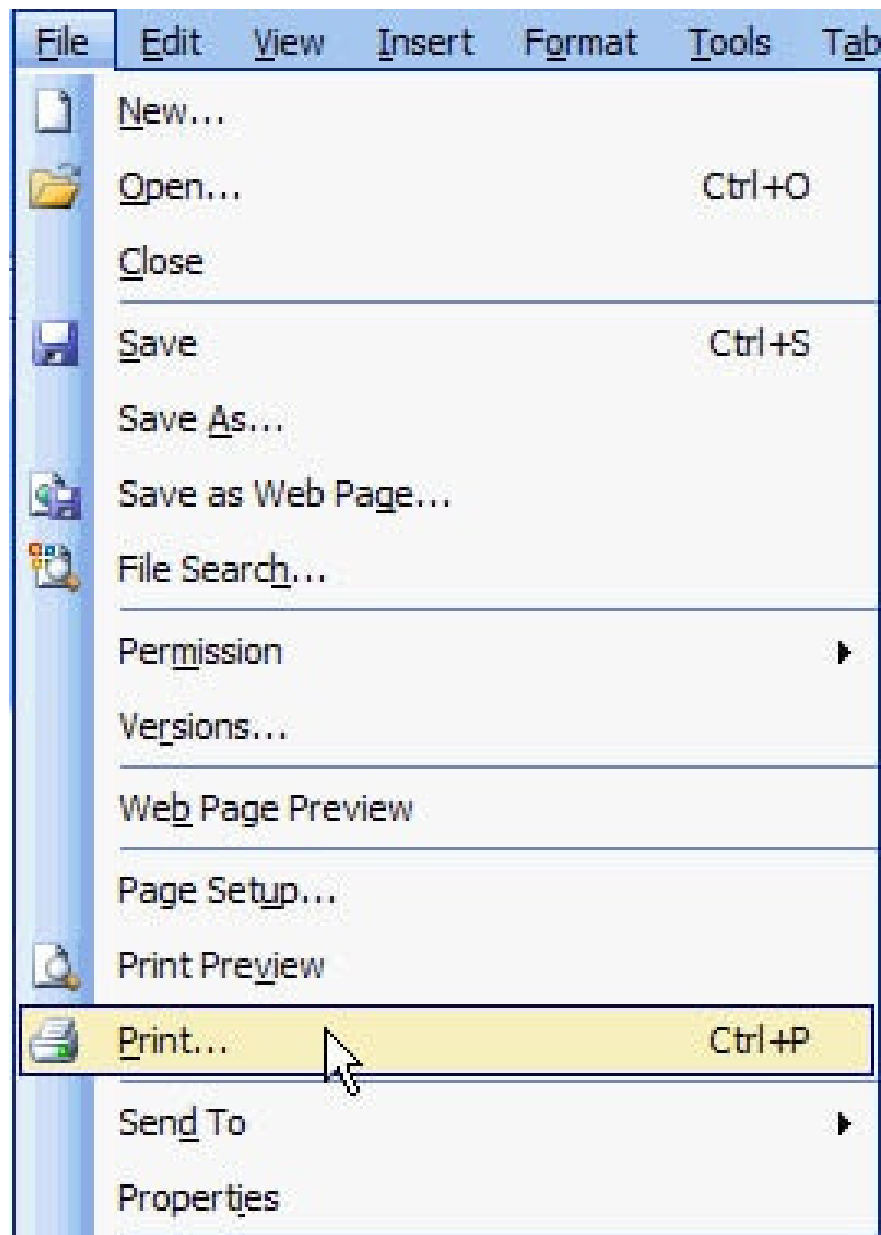


# How to print documents, print files Word 2013, 2016, 2010, 2007, 2003

Print documents, print Word documents or print Word files quite easily with simple operations. If you don't know how to print Word documents, check out this tutorial, for all Word versions from 2003 to 2016.

Today, most of us, especially office workers, have to use printers very much. With modern technology and computers connected directly to the printer, printing is also much simpler for users, without requiring us to install any other complicated software. If you are a beginner to this job, the following article will be extremely helpful to you.

## 1. How to print Word 2003

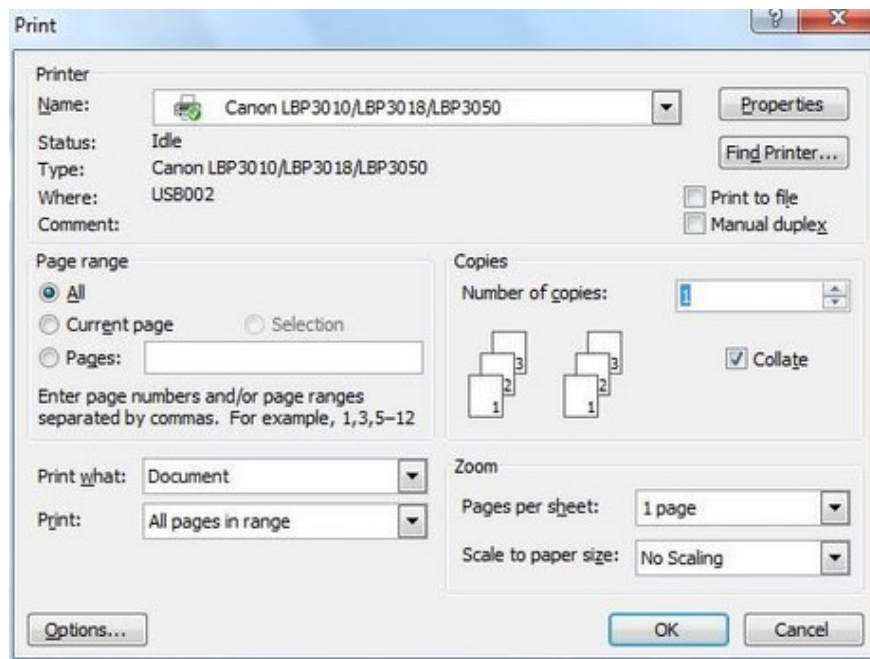


### Step 1 :

First, if you want to print the text, we need to connect your computer to the printer as well. Then select the Text **file** you want to print, from word 2003 window, select **File** and drag down to continue selecting **Print** .

### Step 2 :

After completing the above operation, the Print window will display, now you only need to fill in the information about the printer and the number of pages you want to print, .



**Note :** The information panel of the printer interface includes the following information:

1. **Name** : This is the printer name that you will use to print the document.
2. **Page range** : This option marks the pages you will print. For example, All - all, Current page - prints only the current page, or Pages - printed by page numbering. But most
3. **Copies** : The number you want to print. For example, enter 1 to print 1 copy.
4. **Print what** : This is the content to print. You do not need to care much about this option.
5. **Print** : How to print and select parity pages (separated by 2 sides of paper)
6. **Pages persheet** : With this option you can print multiple pages on the same paper size
7. **Scale to paper size** : If you want to zoom the scale you can choose here.

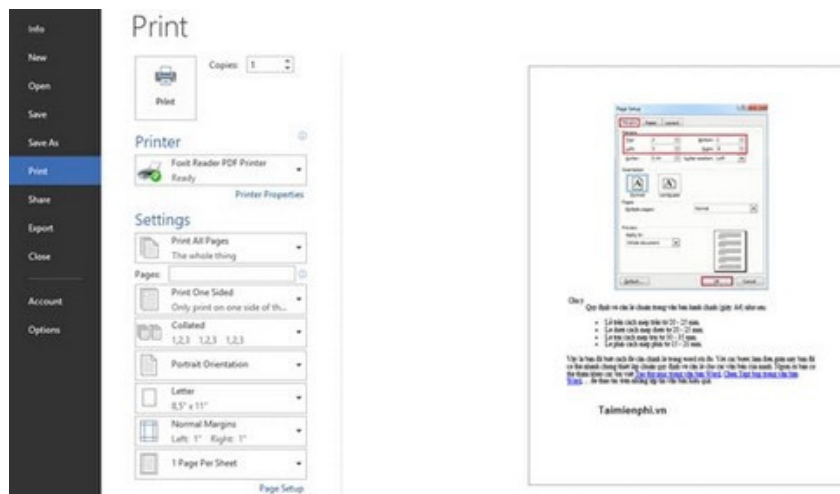
### Step 3 :

You just need to press the **OK** key to proceed with the printing process.

## 2. How to print Word 2007, 2010, 2013

### Step 1 :

Also from the Word 2007, 2010, 2013 window, select File, then drag the mouse to the Print option. Or you can press **Ctrl + P**.



## Step 2 :

After completing this operation, the printer interface will be displayed directly on the screen, now you just need to select the information to fill this interface.

**Note :** The printer interface on Word 2007, 2010, and 2013 is slightly different from Word 2003, please pay attention to how much you are using the computer.

1. **Copies** : number of prints (optional).
2. **Printer Properties** : **Printer** options for printing.
3. **Print All Pages** : In this section you can select **Print All Pages** (print all pages of the text) or **Print Current Page** (choose to print only a few pages) and then **Pages** below will use page numbering. to print as 3-5, .
4. **Print One Sided** or Print on Both Sides built-in depends on whether the printer has 2-sided printing feature.
5. **Collated** : This function is used to close a notebook of a text file when you want to print in large quantities or print on each page.
6. **Portrait / Landscape Orientation** : You can choose vertical or horizontal print
7. **A4 / Letter** : Choose the appropriate size for A4 or A3 printing paper, .
8. **Margins** : Selecting alignment for multiple-format printouts such as Normal with 4-sided alignment 1 "or Narrow aligning 4 sides 0.5", .
9. **Page per sheet** : Select to print the printed pages of the text in 1 page. Can choose to print 2/4/6 or 8 pages combined 1

## Step 3 :

After selecting all the information on it, simply drag the mouse and click **Print** to proceed with the printing process.

Hopefully, the above article will help you in your work at the office.

Good luck!

If you're using Word 2016, see how to print the text here: Word 2016 Complete Guide (Part 11): Print text

Refer to some more articles:

1. Instructions for printing two-sided paper in Word, PDF, Excel
2. Summary of expensive shortcuts in Microsoft Excel
3. These are the most basic functions in Excel that you need to understand

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