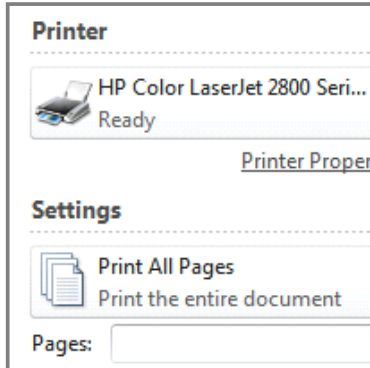



## Introduction

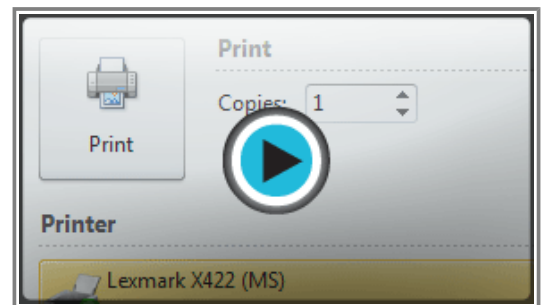


Once you've completed your document, you may want to **print** it. This lesson covers the tasks in the **Print pane** along with the **Quick Print** feature.

## Printing

In previous versions of Word, there was a **Print Preview** option that allowed you to see exactly what the document looked like before printing it. You may have noticed that this feature seems to be gone in Word 2010. It actually hasn't disappeared; it's just been combined with the **Print** window to create the **Print pane**, which is located in Backstage view.

 Watch the video to learn about the different print options in Word.



*Watch the video (1:35). [Need help?](#)*

### To View the Print Pane:

1. Click the **File** tab to go to **Backstage view**.
2. Select **Print**. The Print pane appears, with the print settings on the left and the **Preview** on the right.


 Use the interactive below to learn about the Print pane.

### To Print:

1. Go to the **Print** pane.
2. If you only want to print certain pages, you can type a **range** of pages. Otherwise, select **Print All Pages**.
3. Select the **number of copies**.
4. Check the **Collate** box if you are printing multiple copies of a multi-page document.
5. Select a **printer** from the drop-down list.
6. Click the **Print** button.

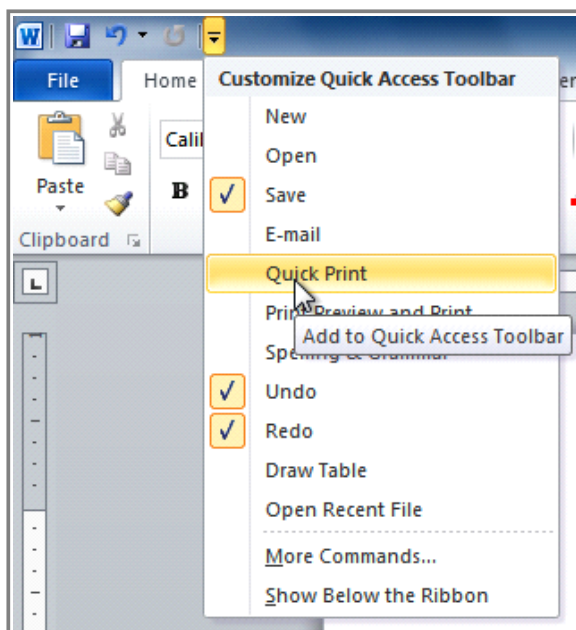
## Quick Print

There may be times when you want to print something with a single click, using **Quick Print**. This feature prints the document using the **default settings** and the **default printer**. In Word 2010, you'll need to add it to the **Quick Access Toolbar** in order to use it.

 Quick Print always prints the **whole document**, so if you only want to print part of your document you'll have to use the Print pane.

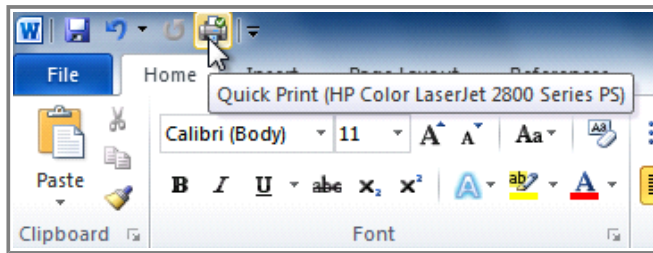
### To Access the Quick Print Button:

1. Click the **drop-down arrow** on the right side of the **Quick Access Toolbar**.
2. Select **Quick Print** if it is not already checked.



*Adding Quick Print to the Quick Access Toolbar*

3. To print, just click the **Quick Print** command.



*The Quick Print command*

## Challenge!

1. Open an **existing Word document**. If you want, you can use this [example](#).
2. Preview the document in the **Print** pane.
3. **Print two copies** of the document.