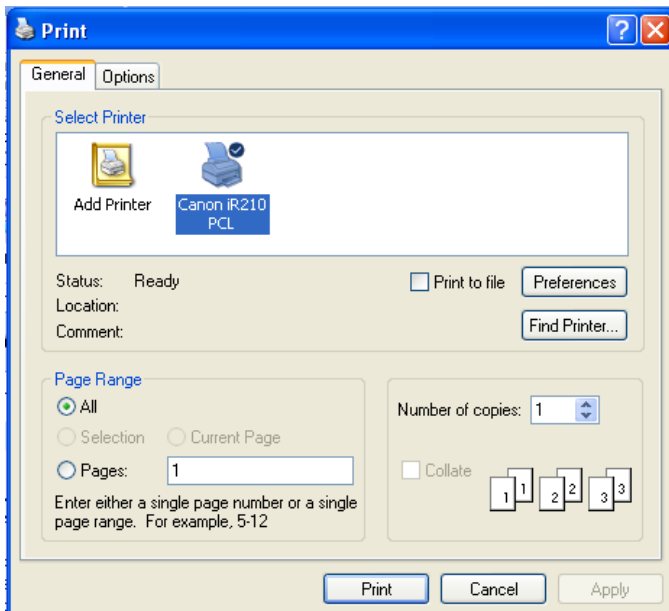
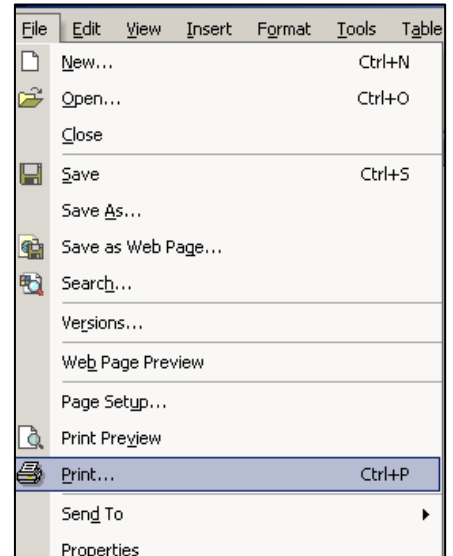


Printing the Document

Now that you have created a document, you probably would like to print a copy. If you are printing at a Milwaukee Public Library, there is a charge of 15¢ per page. Before you print, you can specify which pages or how many copies you wish to print. In order to make these selections, you must access the **P**rint command from the **F**ile menu. The Print button on the Standard toolbar simply sends the document to the printer.

1. A document should be open in the Microsoft Word program.
2. Click on the **F**ile menu and select **P**rint.
 - The **P**rint dialog box opens.
3. You can select the *Page Range* by indicating if you wish to print certain pages, the current page, the selected area, or specific pages.
4. You may also print multiple copies of the document.
5. Once you have indicated your printing options you may click the **O**K button to print.
6. Enter a username (e.g. your first name, initials, etc.) and press the **E**nter key.
7. Type in a password and press the **E**nter key (note use a password that is easy to remember and in lowercase).

(Note: this exercise continues on the next page)



Remember to check the total number of pages of your document before you print!

