: How could anyone *accidentally* press that convoluted key combination?)

The absolute quickest way to print a document is to open your My Documents folder (or whichever folder contains your document), right-click, and choose Print. You're off and printing, pardner, faster than you could hitch up your pants and spit.

As soon as your cursor stops looking like The Sands of Time (a tiny hourglass) and returns to its normal shape, you can continue to use WordPerfect while your printer prints. You can open another document, edit the current document, or do whatever you want.

If the printer doesn't print anything, don't just print again. Your document may still be wending its way through the bowels of Windows on its way to the printer. It may have become stuck on its way. (Intestinal distress happens even to computers.) Make sure that the printer is on and on-line. If nothing happens after a minute or two, see "Canceling a Print Job," later in this chapter.

If you're looking at the Print dialog box and decide that you don't want to print the document after all, just press the Esc key or click the Close button in the dialog box. (Clicking the *X* in the top-right corner of the dialog box works, too.)

Printing Part of a Document

When a document gets long (like some chapters in this book), you may not want to print the entire thing. What if you print a 30-page report, for example, and then find a typo on page 17? Not to worry — you can correct the typo on page 17, print the single page, and replace it without printing the rest of the document twice. For that matter, you can print any selection of text.

Printing selected text

To print a selection of text, follow these steps:

1. **Select the text that you want to print.**

   Refer to Chapter 3 to find out how to select text.

2. **Click the Print button on the toolbar.**

   Alternatively, press F5 or choose File➪Print. The Print dialog box appears (refer to Figure 5-1). In the Print Range area of the Print dialog box is an option labeled Selected Text. If you don't have text selected, WordPerfect automatically selects the Full Document option.

3. **Click the Print button (in the Print dialog box).**

Printing a specific page

Follow these steps to print one page:

1. **Place your cursor anywhere on the page that you want to print.**

2. **Click the Print button on the toolbar.**

   Alternatively, press F5 or choose File➪Print to display the Print dialog box.

3. **In the Print Range area, choose Current Page.**

4. **Click the Print button (in the Print dialog box).**

Printing several pages

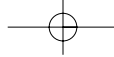To print a few pages, do the following:

1. **Click the Print button on the toolbar.**

   Or press F5, or choose File➪Print. Just get that Print dialog box on-screen.

2. **In the Print Range area, click in the text box to the right of the Pages option and type the page range that you want to print.**

   Type the first page, a hyphen, and then the last page you want to print. For example, to print pages 5 through 9, you'd enter 5–9.

3. **Click the Print button (in the Print dialog box).**

When your printer prints backward

Some printers print in such a way that you're always rearranging documents so that the pages are in order. Wouldn't it be nice if you could print the last page first? Then, when the printer finished printing, everything would be in the right order. Fortunately, you can tell WordPerfect to do just that. Before you click the Print button, click the Print in Reverse Order check box in the Print dialog box. Now you're ready to print.

Printing random pages

The Multiple Pages setting enables you to print contiguous pages in your document easily. You can print noncontiguous pages, too; you just have to perform an extra step. Click the Advanced tab of the Print dialog box. Use the Page(s)/label(s) option to specify the pages that you want to print. See Table 5-1 to find out how to specify a group of pages. Click Print to print the pages.

Table 5-1	Print Range Page Numbers
Entry	*Meaning*
all	Print all the pages in the document
x	Print page *x*
x,y,z	Print pages *x, y,* and *z* (separate page numbers with commas or spaces)
x–y	Print pages *x* through *y*, inclusive
x–	Print page *x* through the end of the document
–x	Starting at the beginning of the document, print through page *x*
x,y–z	Print page *x* and then pages *y* through *z* (you can include as many page ranges as you want, separated by commas or spaces). If you specify a list of pages (*x,y,z*) or a list of page ranges (*x–y, w–z*), the list must go from lowest to highest. 5,1,3 prints only page 5; 10–15, 1–5 prints only pages 10–15

Other Cool Ways to Print

Whether you print the entire document or part of it, you also have some other options: double-sided printing, multiple copies, or enlarged printing.

Printing on both sides

If you're printing a large document, you may want to consider printing on both sides of the paper. Not only does double-sided printing save trees, it also looks impressive. Some printers allow you to print on both sides of the paper automatically. But even if your printer doesn't support this, you can always do it manually.

In the Print dialog box, WordPerfect provides an entire area full of printing settings for two-sided printing. Click the Layout tab to see the Two-Sided Printing area shown in Figure 5-3.
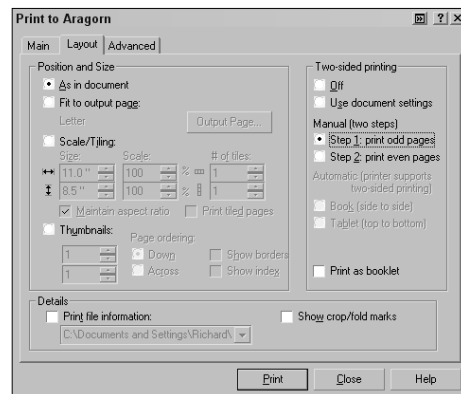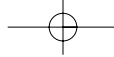

Figure 5-3: Double-sided printing.

If you're lucky enough to have printer that *does* support two-sided printing, the Automatic option buttons will be clickable. If they appear dimmed, WordPerfect doesn't think your printer supports printing on both sides.

For automatic printing, you just need to specify whether you want the binding to be like a book (side-by-side binding) or a tablet (top-to-bottom binding). You'll probably want to choose book binding by clicking the Book option.

If your printer doesn't know how to print on both sides, WordPerfect can still help you do so. Use the Manual (Two Steps) options. You can print all the odd pages, put the paper back in the printer, change the option to print the even pages, and print again. Voilà — two-sided printing.

The two-sided printing options you specify on the Layout tab of the Print dialog box apply to only the current session of WordPerfect. If you know that you always want to print a certain document on both sides, you can attach two-sided printing codes to the document as follows. Click the Main tab of the Print dialog box, and then clicking the Edit Settings button. In the Edit Settings dialog box (see Figure 5-4), click the Two-Sided Printing check box under the Layout Settings folder. Click Close.

Figure 5-4:
Tweaking
your
printout with
the Edit
Settings
dialog box.

Here are the general steps for two-sided printing:

1. Make sure that your printer is eager to print.

Do we need to say this? Make sure that the paper you plan to use is blank on both sides. Also, if you haven't tried two-sided printing on your printer before, try out these steps on a two-page document at first. You want to make sure that page 2 doesn't print upside down and backwards.

Other than perhaps reaching the moon by rocket, we think properly feeding the paper into your printer when manually printing double-sided pages is one of the most difficult tasks to get right the first time around. You have a one-in-four chance of getting the paper the right side up in the right direction. As a result, we strongly recommend trying a double-sided

test run on a few pages before you print your 100-page tome. Otherwise, you could end up with both odd and even pages being printed on top of each other on the same side. Or maybe with the even pages appearing upside down in relation to the odd pages.

In addition, after you figure out the right way to feed paper on your printer, we recommend writing down the details so you'll have them the next time you want to print on two sides.

2. **Click the Print button on the toolbar.**

3. **Click the Layout tab.**

4. **Change the settings as necessary.**

   Refer to the Two-Sided Printing area on the right of the dialog box. If your printer knows how to print on both sides of the page, just tell it which edge you want to bind. If you're not sure, try Left first; it's proba-bly what you want. If your printer doesn't know how to print on both sides, you can do it manually; choose Step 1: Print Odd Pages.

5. **Click the Print button.**

   WordPerfect prints according to your settings. If you're doing automatic printing, you're finished.

6. **If you're doing manual two-sided printing, you have some more steps to perform:**

   a. **Flip the paper over.**

      On most printers, after all the odd-numbered pages have been printed, you have to put them back in the paper tray so that WordPerfect can print on the other side of the paper. Exactly how you place them in the tray depends on your printer; some printers want you to place printed-side down, but others want you to do the opposite.

   b. **Repeat Steps 1–5.**

      But this time, in Step 4 choose the Step 2: Print Even Pages option.

Printing several copies

After you begin printing a document, you may want several copies. Hey, why not save yourself a trip to the copying machine? Of course, if you're printing ten copies of a 25-page document on the only printer in the office, you may not make yourself popular with your co-workers, but that's your decision. To tell WordPerfect how many copies to print, follow these steps:

1. **Click the Print button on the toolbar.**

   Also, you can press F5 or choose File➪Print to display the Print dialog box.

2. **In the Number of Copies box, enter the number that you want.**

   You can click the little up arrow or down arrow to increase the number or decrease it, respectively. You also can tell WordPerfect how to print the multiple printouts: print the entire document before starting the next (Collate), or print however many copies of page 1 you asked for before moving to page 2 (Group Copies, or the option used when the Collate box is unchecked). The Group Copies option tends to be a little faster, especially if your printer is clever about these things, but with the Collate option you don't have to do that walking-around-the-table thing to get the documents all together.

3. **Click the Print button.**

Printing enlarged or reduced documents

To enlarge or reduce a document, you usually have to print the document, take it to a copy machine, and adjust the copy machine's enlarge and reduce settings. In WordPerfect, you can do the enlarging and reducing at your desk by adjusting settings in the Print dialog box.

To print an enlarged or reduced copy of a document, follow these steps:
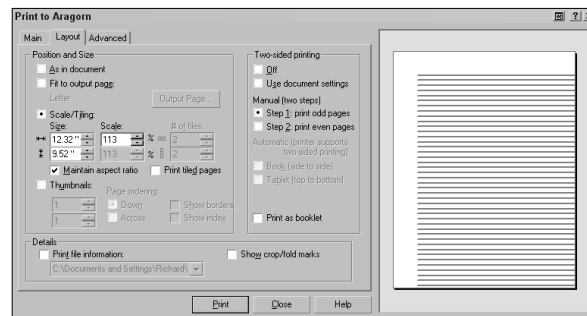
1. **Click the Print button on the toolbar.**

   If you don't fancy the Toolbar, you can also press F5 or choose File➪Print.

2. **Click the Layout tab.**

3. **Click the Scale/Tiling option, as shown in Figure 5-5.**

Figure 5-5:
Playing with the Enlarge/ Reduce percentage.

4. **Click the up or down arrow next to the Size box to enlarge or reduce the width or height of the page to a specific measurement.**

Printing Lilliputian style

The Layout tab of the Print dialog box contains the Position and Size area shown in Figure 5-5. The Thumbnails option allows you to print the pages of your document as itty-bitty miniatures called *thumbnails.* Using this option, you can print up to 64 thumbnails on a single 8½ x 11-inch page. Use the number boxes below the Thumbnails option and the Layout preview pane to set up the number of thumbnails you'd like to include on your printout.

You can also click the up or down arrow next to the Scale box to enlarge or reduce the page by a specific percentage.

Your document starts at 100 percent, which is the full page. Watch the preview on the right (accessible by clicking the Layout Preview button at the top right of the dialog box) as you increase and decrease the number — you'll be able to tell how much of the page won't fit when you're enlarging, or how small the page will be if you're reducing. Getting the number right may take some experimenting.

When checked, the Maintain Aspect Ratio option allows you to keep the scale dimensions between the width and height in synch. Uncheck it if you'd like to distort or contort your document.

Printing a Document from Disk

Suppose you want to print a document that isn't open. Or perhaps you wrote, saved, and printed a letter this morning, for example, and now you want to print an extra copy to show to your mother? You can open it first, admire it on-screen for a while, and then print it. But here's a faster way:

1. **Set your printer so that it's rarin' to print.**

   It doesn't matter where your cursor is or even which document is open.

2. **Click the Print button on the toolbar.**

   If you prefer, press F5 or choose File➪Print. Either way, WordPerfect displays the Print dialog box.
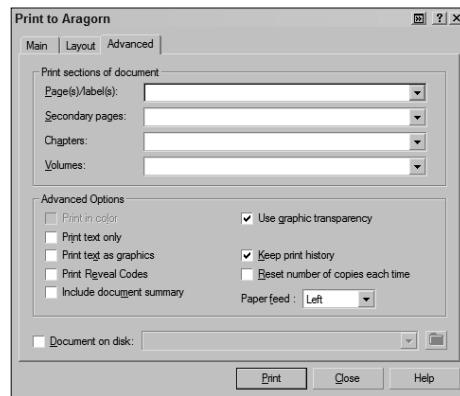
3. **Click the Advanced tab in the Print dialog box.**

   Figure 5-6 shows the Advanced tab.

4. **In the bottom-left corner of the Advanced tab, click the Document on Disk option.**

Poof! A box appears in which you can type the name of the document you want to print. What, you don't want to type the whole name of the document? No problem, click the little file folder icon all the way at the right end of this new box. If the document isn't in the current folder, you must enter its full path name. If you don't know what the heck we're talking about, or if you want to know how to use that cute little file folder icon next to the Document on Disk box, see Chapter 16.

Figure 5-6:
You can
print to a
disk file and
more.

5. **Click the Print button in the Print dialog box.**

WordPerfect prints the document without displaying it on-screen.

These steps are a good way to print a document that has already been printed and doesn't need additional editing. You can also print only selected pages from the document on disk by entering page numbers in the Print Pages boxes on the Advanced tab.

If the file doesn't exist, or if you type its name incorrectly, WordPerfect displays the message that the file was not found. Use the Folder button to browse your hard drive for the file.

Printing Several Documents

You can tell WordPerfect to print a bunch of documents, one right after the other. If you want to print ten letters, for example, and each letter is in a separate file, opening each document, printing it, and then closing it is an annoying and slow process. A slightly less annoying and slow process is to print

each file from disk, as we describe in the preceding section. The best way to do it would be to select the files you want to print and then print them all in a batch, and you can do just that.

This method is a great way to get lots of printing done in a hurry, but it also wastes lots of paper, so be careful when you select the files to print. Follow these steps:

1. **Click the Open button on the toolbar.**

   Alternatively, you can press Ctrl+O or choose File➪Open. WordPerfect displays the Open File dialog box. You can use any dialog box that enables you to select files. The Open File dialog box is our favorite because nothing bad happens if you click OK by mistake.

2. **Select the files that you want to print.**

   If the files are listed together, click the first filename and then Shift+click the last one; WordPerfect highlights all the files from the first to the last. If the files aren't listed together, click the first filename and then Ctrl+click the other filenames one by one; WordPerfect highlights the filenames that you choose but not the intervening filenames.

3. **When you have selected the files that you want to print, right-click one of the selected files and choose Print.**

   After a great deal of whirring and clicking, your documents begin emerging from the printer.
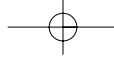
Canceling a Print Job

In most cases, printing is pretty smooth sailing. Display a dialog box or two, click some buttons, and presto — your document is on paper. Then one day, disaster strikes — you accidentally send your 150-page report to print while you're in the middle of reorganizing it. It's time to tell WordPerfect, "Stop printing!"

WordPerfect keeps track of what is going on with Print Status and History, a program that comes with WordPerfect. In the meantime, the printer is getting its directions from the Printers folder, a Windows feature. With luck, you never have to deal with the Printers folder, but we show you two ways to stop a print job: by talking to WordPerfect and by talking to Windows.

If your computer and printer are connected to a network rather than directly to each other, you may have an additional step. Your document gets passed to the network print manager, which then sends it to the printer. If the steps in this section don't help, talk with your network administrator.

WordPerfect, stop printing!

While your document is printing, you can stop the print job:

1. **Click the Print button on the toolbar.**

   If you prefer, press F5 or choose File➪Print.

2. **Click the Status button.**

   WordPerfect displays the Print History and Status window (see Figure 5-7), which shows you the status of your current and past print jobs in more detail than you could possibly want.

Figure 5-7: Impatient for a printout? The Print History and Status window tells you how long your print job will take.

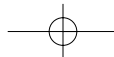3. **Right-click the document in question and choose Cancel Printing.**

   You can also click the document and choose Document➪Cancel Printing. The printing stops, although maybe not quite immediately.

If you decide that you don't want to cancel the print job, click the Close button (the one with the *X* in the top-right corner of the window) to make the Print History and Status window go away. You can also leave this window open if you want to check on the status of a print job. Notice that Print History and Status is a separate program and gets a separate button on your taskbar.

Windows, stop printing!

You can go to the Windows Printers folder to stop your print job:

1. **In the system tray on the taskbar, double-click the printer icon to display the Printers folder.**

You can also display the Printers folder directly from the Print History and Status window by choosing Printer⇨Open Printer. Alternatively, click the Start button on the Windows taskbar, choose Settings⇨Printers to see the Printers folder, and then double-click the icon for your printer.

The title bar is the name of your printer, and the jobs listed are being printed or need to be printed, as shown in Figure 5-8.

Figure 5-8:
Change your mind? You can use the Windows Printers folder for pausing or canceling your print jobs.

2. **Cancel a print job by right-clicking it and choosing Document⇨Cancel Printing.**

   If your document is short (one or two pages), you have to act fast to stop the print job.