

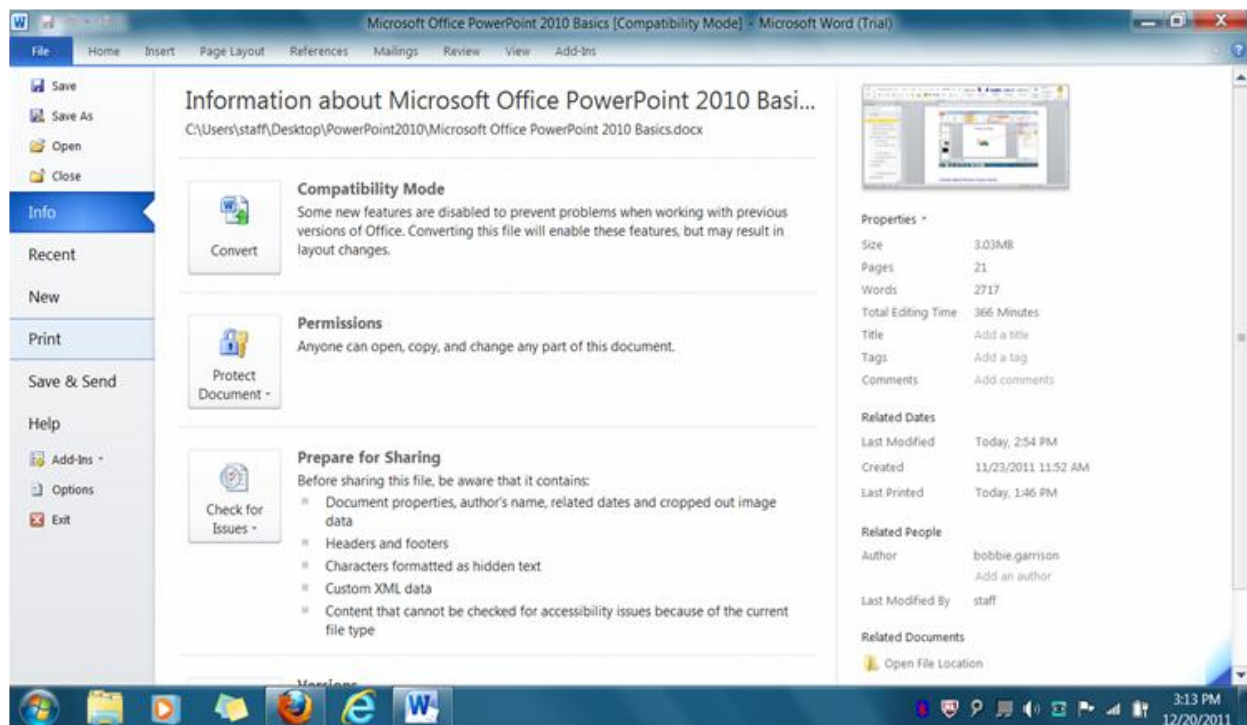


Printing using Office 2010

Information about document

With Microsoft Office 2010 you can preview and scroll through your document without opening a separate window.








1. Click on the File Menu to open the Backstage view
2. Info- Information about the document is displayed for:
 - a. Using and converting a document to Compatibility Mode
 - b. Document protection and permissions
 - c. Documents issues and Sharing
3. On the right of the screen, details about the document
 - a. Properties-file size, pages, words, editing time, tags and comments
 - b. Related dates-created, modified, last printed
 - c. Related people-author, last modified names
 - d. Related documents





Print a document

In the Backstage view:

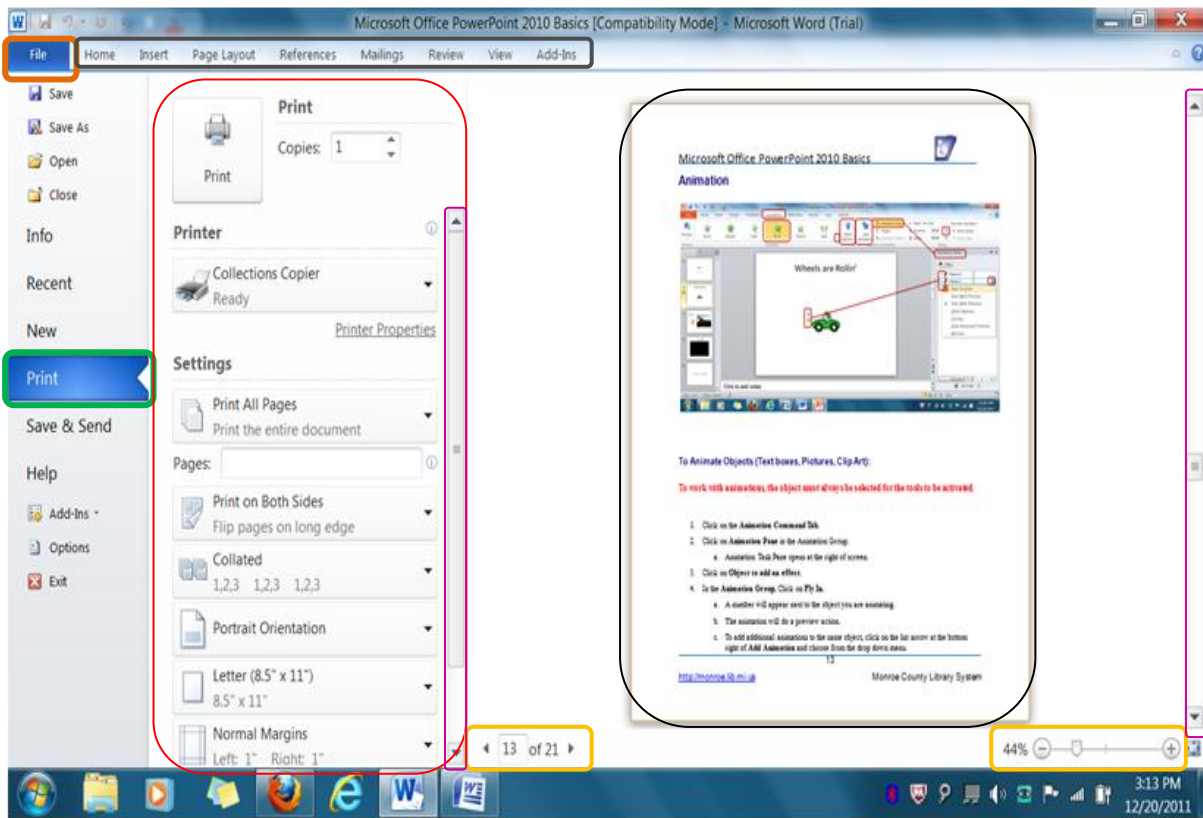
1. Click on the **File** menu (File menu color will vary according to software being used).
 - Word- 
 - Excel- 
 - PowerPoint- 
 - Access- 
2. Click on the **Print** option at the left
3. **Printer Options** in the center of screen
 -  This works similar to earlier version print dialog box
 - i. Click print, to print
 - ii. Choose number of copies by typing in the number or using up and down arrows
 - iii. Choose printer and settings by clicking on the list arrow for more options or just click on the option name to use the setting
 - iv. Printer Properties link opens a dialog box for more specific printer options
 -  Options for printer are displayed (according to your personal printer; you may have more or less than what is shown here)
 -  If there are a lot of options, **scroll bar** is visible on the right side
4. **Preview document** at right of screen
5. **Scroll through pages** at bottom center on status bar
6. **Resize document** and/or **show margins** at bottom right on status bar (depends on program being used)

Close Backstage view

1. Click on one of the **Ribbon tabs** to go back to document; Home, Insert, Page Layout, etc.



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To edit the document:

- *No changes to the document can be made in the Backstage preview*
- *Close the Backstage view by clicking on the Home or another tab on the ribbon.*