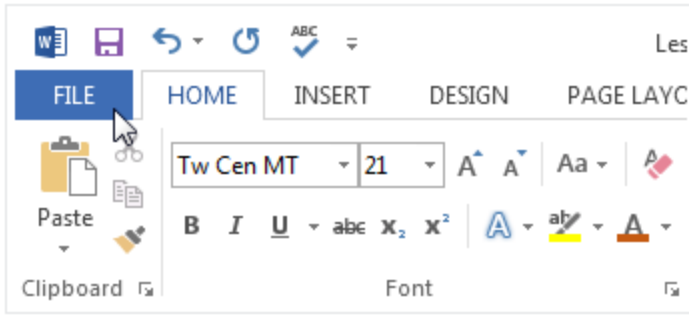
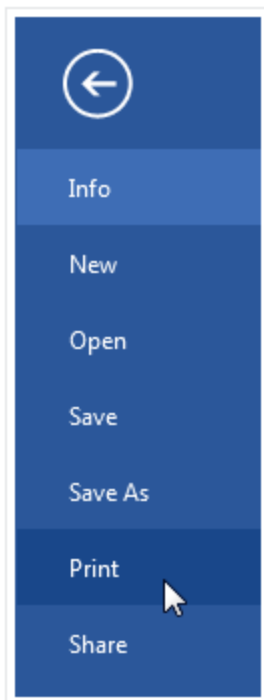


To access the Print pane:

1. Select the **File** tab. **Backstage view** will appear.

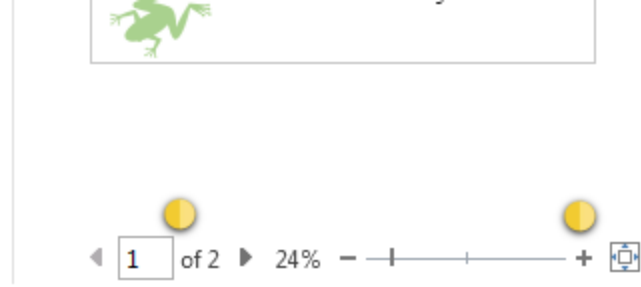
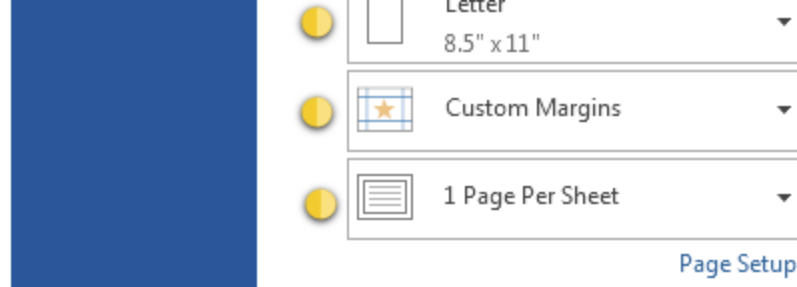



2. Select **Print**. The **Print** pane will appear.



Click the buttons in the interactive below to learn more about using the Print pane.

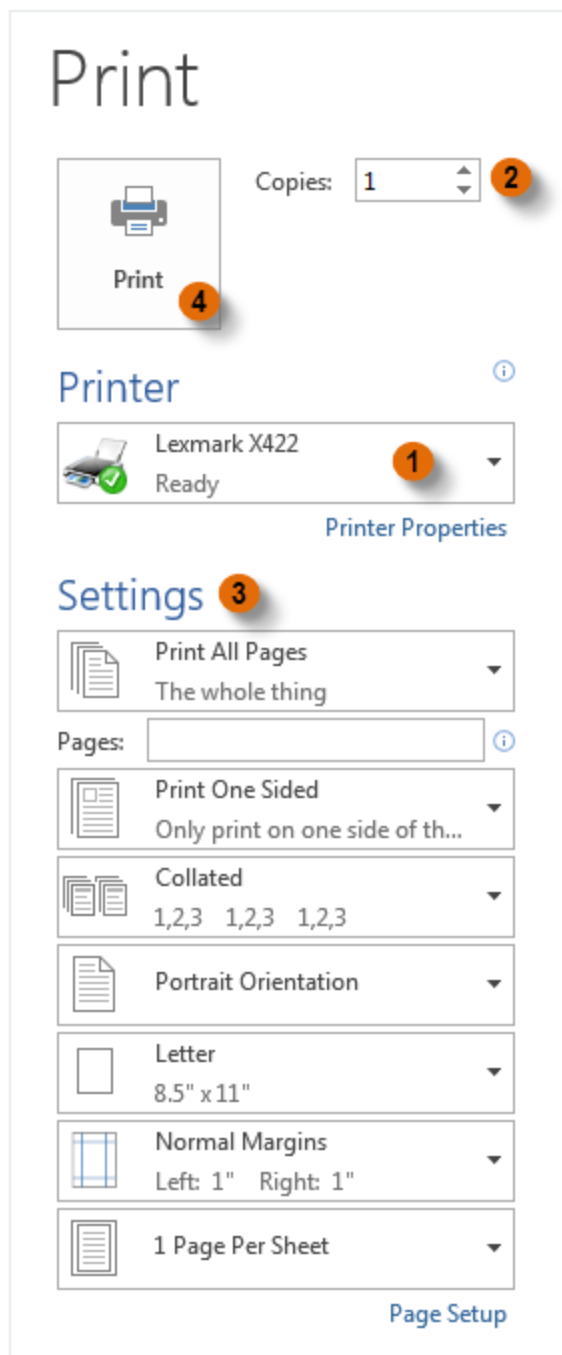
A screenshot of the Microsoft Word Print pane. The 'Print' button is highlighted. The 'Copies' dropdown is set to 1. The 'Printer' section shows 'Lexmark X422' as the selected printer. The 'Settings' section shows 'Print All Pages' selected. The document content is visible in the background, showing 'SPECIAL THANKS', 'PRODUCTION STAFF', 'CAST', and 'PLAYERS' sections for 'The Brighton Players present Aristophanes' The Frogs'.



 You can also access the Print pane by pressing **Ctrl+P** on your keyboard.

To print a document:

1. Navigate to the **Print** pane and select the desired **printer**.
2. Enter the number of **copies** you want to print.
3. Select any additional **settings** if needed.
4. Click **Print**.



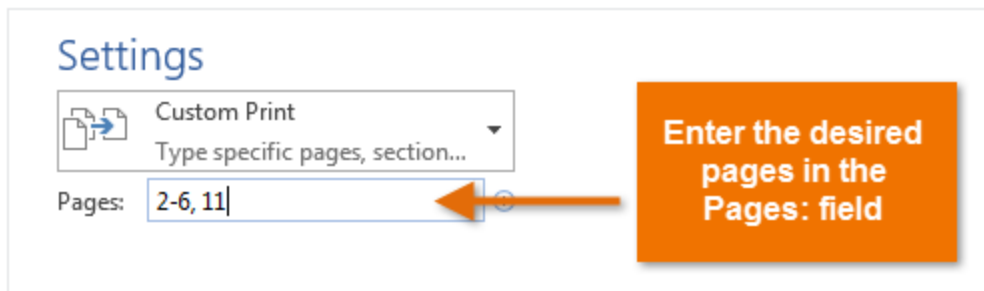
Custom printing

Sometimes you may find it unnecessary to print your entire document, in which case **custom printing** may be more suited for your needs. Whether you're printing **several individual pages** or a **range of pages**, Word allows you to **specify** exactly which pages you'd like to print.

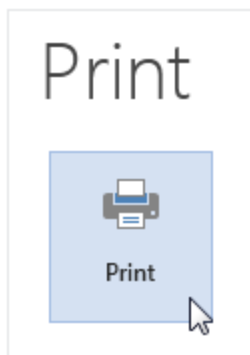
To custom print a document:

If you'd like to print individual pages or page ranges, you'll need to separate each entry with a **comma** (1, 3, 5-7, or 10-14 for example).

1. Navigate to the **Print** pane.
2. In the **Pages:** field, enter the pages you want to print.



3. Click **Print**.



Challenge!

1. Open an existing Word document. If you want, you can use our **practice document**.
2. **Preview** the document in the **Print** pane.
3. **Print one copy** of the document.
4. Try adjusting the print **settings** so the document prints on two sides.
5. Try **custom printing** a selection of pages in the document. If you're using our example, try printing **only page two**.