

# How to print a document in Word without errors, easily.

Printing documents in Word may seem simple, but errors like misaligned margins, missing text, or printer malfunctions are common. To print correctly, you need to check your page settings, paper size, and duplex printing options. This will help make your document clearer and more professional.

You can easily print documents in Word by checking page settings, selecting the appropriate print mode, and fixing common errors to get a good printout.

## *4 Ways to Quickly Print Document Files in Word*

*The fastest way to print*

This method can be applied to all current versions of Word. Just press the keyboard shortcut CTRL + P.

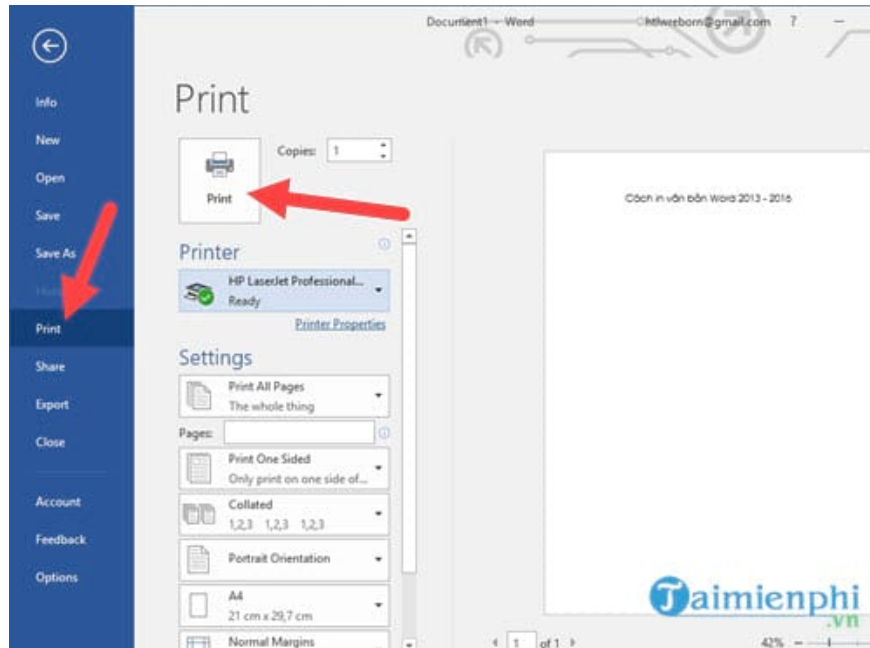
*In Word 2019, 2016, and 2013*

Since Word 2016, 2019, and 2021 have the same interface, the method for printing documents in Word is no different. The instructions below will be based on Word 2016 and apply to the other two versions as well.

*Step 1:* From the standard Word interface, click **File** on the menu bar.



*Step 2:* In the **File** menu , select **Print** and adjust the parameters for the printer, then click Print to print.



**The settings are included in the Word 2016 and 2013 printing options.**

**Printer:** The location of your connected printers.

**Print all Pages:** Choose to print all or individual pages.

**Print one Slied:** Allows you to choose to print one-sided or two-sided (printer must support this).

**Collated:** Changes the print order to 1 2 3, 1 2 3, 1 2 3 or 1 1 1, 2 2 2, 3 3 3. Applies to multiple prints.

**Portrait Orientation:** Choose landscape or portrait orientation for printing (it's recommended to choose this from the start to help with text formatting).

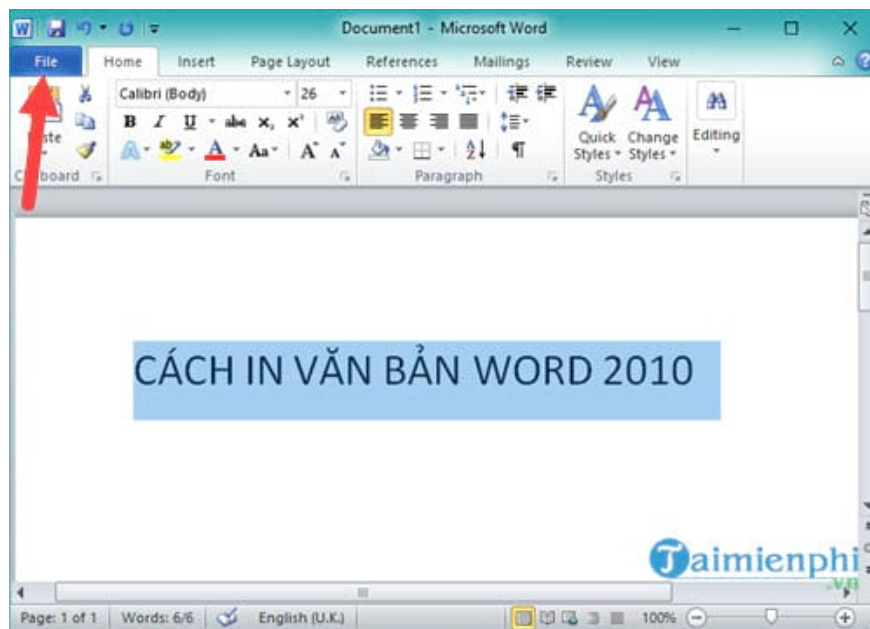
**Paper size:** Choose the paper size.

**Normal Magns:** Adjusts the paper size and font display dimensions.

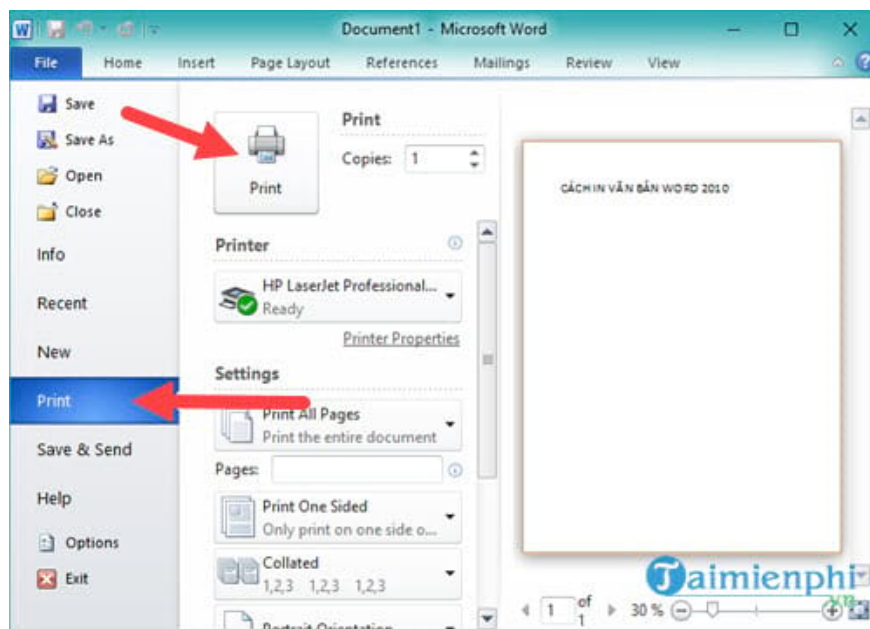
**Pages per sheet:** Combines multiple pages into one sheet for printing.

*In Word 2010*

*Step 1:* From the standard Word interface, click **File** on the menu bar.



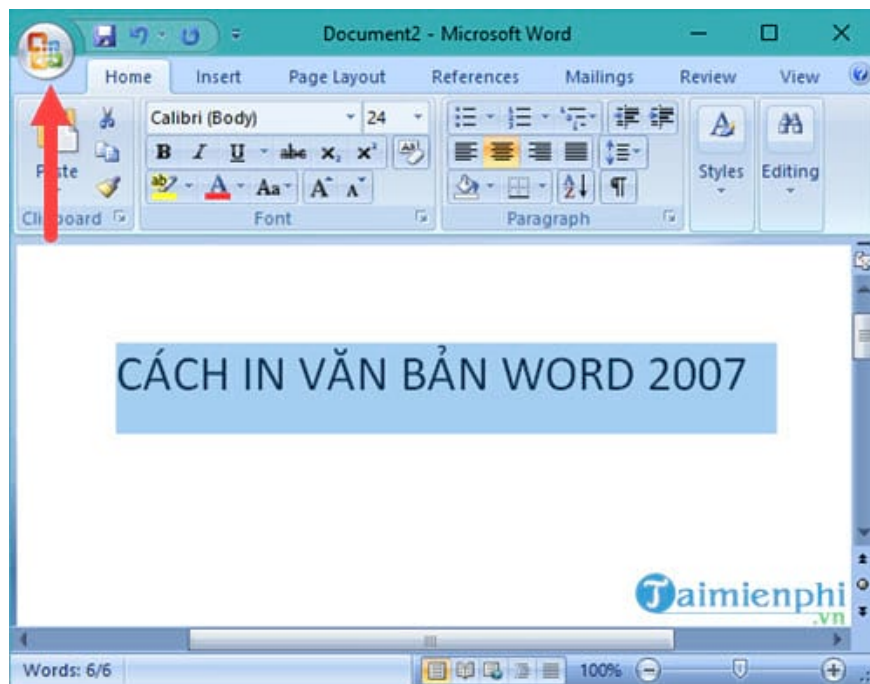
*Step 2:* In the **File** menu , select **Print** and adjust the parameters for the printer, then click Print to print.



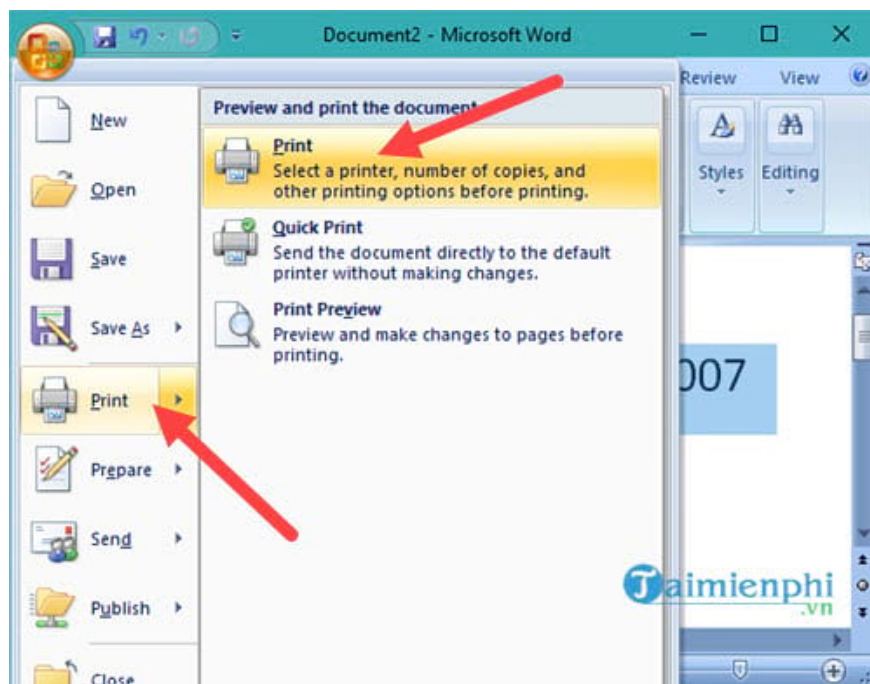
For the remaining parameters, please refer to the Word 2016 and 2013 sections for a better understanding.

*In Word 2007*

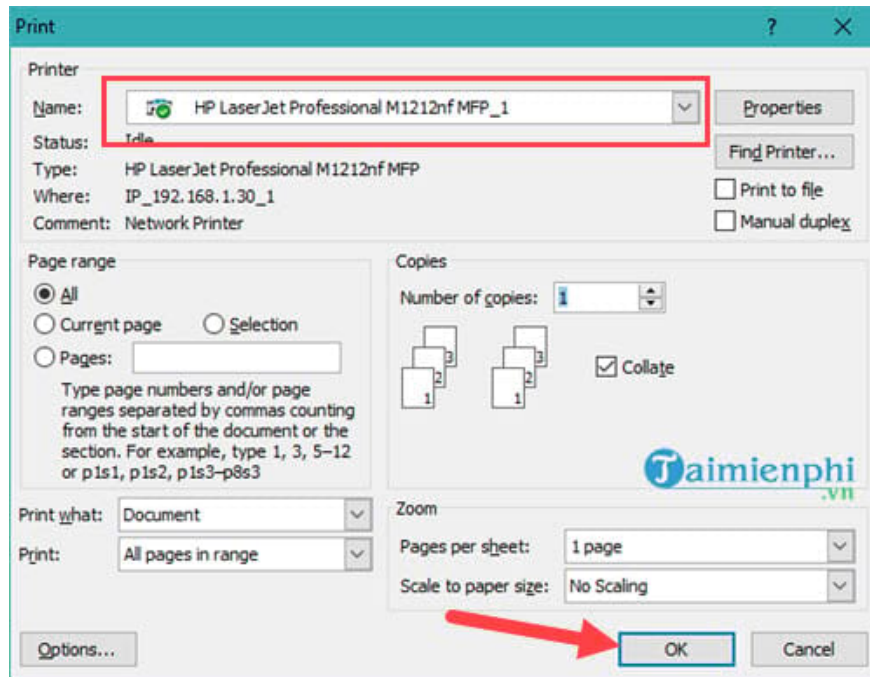
*Step 1:* On the Word interface, click on **the Office icon** as shown below.



Step 2: Here, select **Print** > **Print** consecutively .



Step 3: This is the Word Office 2007 printing interface. Simply select your printer and click **OK** to print.



**Name:** This is the name of the printer you will be using.

**Page range:** This option marks the pages you will print. For example, All - print all pages, Current page - print only the current page, or Pages - print by page number.

**Copies :** The number of copies you want to print. For example, enter 1 to print 1 copy.

**Print what :** This is the content to be printed. You don't need to worry too much about this option.

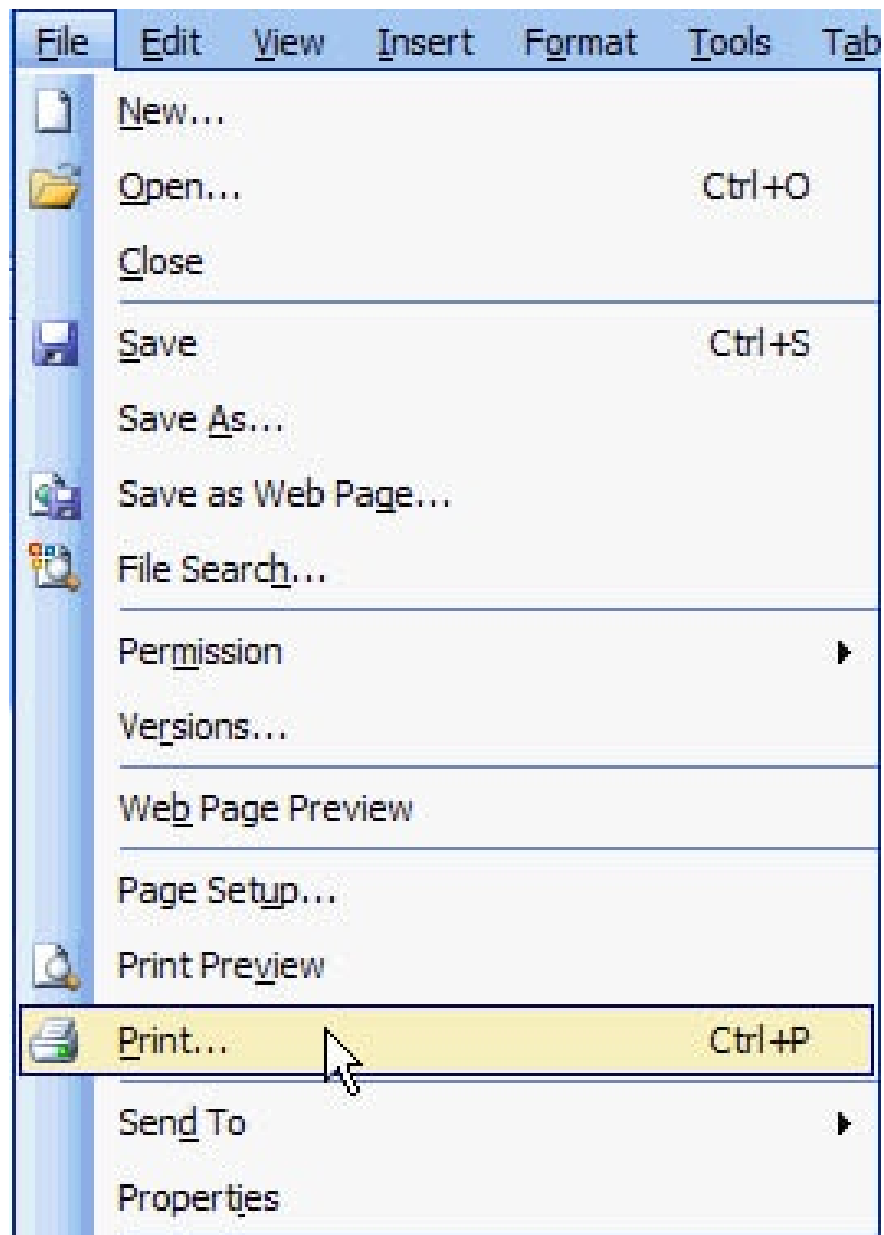
**Print:** Print even/odd pages (separated by 2 sides of paper).

**Pages per sheet:** With this option, you can print multiple pages on the same sheet of paper.

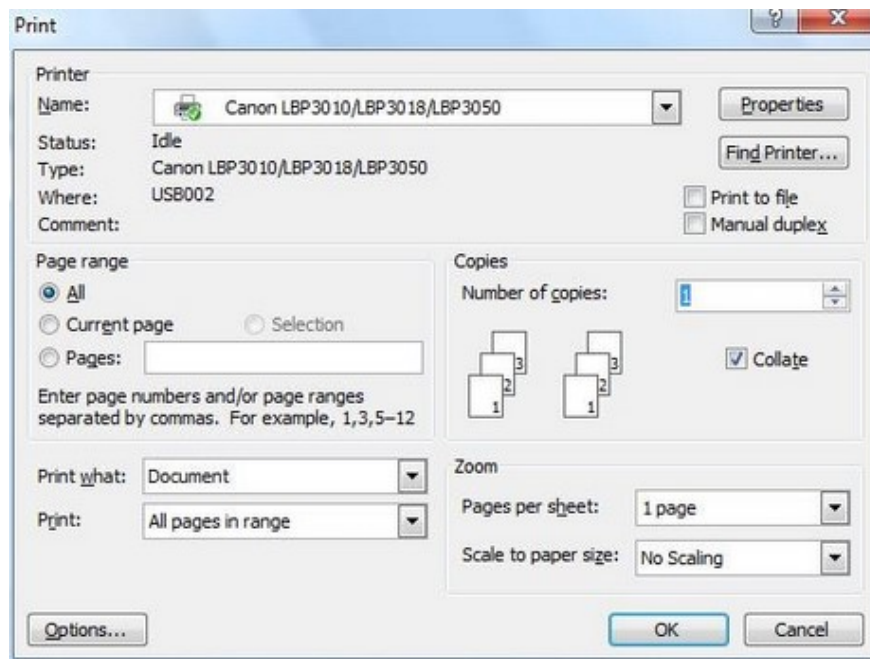
**Scale to paper size:** If you want to scale the size, you can select it here.

*For Word 2003*

*Step 1:* From the Word 2003 window, select **File** , then click the **Print** option .



*Step 2:* After performing the above steps, the Print window will appear. At this point, you need to pay attention to the following points.



*Step 3:* Click **OK** to start the printing process. For more information on the parameters, please refer to the section on how to print a Word 2007 document.

You can print on one side, both sides, or multiple pages on a single sheet depending on your needs. If you need to optimize your document, refer to **the instructions for double-sided printing in Word** to save paper and ensure a good layout.

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