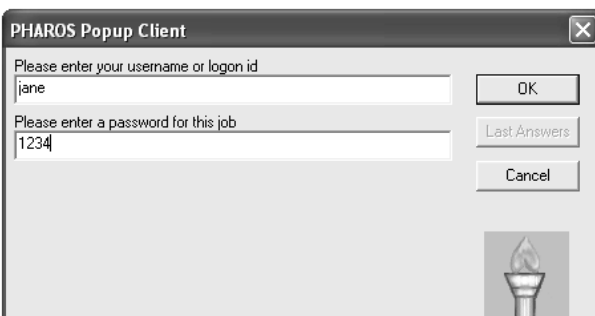
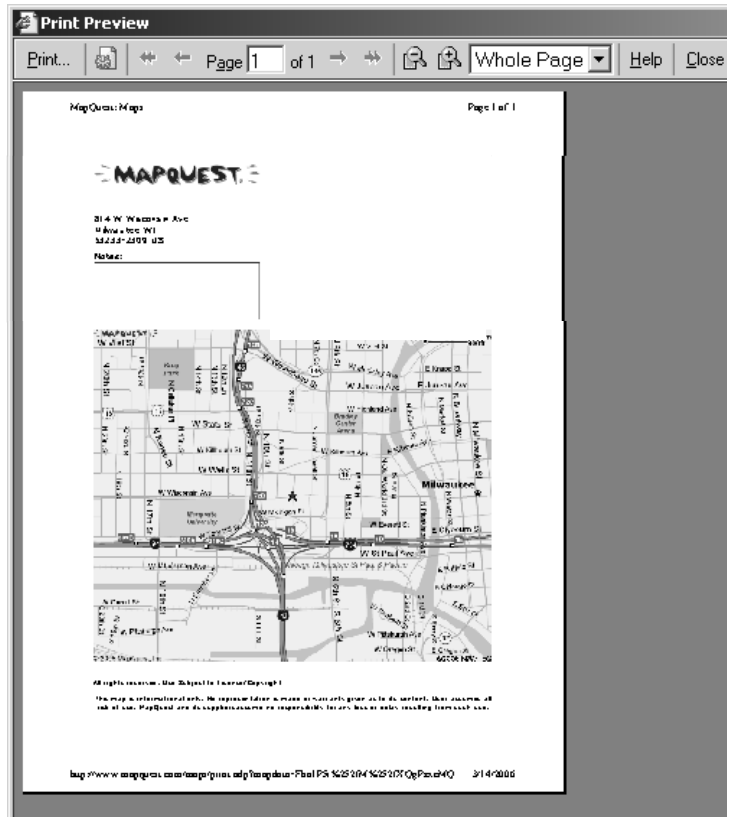


## Previewing and Printing from MPL Computers

Before printing a document, it is important that you preview the page or pages. The Print Preview window allows you to see a bird's eye view of the document, however, you can zoom in on portions of the page for closer inspection.

*(Note: this exercise is continued from the previous page)*

1. Select a view of the map you would like to print.
2. Click the **Printer-Friendly** link that appears directly above the map.
  - A page loads with an enlarged view of the map.
  - Before you print the map, it is best to preview it first.
3. Click the **File** menu and select **Print Preview** (or click the **Print Preview** button).
  - The **Print Preview** window opens.
4. Click the down arrow next to the zoom box and select the **Whole Page** option.
  - The preview changes.
  - Try other zooming options.
5. When you have finished previewing the map and are ready to print, click the **Print** button on the **Print Preview** toolbar.
  - The **Print** dialog box opens.
6. You can specify which pages and how many copies you would like to print.
7. Once you have selected your printing specifications, click the **OK** button located in the bottom right-hand corner of the dialog box to print the map.
8. Enter a username (e.g. your first name, initials, etc.) and press the **Enter** key.
9. Type in a password and press the **Enter** key (*note*: use a password that is easy to remember and in lowercase).



*(Note: this exercise is continues on the next page)*