

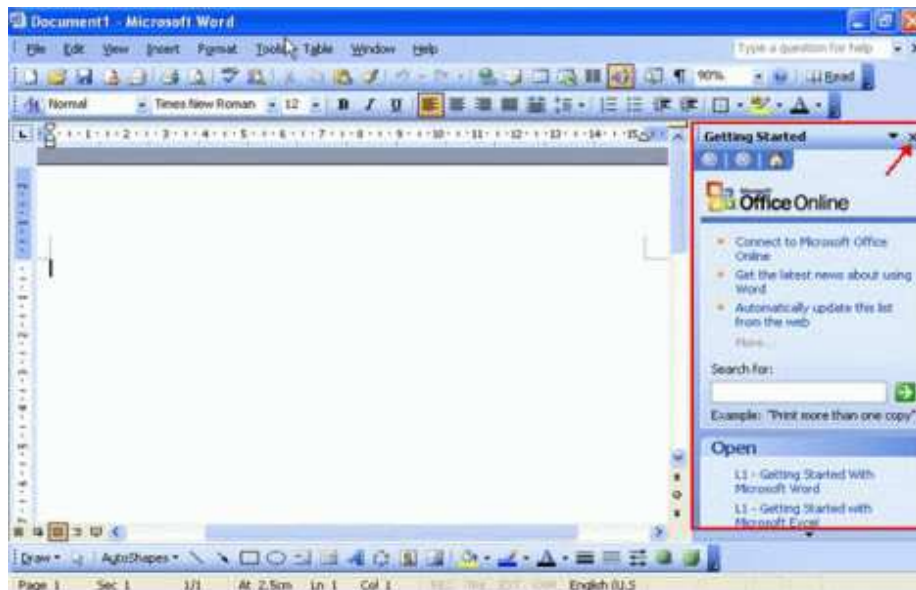
Introduction to Microsoft Word 2003

To start Word using the Windows Start menu

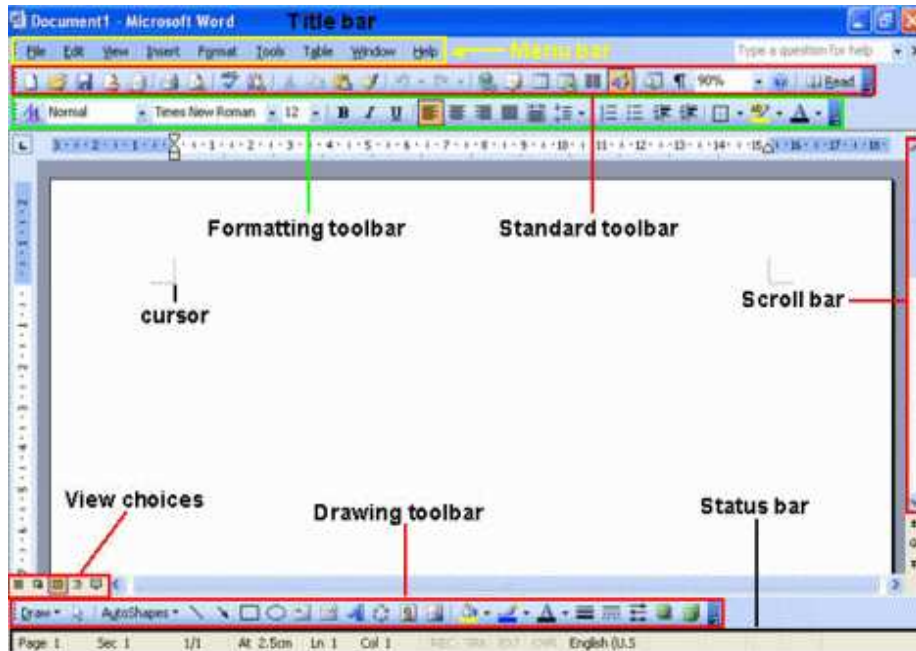
- Click on the **Start** button, point to **Programs**, following by **Microsoft Office** and click on **Microsoft Office Word 2003**.

Note: For Office previous version of Office - Click on the **Start** button, point to **Programs** and click on **Microsoft Word**.

- Immediately you will see the screen shown below. In the right hand side of the screen, the Getting Started task pane provides help to you.



- If you are not using it at the moment, click on the **Close** icon to close it.
- The Word window contains a number of standard features including the Menu bar, Standard toolbar, Formatting toolbar, etc.

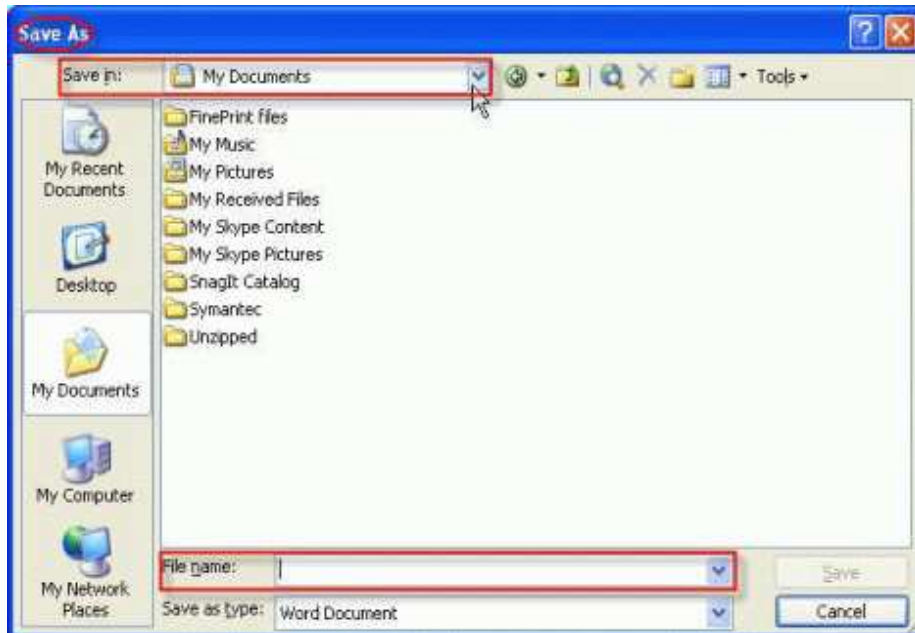


To insert text into a document

- To enter text, just start typing! The text will appear where the blinking cursor is located. For example, you can type the following text into it accordingly.
My name is John Smith. Today I just learn how to type using MS Word.

To save a file

- From the **File** menu, click **Save**.



- From the **Save in** drop down menu, select the location where you want to save the file or to the different folder by clicking on it.
- In the **File name** box, type in the file name that you would like to give (e.g. File1).
- Click on the **Save** button.

To close a document

- From **File** menu, select **Close**.

To exit Microsoft Word

- Click on the **Close** icon displayed on the top-right corner of the Word screen.

Start Exploring Microsoft Word 2003

The Word tutorial training here will guide you and start exploring the basic features of Microsoft Word 2003.

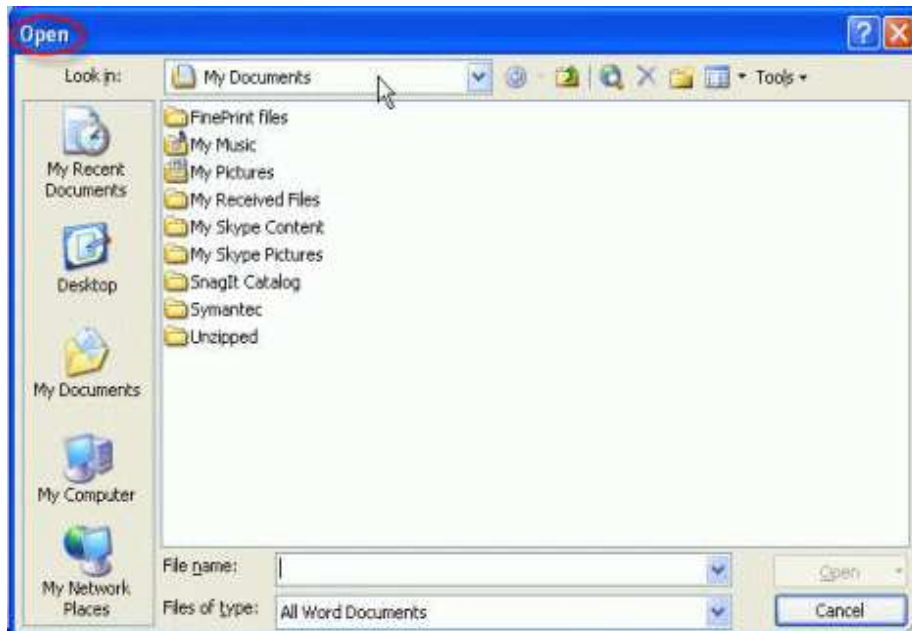
It started from opening file, moving around Word document, and different selection techniques that you can delete the text after selected.

Let's start and have fun of learning!

Opening a file in Microsoft Word 2003

To open a file

- From the **File** menu, click **Open**.



- From the **Open** dialog box as displayed, use the **Look in:** drop down menu to select the drive or folder that contains the file you want.
- To open the file you can either double-click on the file name **OR** select the file name by clicking on it, and then click on the **Open** button.

Moving through a Word document

Using the Keyboard Arrow keys

Place the insertion point anywhere in your document. Use the keyboard arrow keys to move up, down, left and right throughout the document.

Using the Keyboard Page Up / Page Down keys

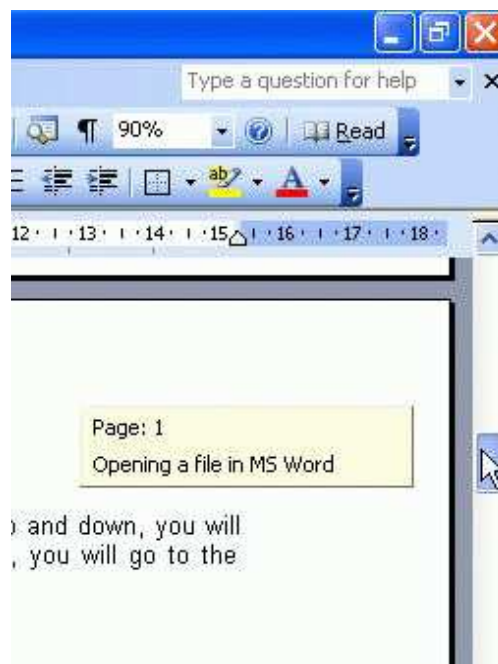
If you press the keyboard **Page Up** or **Page Down** keys you will move through your document by approximately one screen per press.

Using the Scroll Button

If you click once on the down or up arrows at the top or bottom of the scroll bar you will scroll through your document one line at a time.

Using the Scroll Bar

Click on the scroll bar within the vertical scroll bar. As you drag it up and down, you will see page number displayed. When you release the mouse button, you will go to the page number indicated within the yellow colored pop-up.



Microsoft Word 2003 Toolbars

To display additional toolbars

- From the **View** menu, point to **Toolbars**.
- From the **Toolbars** sub-menu, click on the required toolbar name. The toolbars that are already displayed on the screen are checked (ticked).

To turn a fixed toolbar to a floating toolbar

- Place the mouse pointer to header of the particular toolbar you wish to move until you see the 'cross' symbol appear.



- Click and drag the mouse to the location you wish to place the toolbar.

To re-attach a floating toolbar

- Move the mouse pointer to the **Title Bar** of the particular floating toolbar you wish to reattach and double-click with the mouse button.

Microsoft Word 2003 Selection Techniques

Important: Before you can apply any formatting to the text, you need to select (highlight) the text first. It can be a word, a line, a paragraph or entire Word document.

To select a word

- Double-click on the word.

To select a line

- Move the mouse pointer to the left of the line you wish to select, until the mouse pointer changes from an I-beam to an arrow pointing upwards and to the right. Click once with the mouse button.

To select a paragraph

- Move the mouse pointer to the left of the paragraph you wish to select, until the mouse pointer changes from an I-beam to an arrow pointing upwards and to the right. Double-click with the left mouse button.

To select the entire document

- From **Edit** menu, choose **Select All**.

Deleting Text in Microsoft Word 2003

If you wish a particular text to be disappear from your Microsoft Word 2003 document, then you can use the **delete** function.

To delete a character

- Place the insertion point to the left of the character to be deleted and press **Delete** key on your keyboard.

To delete a word

- Select the word to be delete by double-click on it and press the keyboard **Delete** key.

To delete a line or lines

- Select the line or lines to be delete (as describe in the Selection Techniques section above)
- Press the **Delete** key.

To delete a block of text

- Select the block of text that you want to delete by dragging the mouse pointer over the text with the left mouse button depressed.
- Once the text is selected press the **Delete** key.

To delete the entire document

- Select the entire document (as describe in the Selection Techniques section above)
- Press the **Delete** key.

What is Clipboard?

The **Clipboard** is an area of memory in which you can store text, graphics or any other items. Maybe you never notice the existence of it when you perform copy and paste.

Here is the **actual fact**.

When you *copy* any item in your Word document, actually the item is store in a virtual area called **clipboard**, and then when you perform the *paste*, computer will take it from the virtual area and paste the item to the intended location.

Let put you in action!

Concept behind the Copy and Paste

To copy text, graphic, or other items to the Clipboard

- Select the item you wish to copy to the Clipboard.
- From the **Edit** menu, click **Copy**.

Note: The item here can be highlight text, select a graphic, etc.

To copy multiple items to the Clipboard

- To copy multiple items, simply select each item and copy it to the Clipboard.

Note: Microsoft Office 2003 allows you to copy 24 items to the clipboard at once.

To cut selected items from a document

- Select the items that you want to cut.
- From the **Edit** menu, click **Cut**.

To paste data from the Clipboard

- Select the data/item you wish to **Cut** or **Copy**.
- Use the **Cut** or **Copy** command to place the data in the clipboard.
- Then locate the insertion point at a different location within your current document (or indeed in a different document, or even a different Windows program).
- From the **Edit** menu, click **Paste**.

To paste multiple items from the Clipboard

- If the **Clipboard** toolbar is not displayed, then you can display it by clicking on **View** menu, point to **Toolbars** and click on **Clipboard**.
- Icons on this toolbar include **Copy**, **Paste All** and **Clear Clipboard**.
- To paste an item simply click on the appropriate icon on the **Clipboard** toolbar.
- To paste multiple items, just click on the multiple icons located on the **Clipboard** toolbar.

Formatting Toolbar and Text Formatting in Word 2003

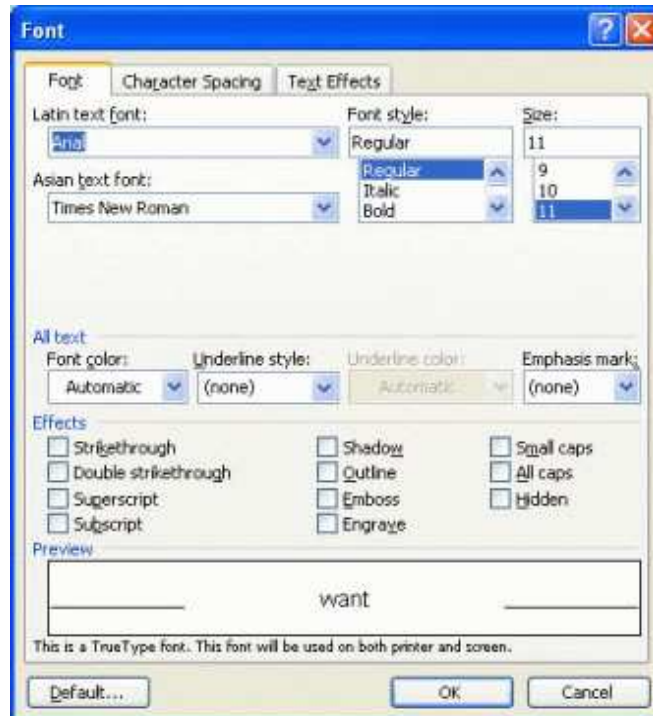
The **formatting toolbar** is a toolbar that contains icons on it as shown below. Each of the icons has a specific purpose that can change the outlook of your document text when you apply to it.

The **formatting toolbar** is designed to apply many effects of text. Here is the list of icons and its function:

Icon	Function
Style Menu	Allows you to define a group of paragraph and character formats as a style, and then the styles in a style sheet.
Font Menu	Click the arrowhead to the right of the font name box to view the list of fonts available. Scroll down to the font you want and click once to select it.
Font Size	Click on the white part of the font size box to enter a value for the font size or click the arrowhead to the right of the box to view a list of font sizes available. Select a size by clicking on it once. A font size of 10 or 12 is best for paragraphs of text.
Font Style	Use these buttons to bold, italic and underline the selected text.
Alignment	Text can be aligned to the left, center, or right side of the page or it can be justified and distributed across the page.
Line Spacing	Allows you to set the amount of space between one line to another line.
Numbering and Bullets	It is used to set-off and emphasize sections of text and are presented by dots or numbers.
Increase/Decrease Indent	Change the indentation of a paragraph in relation to the side of the page.
Outside Border	Add a border around selected text.
Highlight	Use this option to change the color behind a selected text. The color shown on the button is the last color used. To select a different color, click the arrowhead next to the button.
Font Color	This option changes the color of the text. The color shown on the button is the last color chosen. Click the arrowhead next to the button to select another color.

To change the font used by selected text

- Select the text that you wish to apply a different font to. This can be any amount of text in the document from the single character, a word, a sentence, a paragraph, or the entire document.
- From the **Format** menu, click **Font**.



- From the **Font** dialog box, change from the following options:

Text font	Specifies the overall look of the character set.
Font Style	Determines the emphasis given to a character, i.e. Bold or Italic.
Size	Determines the size of the character in points. The higher the points, the larger the character will be.
Font Color	Determines the color of the text as it appears on the screen.
Underline style	Determines whether you have None, Single, Double, or Word Only underlining etc.
Underline Color	Determines the underline color of the text appears on the screen. Only available after you choose the underline style.
Strikethrough	A strikethrough line is drawn through selected characters.
Double Strikethrough	Two strikethrough lines are drawn through selected characters.
Superscript	Text is raised above its normal position on the text line.
Subscript	Text is lowered below its normal position on the text line.
Shadow	Adds a shadow behind the text.
Outline	Displays the inner and outer borders of each character.
Emboss	Text appears to be raised off the page in relief.
Engrave	Text appears to be printed or pressed into the page.
Small caps	Text is formatted in capital letters (smaller size).
All caps	Text is formatted in capital letters (normal size).
Hidden	Characters are hidden on the page.
Preview	The effect of the font is displayed before you apply it.

- When finish, click on the **OK** button or press **Enter**.

To highlight pre-selected text

- Select the text you wish to highlight.

- Click on the **Highlight** icon on the **Formatting** toolbar and the selected text will be displayed with a yellow box around it.

To remove highlighting from text

- Select the text that the highlighting is to be removed from.
- Click on the **Highlight** icon on the **Formatting** toolbar.

To change the color used for highlighting

- Click on the down arrow to the right of the **Highlight** icon on the **Formatting** toolbar. This will display a range of colors that you can select from. Once you have selected an alternative this will become the default highlight color, until you select a different color.

Paragraph Formatting in Word 2003

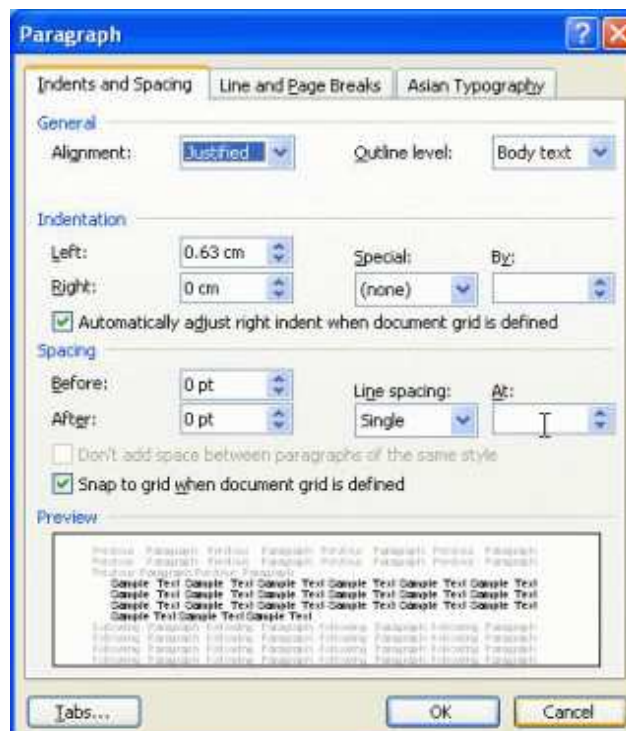
Microsoft Word **paragraph formatting** is the changes that will effects the entire paragraph in a document. What is the thing that you can change?

The format of a paragraph can be changed by setting tabs, indenting, aligning, changing line spacing between and within a paragraph, etc. All these features allow you to enhance the appearance of your document.

Follow the step-by-step guides below:

To apply the paragraph formatting

- Select the paragraph you want to apply the format.
- From the **Format** menu, click **Paragraph**.
- From the **Paragraph** dialog box displayed, do the appropriate changes and click the **OK** button.



To align text

- Select the text you wish to align (Recommended whole paragraph).
- In the **General** section Alignment menu, select one of the option:

Align Left (Ctrl+L)	Aligns text flush with the left margin. This is the default setting.
Center (Ctrl+E)	Centers text between the left and right margins.
Align Right (Ctrl+R)	Aligns text flush with the right margin.
Justify (Ctrl+J)	Spreads text evenly between the left and right margins by expanding or reducing the space between individual words.
Distributed (Ctrl+Shift+J)	Distributes text between the left and right margins. This is clear if your text is short (less than a line).

Paragraph Formatting - Indentation

Indentation determines the amount of horizontal space of the paragraph i.e. from where the starting typing point of a paragraph.

To indent a paragraph

- Select the paragraph you wish to indent or place the insertion point in the paragraph you wish to indent.
- From the **Format** menu, click **Paragraph**.
- From the **Paragraph** dialog box, select the **Indents and Spacing** tab (if not ready displayed).
- In the **Indentation** section, you can choose from the following options:

Left	Aligns the paragraph to the left-hand margin when you enter a positive number. Entering a negative number will align a paragraph to the left of the left-hand margin.
Right	Aligns the paragraph to the right-hand margin when you enter a positive number. Entering a negative number will align a paragraph to the right of the right-hand margin.
Special	Determines whether the indent is to be a First line or Hanging indent.
First Line	To indent the first line of the paragraph only.
Hanging	To create a Hanging indent.
None	No indentation.
By	To determines the distance of the indent from the margins, in tenths of an inch. To increase or decrease of the value, use the up and down arrows.

Paragraph Formatting - Line spacing

Line spacing determines the amount of vertical space between lines of text. The line spacing you select will affect all lines of text in the selected paragraph or in the paragraph that contains the insertion point.

To adjust line spacing

- Place the insertion point where you want to enter new text with new line spacing, or select the text you wish to modify the line spacing.
- From the **Format** menu, click **Paragraph**.
- From the **Paragraph** dialog box, the following options available:

Before	Adjusts the line spacing above selected lines, in point size.
After	Adjusts the line spacing below selected lines, in point size.
Line Spacing	The line spacing is automatically specified according to the tallest character on each line. The options for default line spacing include Single, 1.5 lines, Double, At least (current point size), Exactly, and Multiple lines
Single	The default setting. Specifies single spacing, does not add any additional space between lines.
1.5 Lines	Specifies one and a half line spacing, and adds half a line of additional spaces between lines.
Double	Specifies double spacing, and adds a single line of additional spaces between lines.
At least	Specifies the minimum amount of space between lines. MS Word for Windows will add any additional space required.
Exactly	Specifies a fixed amount of space between lines. MS Word for Windows will not add any additional space, even if it is required.
Multiple	Setting the line spacing to a multiple of 1.2 is equivalent to 20% and to a multiple of 0.8 is equivalent to -20%. Setting the line spacing at a multiple of 2 is equivalent to setting the line spacing at Double. In the At box, type or select the line spacing you want. The default is three lines.

Note: Proper adjust the paragraph formatting will have a big effect on the overall look of the entire paragraph and document itself.

Word 2003: Using Bullets and Numbering

What is the bullet and numbering feature in Word?

Bullets are used to set-off and emphasize sections of text and are symbols such as dots or diamonds.

The **numbering** feature also acts like the bullets only that it use the number instead of symbol to represent.

Why bullet and numbering is so critical to your document?

- Break the long sentence into points form.
- Enhance readability and credibility.
- Grab attention and highlight important points.

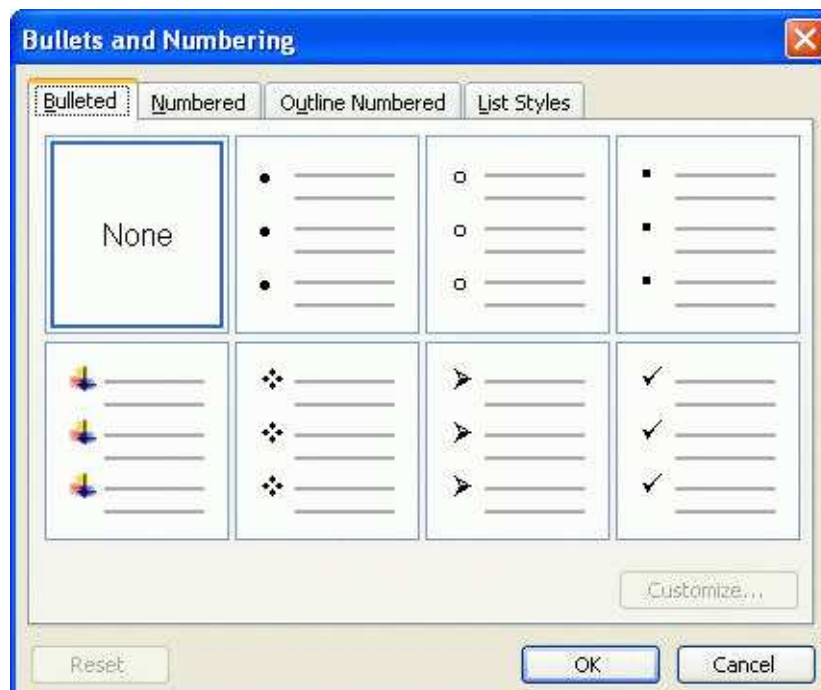
Then, here I let you know how to apply bullet or numbering in Microsoft Word.

To apply default bullet formatting to a list

- Select the list you wish to apply number of bullet formatting to.
- Click on the **Bullets** icon on the **Formatting** toolbar.

To apply alternate bullet formatting to a list

- Select the text you want to add bullets to.
- From the **Format** menu, click **Bullets and Numbering**.
- From the **Bullets and Numbering** dialog box displayed, the **Bulleted** tab should be displayed, if not, select it.



- A list of different bulleted styles will appear, select a style that you like.
- Click on the **OK** button or press **Enter**.

To remove bullet formatting from a list

- Select the list to which the bullet formatting has been applied.
- Click on the **Bullets** icon on the **Formatting** toolbar.

To add numbering to a list

- Select the text you wish to re-format as a numbered list.
- Click on the **Numbering** icon on the **Formatting** toolbar.

To add alternative numbering styles to a list

- Select the text you wish to re-format as a numbered list.
- From the **Format** menu, click **Bullets and Numbering**.
- From the **Bullets and Numbering** dialog box displayed, click on the **Numbered** tab.
- A list of different numbered styles displayed, select the numbering format that you require.
- Click on the **OK** button or press **Enter**.

To remove numbering from a list

- Select the list to which the bullet formatting has been applied.
- Click on the **Numbering** icon on the **Formatting** toolbar.

All About Microsoft Word Tables...

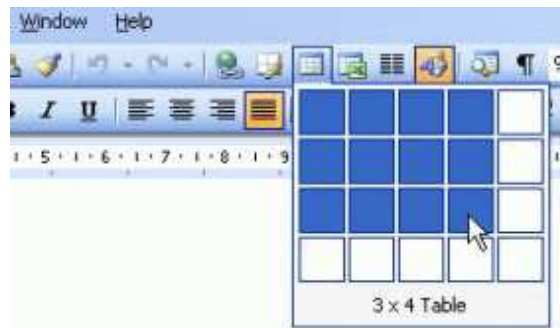
Microsoft Word table feature enables you to organize items in columns and rows. They are **easier** to manipulate and read the data display in table format.

Inserting table is easy but do you really know how to manipulate it? For example, you wish to merge or split table cells, insert, resize and delete row or column...can you do it?

Here is the **proper guides** for you.

To create a table using the Insert Table icon

- Place the cursor at the location you wish to place the table.
- Click on the **Insert Table** icon on the **Standard** toolbar and drag the mouse over the grid to select the number of rows and columns you required.



Note: You will notice that the maximum number of columns and rows are 4 X 5 Table. If you are creating a Microsoft Word table that is more that 4 X 5, just click on the existing grid and drag the mouse to the required columns and rows.

To enter text into a Microsoft Word table

- Click on any cell and start typing text or number to the table.
- To move from cell to cell use the **Tab** key or mouse click.

To resize column widths and row heights

- Change the column widths and row heights by clicking the cell dividers and dragging them with the mouse.

To select a column or multiple columns

- Move the mouse pointer to the top of the column and the cursor will change from an I-bean to a small, thick downward pointing arrow. Click to select the column.
- If you wish to select multiple columns, just drag the mouse across the columns.

To select a row or multiple rows

- Move the mouse pointer to the left of the outside table row you wish to select, until the mouse pointer changes from an I-bean to an arrow pointing upwards and to the right. Click once to select the row.
- If you wish to select multiple rows, just drag the mouse to select few rows at once.

To select the whole table

- Click anywhere inside the table.
- From the **Table** menu, point to **Select** and click on **Table**.

To insert a column or row into the table

- From the existing table, select the column or row where you want the new one to appear.
- From the **Table** menu, point to **Insert** and select the appropriate options: **Columns to the Left / Columns to the Right / Row Above / Row Below**.

To delete a column or row from the table

- Select the column(s) or row(s) you want to delete.
- From the **Table** menu, point to **Delete** and select either **Columns / Rows**.

To delete the entire Microsoft Word table

- Click anywhere within the table.
 - From the **Table** menu, point to **Delete** and select **Table**.
- OR** click the **Cut** icon on the **Standard** toolbar.

To merge cells in a table

- Select the cells you wish to combine to make a single cell.
- From the **Table** menu, click **Merge Cells**.

To split cells in a table

- To split cells into two or more cells, select the cells you wish to split.
- From the **Table** menu, click **Split Cells**.
- From the **Split Cells** dialog box displayed, enter the number of columns or rows you wish to split the cell into and then select **OK** or press **Enter**.

To split a Microsoft Word table

- Place the insertion point where you want to split the table. For example, we have a table that contains 5 rows, so place the insertion point on row 3.
- From the **Table** menu, click **Split Table**.
- A blank row will appear in the table, above the current row, to create a separate table.

Word 2003 Drawing Toolbar: How to use and fully utilize it?

Drawing toolbar can be use to create a drawing that contains many objects, i.e. circles, lines, autoshapes, arrows, etc and they can be layered behind each other.



To display a drawing toolbar

- From the **View** menu, point to **Toolbars** and click **Drawing**.
- OR** right-click on an existing toolbar and choose **Drawing** from the drop down list.

To create a drawing

- In the toolbar, click on the **AutoShapes** icon and choose a shape from one of the menus.
- Draw your object on the document by dragging the mouse and holding down the left mouse button.
- Please practices as much as possible the different shapes from the **AutoShapes** icon in order to get familiar with it.

Note: You only can draw objects in Microsoft Word when you are in **Print Layout** view.

Drawing toolbar icons and functions are listed below:

Draw	Enables you to apply lots of changes to the drawing object such as flip, rotate, text wrapping, etc.
Select Objects	Enables you to select a particular drawing object.
AutoShapes	Click on the AutoShapes button to bring up a list of shape menus. Drag the mouse on to a selected set of shapes and select one from the list.
Line	Used to draw a line. To draw perfectly horizontal or vertical line, depress the Shift key while dragging.
Arrow	Used to draw a line with an arrowhead on it.
Rectangle	Used to draw a rectangle. To draw perfect square, depress the Shift key while dragging.
Oval	Used to draw an oval. To draw perfect circle, depress the Shift key while dragging.
Text Box	Used to draw a text box into which you can enter text.
Vertical Text Box	Used to draw a text box into which you can type a vertical text.
Insert WordArt	Used to insert WordArt.
Insert Diagram or Organization Chart	Used to insert Diagram or Organization Chart.
Insert Clip Art	Used to insert clipart.
Insert Picture	Used to insert pictures from the location that you saved before.
Fill Color	Used to fill a drawing object with a color or shading.
Line Color	Used to define the line color of a drawing object.
Font Color	Used to formats the selected text with the color you pick.
Line Style	Used to define the line style used by an object.
Dash Style	Used to define the dashed line style used by an object.
Arrow Style	Used to define the arrow line style.
Shadow Style	Click the shadow style you want for the selected object.
3-D Style	Click the 3D style you want for the selected object.

To draw lines, arrows, rectangles and ovals

- Click on the icon you wish to select on the **Drawing** toolbar, i.e. click on the **Oval** icon, to draw an oval.
- Move to the position on the document that you wish to draw the object.
- Depress the left mouse button and drag the mouse to create the size of object you require.
- Release the mouse button when the object is the desired length or shape.

To create a text box

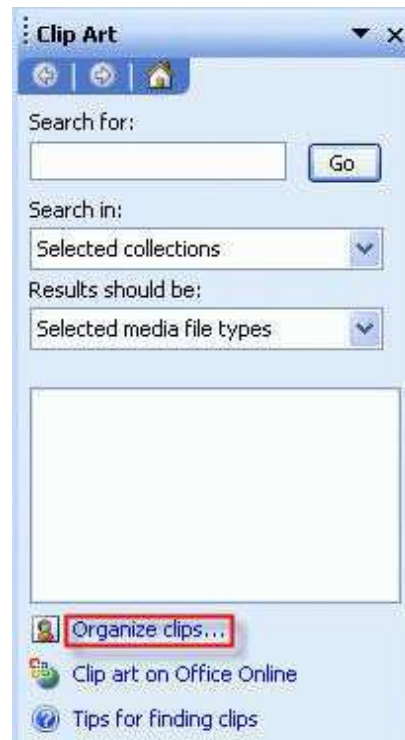
- From the **View** menu, click **Print Layout** to ensure you are in this view.
 - Place the insertion point where you want to create the **Text Box**.
 - From the **Insert** menu, click **Text Box**.
- OR** click on the **Text Box** icon on the **Drawing** toolbar.
- Position the cross-hair pointer using the mouse and depress the left mouse button. Drag the mouse until the size you require, then release the mouse button.
 - The text box will appear in the document, and you can now type in text or import a graphic into the text box.

To create a WordArt object

- Move the insertion point to the location where you want to insert a **WordArt** object.
 - From the **Insert** menu, point to **Picture** and click **WordArt**
- OR** click on the **WordArt** icon on the **Drawing** toolbar or **WordArt** toolbar.
- From the **WordArt Gallery** select a style to use and click on the **OK** button
- OR** double-click on the intended style.
- From the **Edit WordArt Text** dialog box displayed, enter the required text in the 'Your Text Here' area.
 - Click on the **OK** button to insert the **WordArt**. Tip: Right clicking on the **WordArt** will bring up a menu with a number of options. A particularly good option is **Format WordArt** that will let you format your WordArt in detail. You also can edit the **WordArt** using **WordArt** toolbar.

To insert a clipart

- Click on the **Insert Clip Art** icon, located on the **Drawing** toolbar to open the **Clip Art** side pane.



- The **Search for:** field allows you to enter one or more words pertaining to a specific graphic you wish to search for. Once enter, click on **Go** button to begin search. Note: Most of the time, this required Internet connection. If you do not have, then...
- Click on the **Organize clips...** (blue color wordings)
- From the **Microsoft Clip Organizer** window, double-click on the **Office Collections**.



- As you can see, there are sub-categories such as academic, agriculture, etc. Each category has few clip arts on it.
- Click on the down arrow at the right hand side of the picture and select **Copy**.



- Position your mouse cursor at the location where you wish to place the clip art. Click the **Paste** icon on the **Formatting** toolbar.

"Step-by-step Guides to Document Printing"

Document printing is easy right? Just click on the print icon!

But before you print, Microsoft Word requires that a **printer driver** has been installed in your computer and matches the printer you are currently using. ON the printer.

The 3-step below guides you to proper document printing in Microsoft Word:

Step 1: To Preview a Document

- Place the insertion point in the page where you want the document preview to begin.
- From the **File** menu, click **Print Preview**.
- Click once in the document to view it more closely and click again to zoom back out.
- On top of the screen, you will see the **Print Preview** toolbar. Each of the toolbar icon will have their own function as describe below:

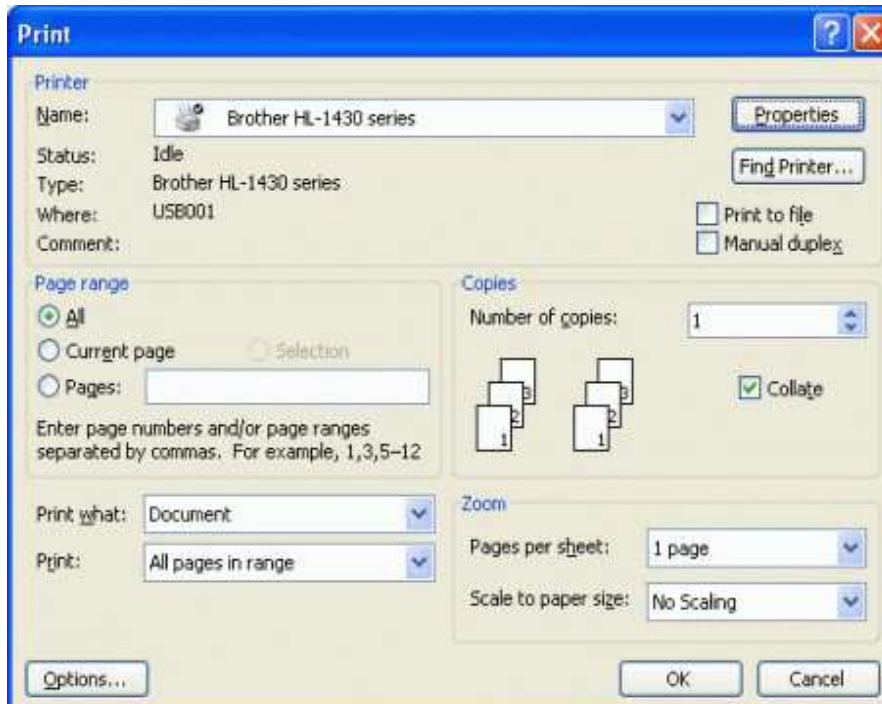


Print	The document is send to the printer.
Magnifier	The same as clicking inside the document. It gives a single-level zoom.
One Page	Single-page view.
Multiple Pages	Allows you to print preview up to six pages at a time on the screen.
Zoom Control	Allows you to control Zoom view percentages.
View Ruler	Allows you to view the ruler showing tabs and measurements.
Shrink to Fit	Enables you to fit a document that is just more than one page long into a single page.
Full screen	Allows you to change to Full Screen view.
Close	Allows you to leave Print Preview and return to the MS Word screen.

Note: The step 1 of document printing here is to let you see (preview) the document. If you satisfied, only proceed to the step 2 otherwise just make the necessary changes.

Step 2: To Change the Printer Settings

- From the **File** menu, click **Print**.
- From the **Print** dialog box displayed, you needs to do some settings as describe below:



Printer:

Name	Select the printer you wish to use from the list of installed printers.
Properties button	Important! Refer below.
Print to file	Will print the document to another file, rather than the printer.

Page range:

All	Will print all the pages of a document.
Current page	Will print the current page only.
Pages	Allows you to print a single page, a range of pages, or disconnected ranges of pages. Enter the value such as 1, 5-9, 18, 25-33.

Print what:

Document	Will print the document (normally we choose this option).
Document Properties	Will print summary information about the current document such as file size, word count, etc.
Document Showing markup	Will print the document that show markup. Note: Markup features can quickly see who made changes to your document, because Word color codes changes by reviewer.
List of markup	Will print the list of markup.
Styles	Will print the construction and set up of the styles for the current document.
AutoText entries	Will print the AutoText entries for the current document.
Key assignments	Will print the keystroke assignments that are used in Microsoft Word.

Print:

All pages in range	Will print all of the pages in a specified range.
Odd pages	Will print only the odd pages of a document.
Even pages	Will print only the even pages of a document.

Copies:

Number of copies	Enter the number in the box will specify the number of copies that you wish to print the document.
Collate	Will print an entire copy of a document before the next copy of it begins to print. When you select this option, MS Word creates the number of copies specified, and then sends all the copies to the printer. Printing takes longer if you choose the option.

Zoom:

Pages per sheet:	Will specify the number of pages in a sheet of paper, range from 1 page up to 16 pages.
Scale to paper size:	Specify the different types of paper size to be use.

The Properties Button

Important: You need to click on this button, as it will let you set the printing paper size, paper orientation, color or black/white printing, etc.

This is critical, as it will affect the printing output. However, different printer installed will have slightly different settings. Click **OK** when finish and return to the **Print** dialog box.

Note: The step 2 of document printing is very important as you are required to change the printer related settings so that the outputs come out will fulfill your needs.

Step 3: To Print

- To accept the printer selection and setup, and print the document click on the **OK** button.
- Before hit the **OK** button, ensure that you have put the plain papers to the printer tray.
- To return to your document without printing, choose **Cancel**.