

# How to print Word 2016 documents

In Word 2016 can be done directly in the document file without using any additional text printing software. Here's how to print Word 2016 for you if you don't know.

## Introduction to Word 2016 text printing

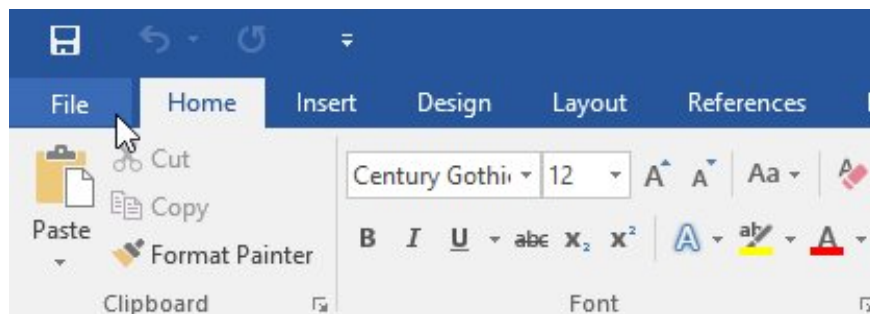
One of the most frequent jobs that office workers use is probably printing. Print is an indispensable function in text editors, this tutorial will show you how to choose basic parameters to print paper documents via the printer connected to the computer. The Microsoft Word versions all include this feature, so you can directly print documents, files, documents directly without using any other software. It's easy to do that in Word when using Print.

Also, you should know some tricks when **printing text in Word** to support more effective text editing.

See the video below to get an overview of printed documents in Word:

## Access the Print feature

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



2. Click **Print**. The **Print** feature will be displayed.



Info

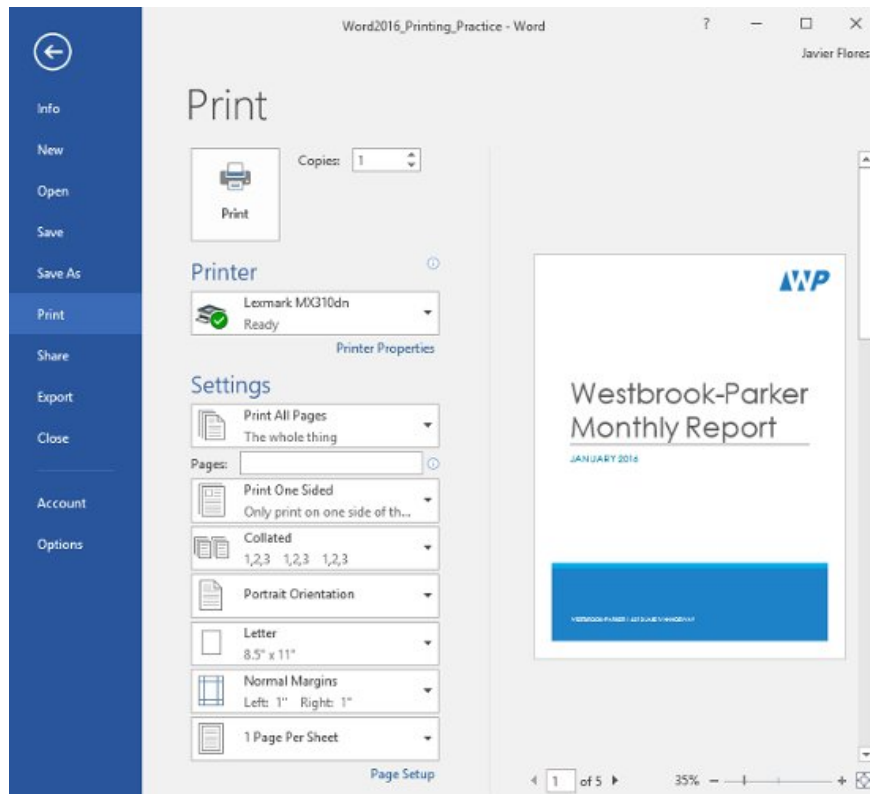
New

Open

Save

Save As

Print



You can only access Print by pressing **Ctrl + P**.

## **Print documents**









1. In **Print**, select the desired Printer.

# Print

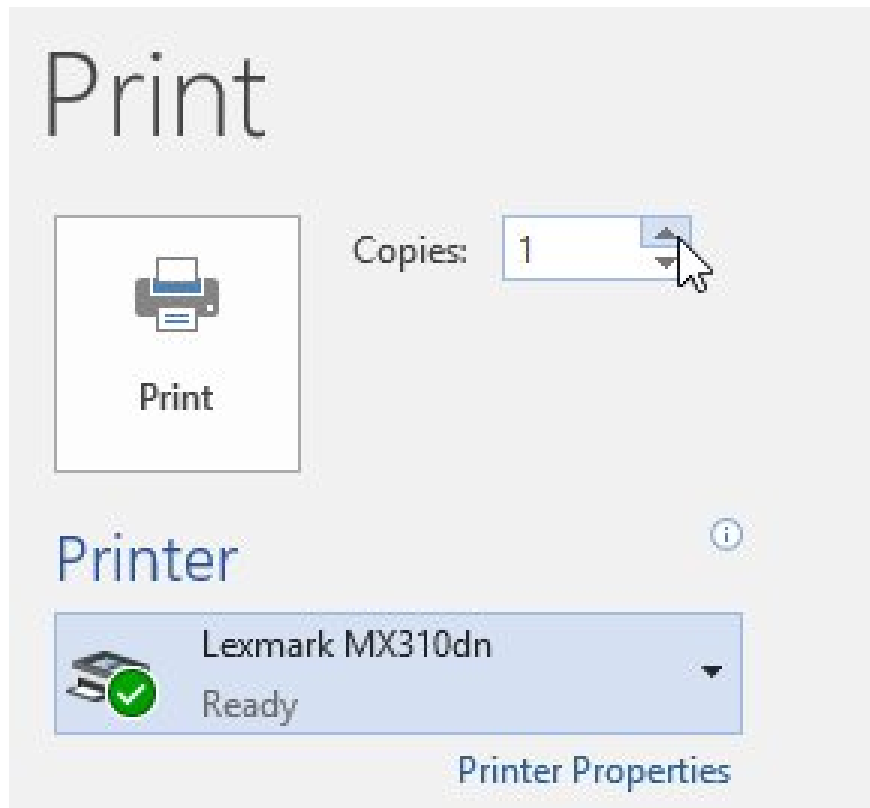


Copies: 1

## Printer

-  **Lexmark MX310dn**  
Ready
  -  **Fax**  
Ready
  -  **Lexmark MX310dn**  
Ready
  -  **Microsoft Print to PDF**  
Ready
  -  **Microsoft XPS Document Writer**  
Ready
  -  **Officejet 7110 series @ GCF-Server**  
Ready
  -  **Print to PDF (Mac Desktop)**  
Ready
  -  **Send To OneNote 16**  
Ready
  -  **Send To OneNote 2013**  
Ready
- [Add Printer...](#)
- [Print to File](#)

2. Enter the number of copies you want to print.



3. Customize **Settings** if needed.

# Print



Copies:


## Printer



 Lexmark MX310dn  
Ready

[Printer Properties](#)


## Settings

 **Print All Pages**  
The whole thing

Pages:

 **Print One Sided**  
Only print on one side of th...

 **Collated**  
1,2,3 1,2,3 1,2,3

 **Portrait Orientation**

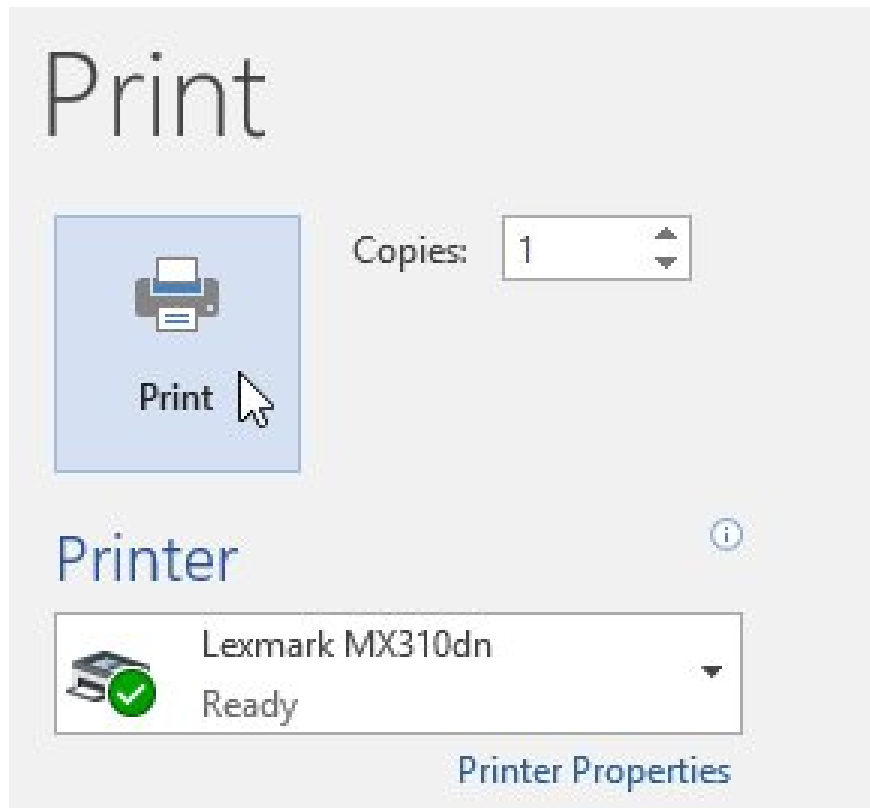
 **Letter**  
8.5" x 11"

 **Normal Margins**  
Left: 1" Right: 1"

 **1 Page Per Sheet**

[Page Setup](#)

4. After the setting is complete press the **Print** button .



## Print settings in Word 2016

Sometimes you may not need to print the entire document, in this case the print setting seems to suit your needs. Whether you want to print a single page number or a series of pages, Word lets you specify exactly which pages you want.

### Set up document printing

You will need to divide each item with a comma (eg 1,3,5-7, or 10-14) to print single pages or series of pages.

1. Go to **Print**.
2. In the **Pages** field , enter the number of pages to print.

# Settings

 Custom Print  
Type specific pages, section...

Pages:  ⓘ

3. Click **Print**.



If the document is not printed in the way you want, adjust the page layout settings.

You want to print text, data in Microsoft Excel. Not as simple as Word or PDF! Read the following article!

1. Instructions for printing two-sided paper in Excel

You finished reading the article "**How to print Word 2016 documents**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.