

6 Preview, Print, and Distribute Documents

In this chapter, you will learn how to

- ✓ Preview and adjust page layout.
 - ✓ Control what appears on each page.
 - ✓ Print documents.
 - ✓ Prepare documents for electronic distribution.
-

When you finish developing a document, you'll often want to distribute either a printed version or an electronic version. Before committing the document to paper, you should check that the pages are efficiently laid out and that there are no glaring problems, such as headings that print on separate pages from their text. Microsoft Word 2010 provides several tools you can use to manipulate how much text appears on each page and to control page layout. It also provides tools for finalizing an electronic document and ensuring that the end product of all your hard work contains no traces of personal or confidential information. When you are ready to print, you can control precisely how many copies and what parts of your document appear on paper.

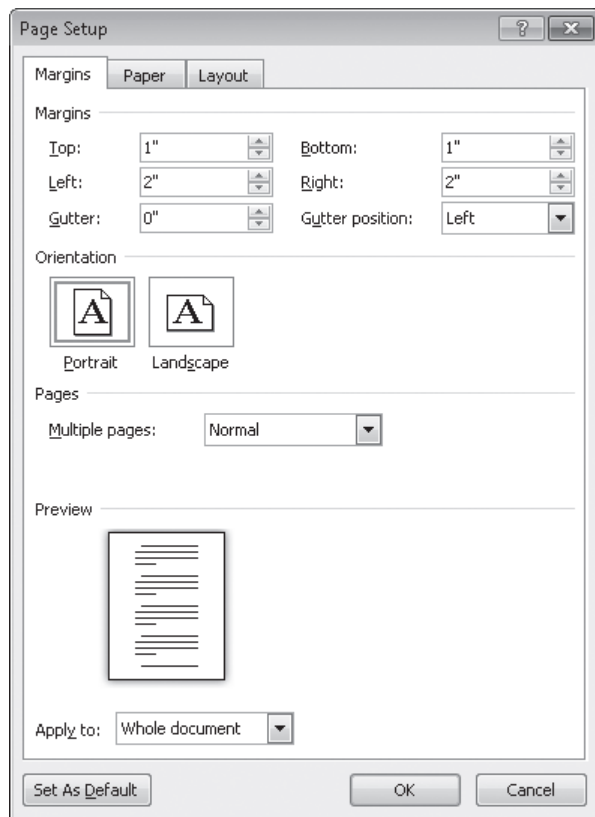
In this chapter, you'll first preview a document and make some adjustments to improve its presentation. Then you'll look at the options available for controlling page breaks. You'll print a document, and finally, you'll inspect and finalize it for electronic distribution.

Practice Files Before you can complete the exercises in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the exercises in this chapter are in the Chapter06 practice file folder. A complete list of practice files is provided in "Using the Practice Files" at the beginning of this book.

Previewing and Adjusting Page Layout

Usually while you're creating a document, you'll make decisions about the size of the margins and the direction of the page (called the *orientation*) to best suit your content. You can use the Margins and Orientation commands in the Page Setup group of the Page Layout tab to make any necessary adjustments to the document, and you can use the Size command to change the paper size.

You can also display the Page Setup dialog box, where you can make these basic layout changes all in one place.



You can adjust all the page layout settings in one place.

Working on your document in Print Layout view helps to ensure that the document looks tidy on the page. However, before you print the document, you'll almost always want to check how it will look on paper by previewing it. Previewing is essential for multipage documents but is helpful even for one-page documents. To preview a document, you display the Print page of the Backstage view and then page through the document displayed in the right pane. This view shows exactly how each page of the document will look when printed on the specified printer.



The Print page of the Backstage view.

If you don't like what you see in the preview pane of the Print page, you don't have to leave the Backstage view to make adjustments. The middle pane of the Print page provides tools for making the following changes:

- **Orientation** You can switch the direction in which a page is laid out on the paper. The default orientation is Portrait, in which the page is taller than it is wide. You can set the orientation to Landscape, in which the page is wider than it is tall.
- **Paper size** You can switch to one of the sizes available for the selected printer by making a selection from a list.
- **Margins** Changing the margins of a document changes where information can appear on each page. You can select one of Word's predefined sets of top, bottom, left, and right margins, or set custom margins.

Tip All the pages of a document have the same orientation and margins unless you divide the document into sections. Then each section can have independent orientation and margin settings. For more information about sections, see "Controlling What Appears on Each Page" later in this chapter.

If your printer is capable of scaling the pages of your document, you'll also see an option to set the number of pages to print per sheet of paper, up to 16. You might use this option to print a booklet with two pages per sheet that will be folded in the middle. You might also be tempted to use this option to save paper, but bear in mind that the smaller the pages, the harder it is to read them.

You can also open the Page Setup dialog box from the Print page to make multiple adjustments in one place.

In this exercise, you'll preview a document, change the orientation, and adjust the margins.



SET UP You need the *InfoSheetA_start* document located in the Chapter06 practice file folder, and an active printer connection, to complete this exercise. Open the *InfoSheetA_start* document, and save it as *InfoSheetA*. Then follow the steps.

1. Display the Backstage view, and in the left pane, click **Print**.

Keyboard Shortcut Press **Ctrl+P** to display the Print page of the Backstage view.

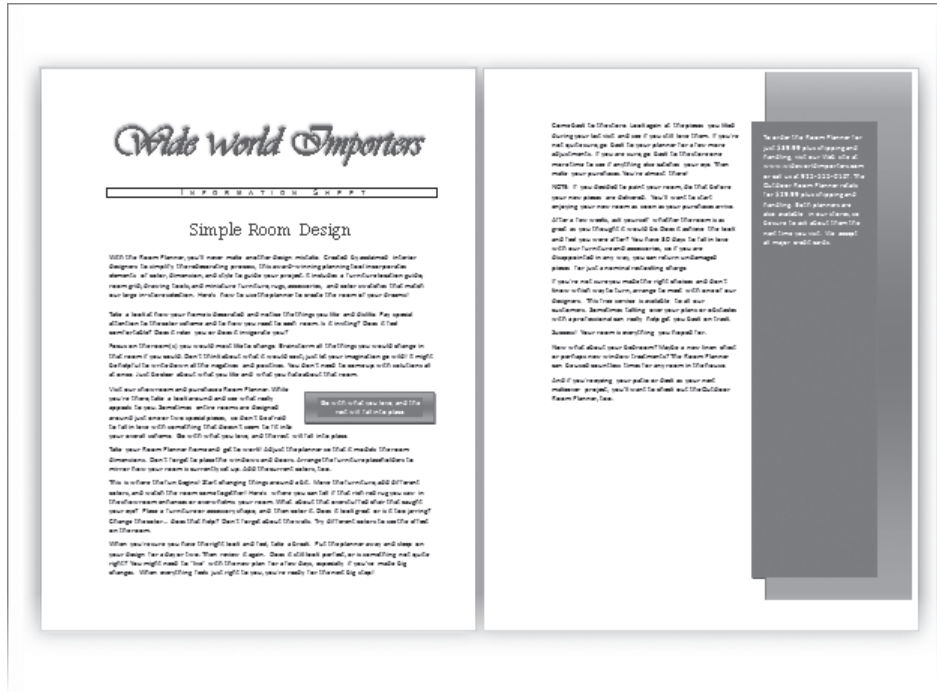
See Also For more information about keyboard shortcuts, see "Keyboard Shortcuts" at the end of this book.

The Print page is displayed, with a preview of the document on the right. The shaded background of the document is not displayed because it will not be printed.



- In the lower-right corner of the preview pane, click the **Zoom** button, and then in the **Zoom** dialog box, click **Many pages**, click the monitor button, and click the second page icon in the top row of the grid (**1x2 Pages**). Then click **OK**.

Word displays the two pages of the document side by side.

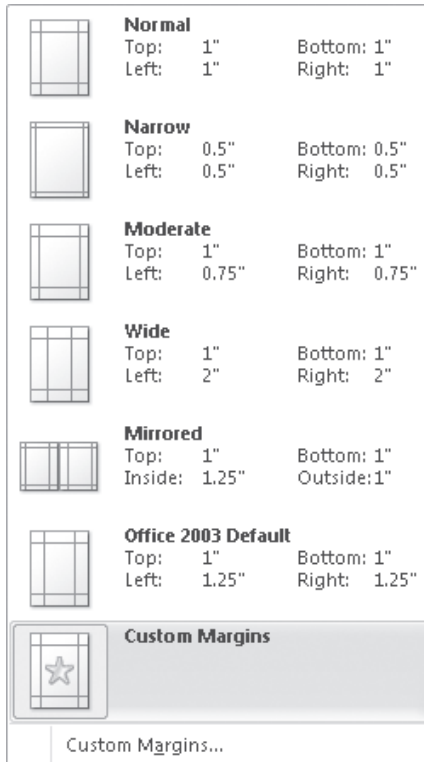


You can preview multiple pages.

Tip If you want to preview a multipage document as it will look when printed on both sides of the page and bound, add a blank page to the beginning of the document before previewing it.

- Under **Settings** in the middle pane, click **Custom Margins**.

The gallery of margin options appears.



You can select predefined margins or set your own.

4. In the list, click **Wide**.

The text rewraps within the new margins.

5. In the page range in the lower-left corner of the preview pane, click the **Next Page** button.

The page range updates to show that the document now has three pages and that page 2 is the active page.

6. Click the **Next Page** button again to see the last page of the document.

7. At the bottom of the middle pane, click **Page Setup**.

The Page Setup dialog box opens, displaying the Margins page. Notice that selecting Wide margins on the Print page set the left and right margins to 2 inches.

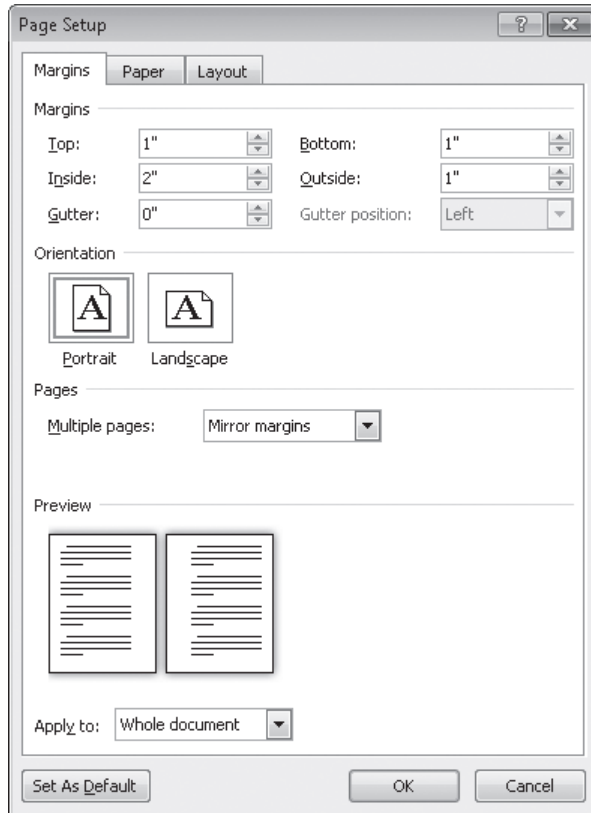
8. In the **Pages** area, display the **Multiple pages** list, and click **Mirror Margins**.

The Preview area now displays two pages side by side, and in the Margins area, Left and Right have changed to Inside and Outside.

9. In the **Margins** area, change the value in the **Outside** box to **1"**.

Tip You can either type a new value or click the down arrow at the right end of the box.

In the pages in the Preview area, the width of the outside margins decreases.



You might use the Mirror Margins setting if you were planning on printing on both sides of the paper and then stapling the pages.

10. Return the **Multiple pages** setting to **Normal**, and in the **Margins** area, change the value in the **Left** box to **1"**.
11. If you want, in the **Page Setup** dialog box, click the **Paper** tab and then the **Layout** tab, and notice the available options on those pages. Then click **OK**.
On the Print page, the margins setting is now Normal Margins, and the page range indicator shows that the number of pages in the document has decreased to two.

✖ CLEAN UP Save the InfoSheetA document, and then close it.

Controlling What Appears on Each Page

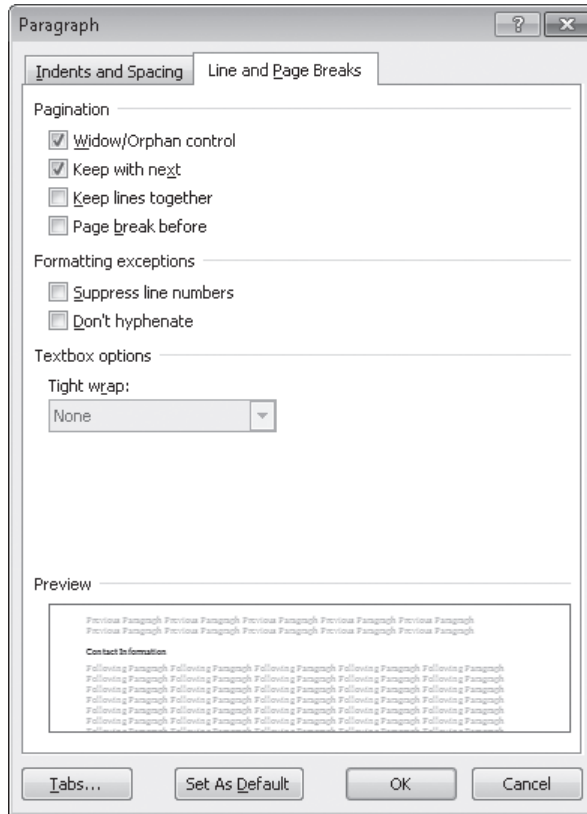
When a document includes more content than will fit between its top and bottom margins, Word creates a new page by inserting a soft page break. If you want to break a page before Word would normally break it, you can insert a manual page break in one of three ways:

- Click Page Break in the Pages group on the Insert tab.
- Click Breaks in the Page Setup group on the Page Layout tab, and then click Page.
- Press Ctrl+Enter.

Tip As you edit the text in a document, Word changes the location of the soft page breaks, but the program cannot change the location of any manual page breaks you might have inserted.

If a paragraph breaks so that most of it appears on one page but its last line appears at the top of the next page, the line is called a *widow*. If a paragraph breaks so that its first line appears at the bottom of one page and the rest of the paragraph appears on the next page, the line is called an *orphan*. These single lines of text can make a document hard to read, so by default, Word specifies that a minimum of two lines should appear at the top and bottom of each page. However, on the Line And Page Breaks page of the Paragraph dialog box, you can change whether page breaks are allowed to create widows and orphans. You can also change the following options:

- **Keep with next** This option controls whether Word will break a page between the paragraph containing the cursor and the following paragraph.
- **Keep lines together** This option controls whether Word will break a page within a paragraph.
- **Page break before** This option controls whether Word will break a page before the paragraph containing the cursor.



The Line And Page Breaks page of the Paragraph dialog box.

Tip You can apply these options to individual paragraphs, or you can incorporate them into the styles you define for document elements such as headings. For information about styles, see “Working with Styles and Templates” in Chapter 16, “Work in Word More Efficiently.”

In addition to page breaks, you can insert section breaks in your documents. A section break identifies a part of the document that has page settings, such as orientation or margins, that are different from those of the rest of the document. For example, you might want to put a large table in its own section so that you can turn it sideways by changing its orientation to Landscape.

You insert a section break by clicking Breaks in the Page Setup group on the Page Layout tab and then selecting from the following section types:

- **Next Page** Starts the following section on the next page
- **Continuous** Starts a new section without affecting page breaks
- **Even Page** Starts the following section on the next even-numbered page
- **Odd Page** Starts the following section on the next odd-numbered page

If formatting marks are displayed, a section break appears in Print Layout view as a double-dotted line from the preceding paragraph mark to the margin, with the words *Section Break* and the type of section break in the middle of the line.

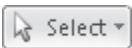
Tip To remove a page or section break, click at the left end of the break and then press the Delete key.

In this exercise, you'll insert page and section breaks, and ensure that the pages break in logical places.

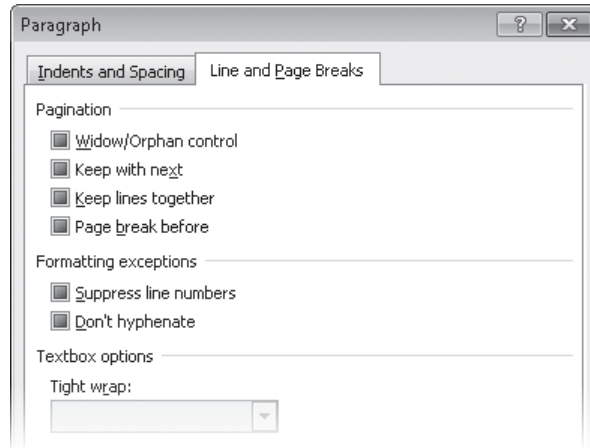


SET UP You need the *OfficeInfo_start* document located in the Chapter06 practice file folder to complete this exercise. Open the *OfficeInfo_start* document, and save it as *OfficeInfo*. Display formatting marks, and then follow the steps.

1. Scroll through the document, noticing any awkward page breaks, such as a topic or list that starts close to the bottom of a page.
2. On the **Home** tab, in the **Editing** group, click the **Select** button, and then click **Select All**.
3. Click the **Paragraph** dialog box launcher, and then in the **Paragraph** dialog box, click the **Line and Page Breaks** tab.



Because different settings have been applied to different paragraphs in the document, all the check boxes have a solid filling.

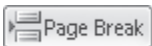


When multiple paragraphs are selected, solid check boxes indicate that the paragraphs have different settings.

4. Double-click all the check boxes to clear them.
5. Select the **Keep lines together** check box (click more than once if necessary), and then click **OK**.

This setting ensures that none of the paragraphs will be broken across two pages. Word alerts you to the presence of this formatting by displaying a square symbol to the left of each paragraph.

6. Press Ctrl+Home to release the selection, and then scroll through the document, again looking for untidy page breaks.
7. Click to the left of the **Facilities** heading.
8. On the **Insert** tab, in the **Pages** group, click the **Page Break** button.



Keyboard Shortcut Press Ctrl+Enter to insert a page break.

Word breaks the page and moves the *Facilities* heading and the following text to the next page.

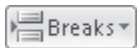
9. Scroll down to the bottom of page 3, select the **Supplies** heading and the three lines that follow it (the third line is at the top of page 4), and then display the **Line and Page Breaks** page of the **Paragraph** dialog box.

10. In the **Pagination** area, leave the **Keep lines together** check box selected, select the **Keep with next** check box, and then click **OK**.

Word moves the selection to the next page.

11. Scroll down to page **9**, and click to the left of the **Shipping Quick Reference** heading.

Tip If you drag the scroll box in the scroll bar, Word displays a ScreenTip with the number of the page that will be displayed if you release the mouse button.



12. On the **Page Layout** tab, in the **Page Setup** group, click the **Breaks** button, and then under **Section Breaks**, click **Next Page**.

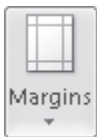
Word pushes the heading to the next page.

13. Scroll up until the text on page **9** is displayed.

A double dotted line with the words *Section Break (Next Page)* appears at the right end of the paragraph preceding the section break.

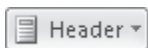
2. → Send the invoice to the customer. ¶
 3. → Enter Tentative in the customer's Access account until you receive the check and the check has cleared the bank. ¶.....Section Break (Next Page).....

The section break indicator.



14. Scroll down to page **10**, and with the cursor in the **Shipping Quick Reference** heading, on the **Page Layout** tab, in the **Page Setup** group, click the **Margins** button. Then in the **Margins** gallery, click **Wide**.

The table in the new section shrinks in width to fit between the wider margins.



15. On the **Insert** tab, in the **Header & Footer** group, click the **Header** button, and then click **Edit Header**.

In the Navigation group of the Design contextual tab, the Link To Previous button is selected, meaning that the header of the new section has inherited the settings of the preceding section. Because the preceding section has no header on its first page, this one doesn't have one either.



16. On the **Design** contextual tab, in the **Options** group, clear the **Different First Page** check box. Then click the **Close Header and Footer** button.

Now the header from pages 2 through 9 of the preceding section is repeated on page 10 in this section.

Office-Procedures¶																		
<p>Shipping-Quick-Reference¶</p> <table border="1"> <tr> <td>Package-for-shipment¶</td> <td>¶</td> </tr> <tr> <td>Customer-information,existing-account?¶</td> <td>¶</td> </tr> <tr> <td>PO-for-payment-with-existing-account?¶</td> <td>¶</td> </tr> <tr> <td>Shipping-company/method-of-shipment?¶</td> <td>¶</td> </tr> <tr> <td>Delivery-when?¶</td> <td>¶</td> </tr> <tr> <td>Invoice-and-tracking-slip¶</td> <td>¶</td> </tr> <tr> <td>Process-order¶</td> <td>¶</td> </tr> <tr> <td>Paperwork-to-customer¶</td> <td>¶</td> </tr> </table>		Package-for-shipment¶	¶	Customer-information,existing-account?¶	¶	PO-for-payment-with-existing-account?¶	¶	Shipping-company/method-of-shipment?¶	¶	Delivery-when?¶	¶	Invoice-and-tracking-slip¶	¶	Process-order¶	¶	Paperwork-to-customer¶	¶	Page-10¶
Package-for-shipment¶	¶																	
Customer-information,existing-account?¶	¶																	
PO-for-payment-with-existing-account?¶	¶																	
Shipping-company/method-of-shipment?¶	¶																	
Delivery-when?¶	¶																	
Invoice-and-tracking-slip¶	¶																	
Process-order¶	¶																	
Paperwork-to-customer¶	¶																	

You might have to adjust the header settings after creating a new section.

✘ CLEAN UP Save the OfficeInfo document, and then close it.

Printing Documents

When you are ready to print a document, you display the Print page of the Backstage view, and then, to print one copy on the current printer with the settings shown, you simply click the Print button.

If you need to use settings other than the defaults, you can change the following:

- **Number of copies** Click the arrows or type the number you need.
- **Printer** Switch to a different printer, or click Printer Properties to change the printer options.
- **Print range** Print the entire document, the selected text, the current page, or a custom range of pages. (Point to the information icon to the right of the Pages box to see the format in which to enter a custom range.)
- **Sides of the paper** Print on one side or both sides, either manually or, if your printer has duplex capability, automatically.
- **Collation** For multiple copies of a multipage document, print all the pages in the document as a set or print all the copies of each page as a set.

If your printer has multiple paper trays or a manual paper feeder, you can select the paper source you want to use, on the Paper page of the Page Setup dialog box.

In this exercise, you'll see how to select a different printer before sending two copies of the current page of a document to be printed.

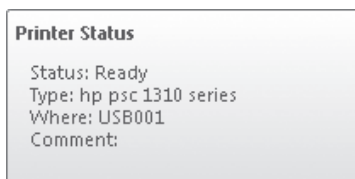


SET UP You need the *InfoSheetB_start* document located in the *Chapter06* practice file folder, and multiple active printer connections, to complete this exercise. Open the *InfoSheetB_start* document, and save it as *InfoSheetB*. Then follow the steps.

1. Display the Backstage view, and in the left pane, click **Print**.
If you don't need to change any settings, you can simply click the Print button at the top of the middle pane of the Print page.
2. If you have more than one printer available and you want to switch printers, under **Printer** in the middle pane, click the option displaying the name of the default printer, and in the list, click the printer you want.
3. Point to the information icon to the right of the **Printer** area heading.

Tip You can also point to the selected printer.

Information about your printer's status is displayed.



You can check your printer's status without leaving the Print page.

4. In the **Copies** box next to the **Print** button, change the number of copies to **2**.
5. Under **Settings**, click the arrow to the right of the first box to expand the list of print options, and then in the list, click **Print Current Page**.
6. Leaving the other settings as they are, click the **Print** button at the top of the middle pane.

Word prints two copies of the document's first page on the designated printer, and returns you to the document.



CLEAN UP Close the *InfoSheetB* document.

Preparing Documents for Electronic Distribution

When a document is complete, you can distribute it in two basic ways: on paper or electronically. If you distribute it electronically, you need to ensure that no private or inappropriate information is attached to the file and that it can be viewed by the people to whom you are sending it.

Many documents go through several revisions, and some are scrutinized by multiple reviewers. During this development process, documents can accumulate information that you might not want in the final version, such as the names of people who worked on the document, comments that reviewers have added to the file, or hidden text about status and assumptions. This extraneous information is not a concern if the final version is to be delivered as a printout. However, these days, more and more files are delivered electronically, making this information available to anyone who wants to read it.

To examine some of the attached information, you can display the document's properties on the Info page of the Backstage view. You can change or remove the information in either the Document Panel or the Properties dialog box. However, Word provides a tool called the *Document Inspector* to automate the process of finding and removing all extraneous and potentially confidential information. After you run the Document Inspector, you see a summary of its search results, and you have the option of removing all the items found in each category.

Word also includes two other finalizing tools:

- **Check Accessibility** Checks for document elements and formatting that might be difficult for people with certain kinds of disabilities to read.
- **Check Compatibility** Checks for the use of features not supported in earlier versions of Word.

After you have handled extraneous information and accessibility and compatibility issues, you can mark a document as final and make it a read-only file, so that other people know that they should not make changes to this released document.

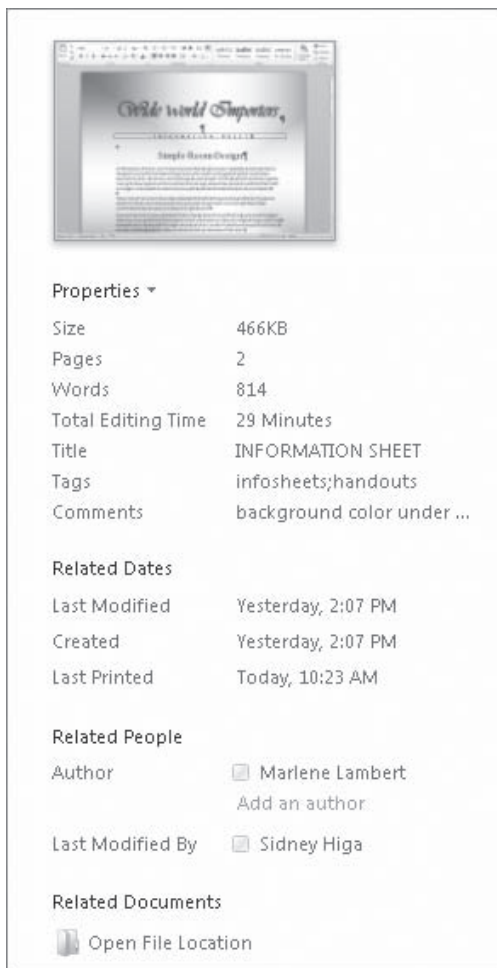
In this exercise, you'll inspect a document for inappropriate information and mark it as final.



SET UP You need the `InfoSheetC_start` document located in the `Chapter06` practice file folder to complete this exercise. Open the `InfoSheetC_start` document, and save it as `InfoSheetC`. Then follow the steps.

1. Display the Backstage view, and in the left pane, click **Info**.

In the right pane you see the properties that have been saved with the file. Some of the information, including the name of the author, was attached to the file by Word. Other information, such as the title, was added by a user.



The screenshot shows the Microsoft Word Backstage view with the 'Info' pane selected. At the top, a preview of the document 'InfoSheetC' is shown, featuring a title 'Wide world Superstar' and a subtitle 'Sample Document'. Below the preview, the 'Properties' section is expanded, displaying the following information:

Properties	
Size	466KB
Pages	2
Words	814
Total Editing Time	29 Minutes
Title	INFORMATION SHEET
Tags	infosheets;handouts
Comments	background color under ...

Below the properties, the 'Related Dates' section shows:

Related Dates	
Last Modified	Yesterday, 2:07 PM
Created	Yesterday, 2:07 PM
Last Printed	Today, 10:23 AM

The 'Related People' section shows:

Related People	
Author	<input checked="" type="checkbox"/> Marlene Lambert Add an author
Last Modified By	<input checked="" type="checkbox"/> Sidney Higa

At the bottom, the 'Related Documents' section includes a link to 'Open File Location' with a folder icon.

The properties attached to this document.

Properties ▾

- In the right pane, click the **Properties** button, and then in the list, click **Advanced Properties**.

The Properties dialog box for this document opens. On the General page of the dialog box are properties maintained by Word.

- Click the **Summary** tab.

Notice that additional identifying information is displayed on this page.

InfoSheetC Properties

General Summary Statistics Contents Custom

Title: INFORMATION SHEET

Subject: Room Makeover

Author: Marlene Lambert

Manager:

Company: Online Training Solutions, Inc

Category:

Keywords: infosheets;handouts

Comments: background color under discussion

Hyperlink base:

Template: Normal

Save Thumbnails for All Word Documents

OK Cancel

These properties were entered by the people who worked on the document.

Tip To make a document easier to find in Windows Explorer, you can add tags in the Properties area of the Info page or keywords in the Properties dialog box.

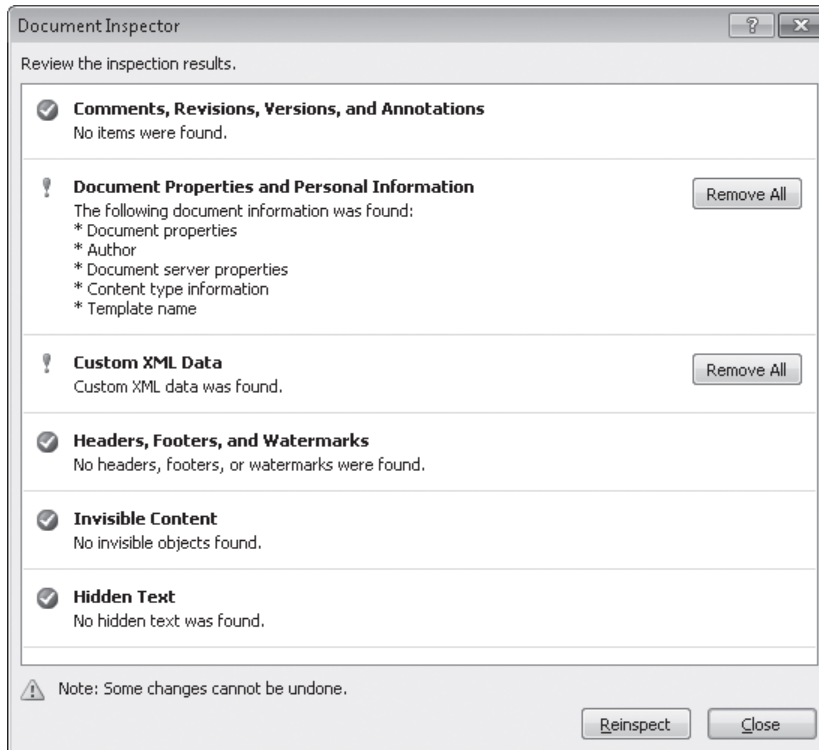
- Click **Cancel** to close the **Properties** dialog box.
- In the **Prepare for Sharing** area of the **Info** page, click **Check for Issues**, and then click **Inspect Document**.

Troubleshooting If Word asks whether you want to save changes to the file, click **Yes**.

The Document Inspector dialog box opens, listing the items that will be checked.

- Without changing the default selections in the **Document Inspector** dialog box, click **Inspect**.

The Document Inspector reports the presence of the properties you viewed earlier, as well as some custom XML data.



The results of the inspection.

- To the right of **Document Properties and Personal Information**, click **Remove All**.
 - To the right of **Custom XML Data**, click **Remove All**.
 - Click **Reinspect**, and then click **Inspect**.
- Word has removed the properties and XML data.
- In the **Document Inspector** dialog box, click **Close**.

The right pane of the Info page now shows that there are no custom properties attached to the document.

- 11.** In the **Permissions** area of the **Info** page, click **Protect Document**, and then click **Mark As Final**.

A message tells you that the document will be marked as final and then saved.

- 12.** Click **OK**.

A message tells you that the document has been marked as final and that typing, editing commands, and proofing marks are turned off.

- 13.** Click **OK**.

The Permissions area now indicates that the file is final.



The Info page reminds people that the file is final.

- 14.** Click the **Insert** tab.

An orange bar appears, notifying you that the document has been marked as final.

- 15.** Click the **Insert** tab again.

The tab's groups and buttons are displayed, but all of the buttons are inactive.

Tip If you really want to make changes to the document, you can click a tab to display the orange bar and then click the **Edit Anyway** button to unmark the file.

✕ CLEAN UP Save the InfoSheetC document, and then close it.

Tip If you need to distribute a document electronically but you don't want to share the actual file, you can "print" the document to a new file in XML Paper Specification (XPS) format. For information, see "Saving Files in Different Formats" in Chapter 11, "Create Documents for Use Outside of Word."

Key Points

- You should always preview a document before printing it.
- You can use page and section breaks and page break options to ensure that pages break in logical places.
- All the printing options are now gathered together on the Print page of the Backstage view.
- Before distributing a document, you can use the Document Inspector to remove private or inappropriate information.

Part 2

Document Enhancements

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Chapter at a Glance

Process

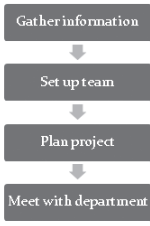
Gather information

Time:
 Committee: 30 minutes
 Team leaders: 15 minutes
 Department reps: 15 minutes

Community Service Committee members will telephone, e-mail, or meet for 15 minutes with team leaders and department reps to answer the following questions:

Questions for Team Leaders

- How much time do you want/have available to spend?
- How much time do you want your team to spend?
- Do you have a project you have always wanted to do?
- Is there a project you are already doing (or already plan to do) that we can help with?



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Process

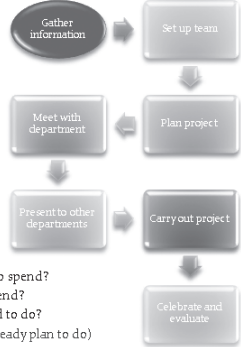
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Westbury

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