

Instructions on how to print text, print documents Word, Excel, PDF details

Printing of Word, Excel, and PDF documents is an extremely familiar task of office people. But not everyone knows how to print Word, Excel, PDF in a standard and beautiful way. How to print Word, Excel, PDF documents is not difficult, in this article, the software tips will guide you how to print Word, Excel, PDF in detail.

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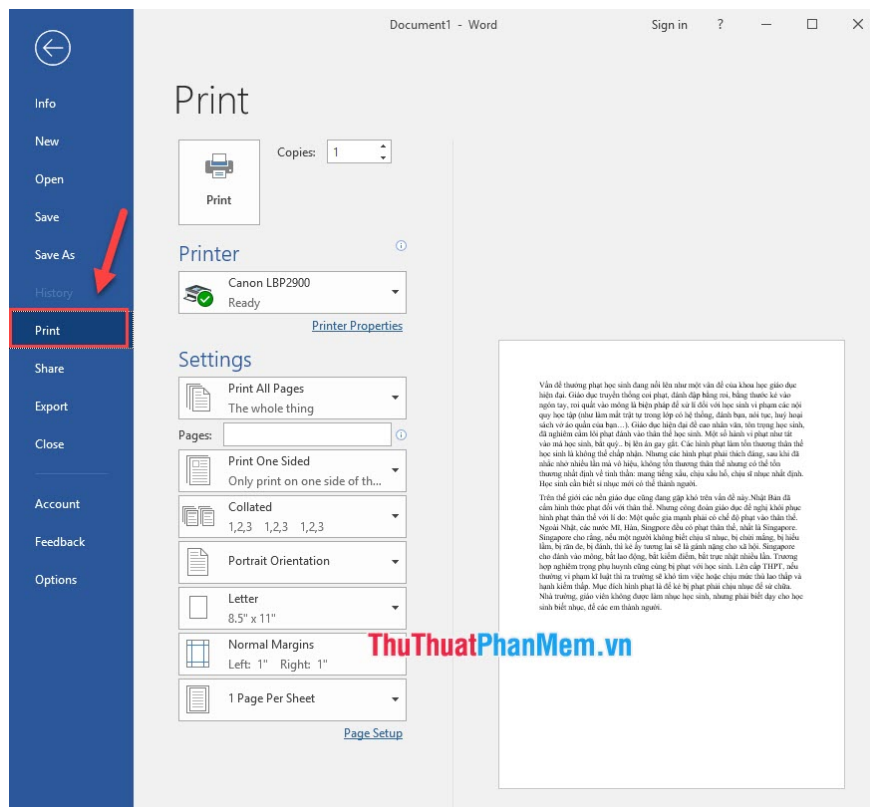
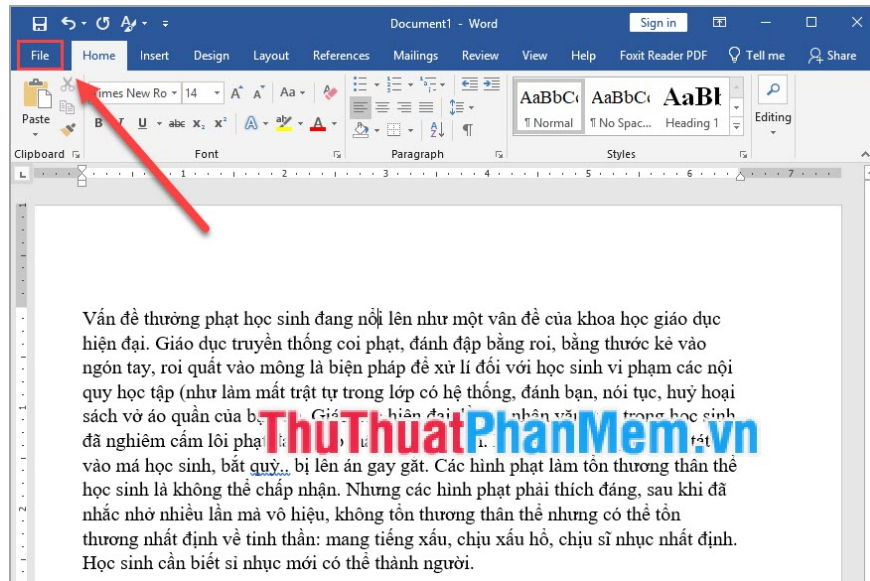
1. Print documents, Word documents

Note: To get a beautiful print, high quality, one-time printing without repair, you need to check the following information:

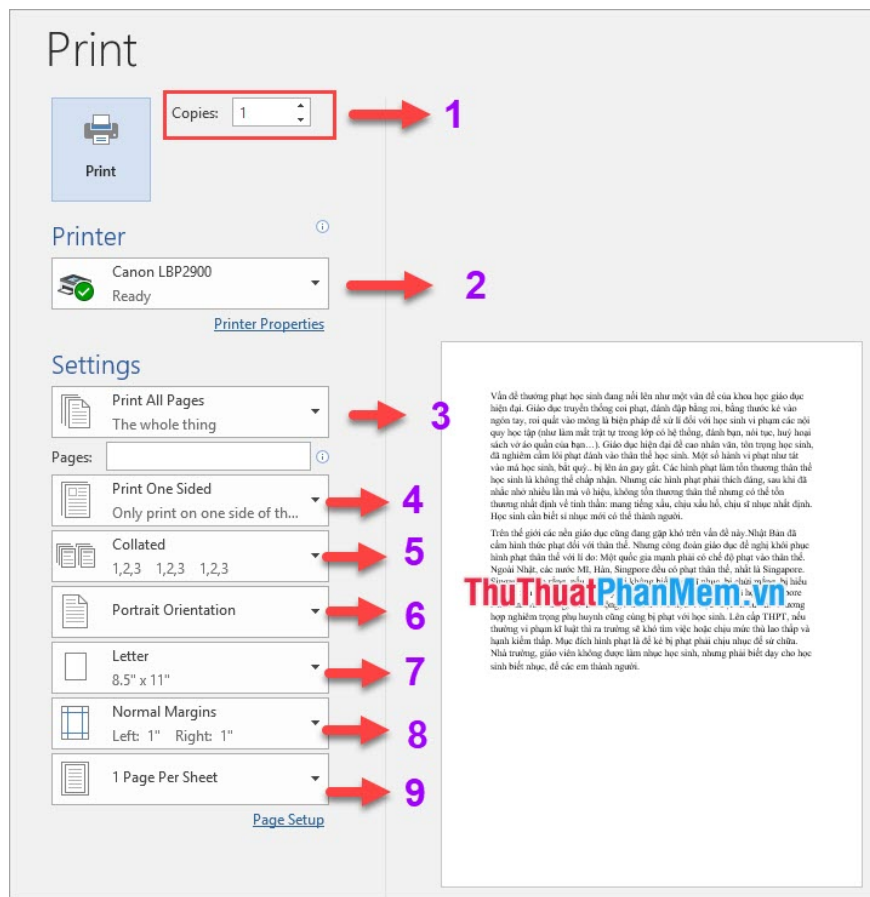
1. Font, spelling
2. Align alignment
3. Align the font sizes
4. Split layout
5. Align the image

After you have checked the above information, you proceed to print the Word document as follows:

Step 1: You choose **File** and continue to select **Print** to open the print window or press **Ctrl + P** to open the print window as well.



Step 2: At the print window there will be a lot of parameters, you need to proceed to customize according to your needs.



1. **Copies:** Number of copies to print
2. **Printer:** Select the printer
3. **Print All Page:** Print all pages (You can click to select the pages to print)
4. **Print One Sided:** The number of sides printed on paper. The default is one-sided printing (Click to select 2-sided printing)
5. **Collated:** The order in which the copies are printed
6. **Portrait Orientation:** The orientation of the printed page (The default is vertical printing)
7. **Letter:** Print paper size (The default is A4 paper)
8. **Normal Margins:** Margins of paper (Default 1Inch each way)
9. **1 Page Per Sheet:** Number of pages per sheet of paper (Default: 1 page of Word / 1 sheet of paper)

After you proceed to customize the parameters, you select Printer so that the printer can print text.

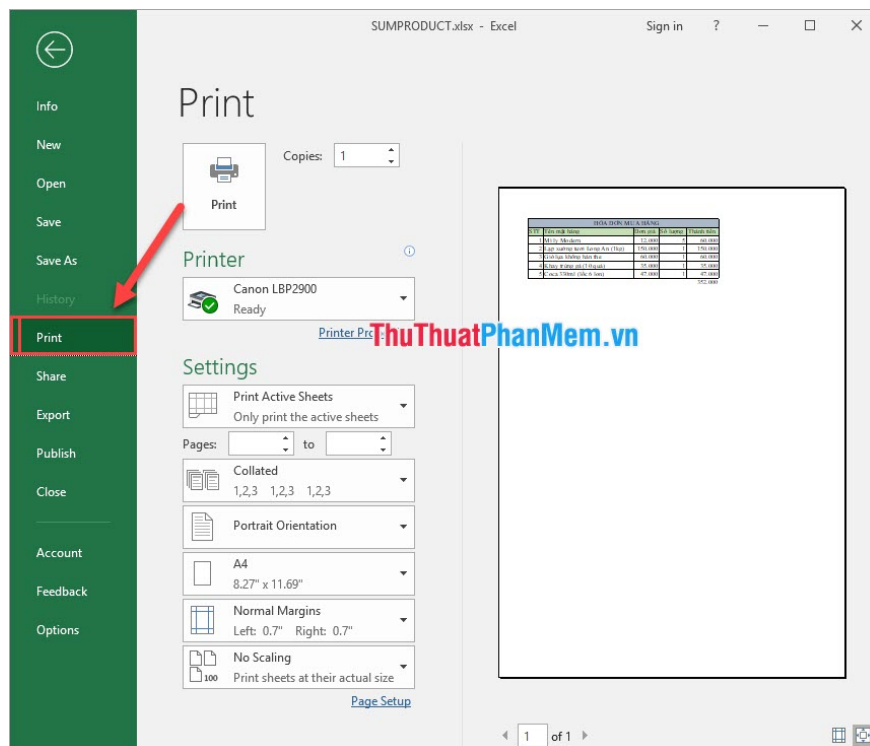
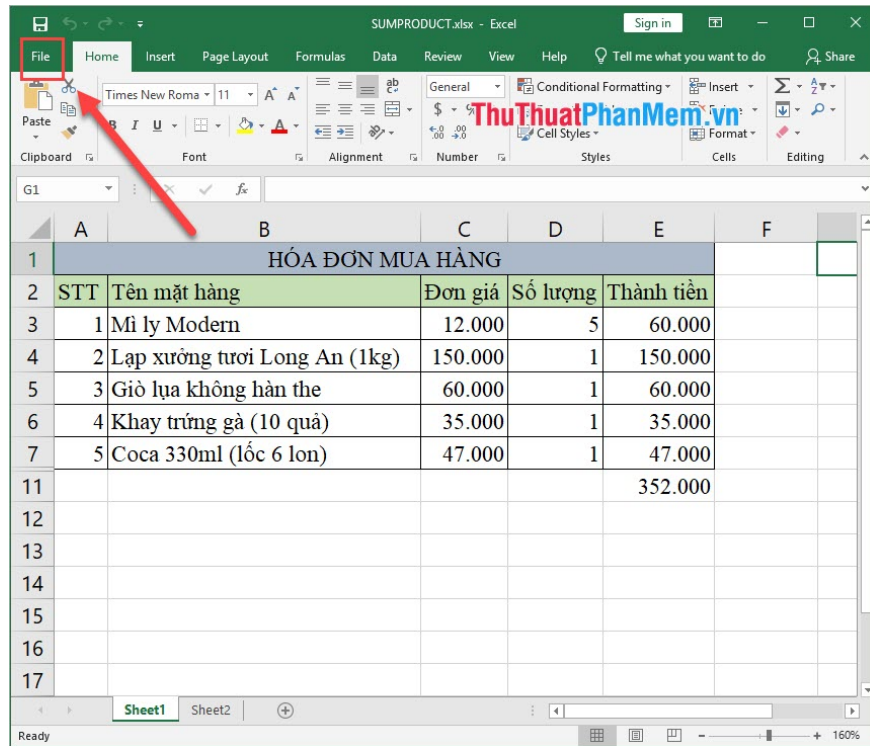
2. Print documents, Excel documents

Note: To print the most beautiful and professional Excel document, you need to check the following information on your Excel file.

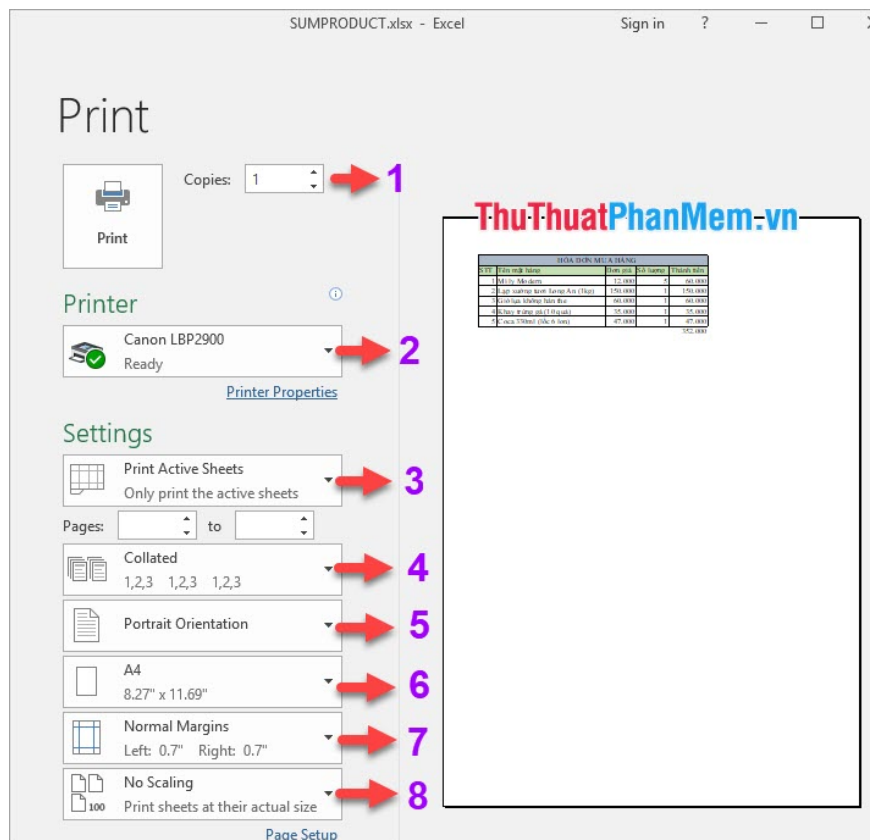
1. Font, spelling
2. Road marking for tables and umbrellas
3. Align the font sizes
4. The color of the cells

After you have checked the above information, you proceed to print your Excel file as follows:

Step 1: Select **File** and select **Print** or press **Ctrl + P** to open the Excel print window.



Step 2: When the Print options window appears, you can adjust a lot of different parameters.



1. **Copies:** Number of copies to print
2. **Printer:** Select the printer
3. **Print Active Sheets:** Select the sheet to print (The default will be the active sheet).
4. **Collated:** The print order of the copies
5. **Portrait Orientation:** **Orientation** of printed pages (Default is horizontal)
6. **A4:** Print paper size (The default is A4 paper)
7. **Normal Margins:** **Margins** of paper (Default 1Inch each way)
8. **No Scaling:** Enlarge the paper medium (By default the software will not zoom)

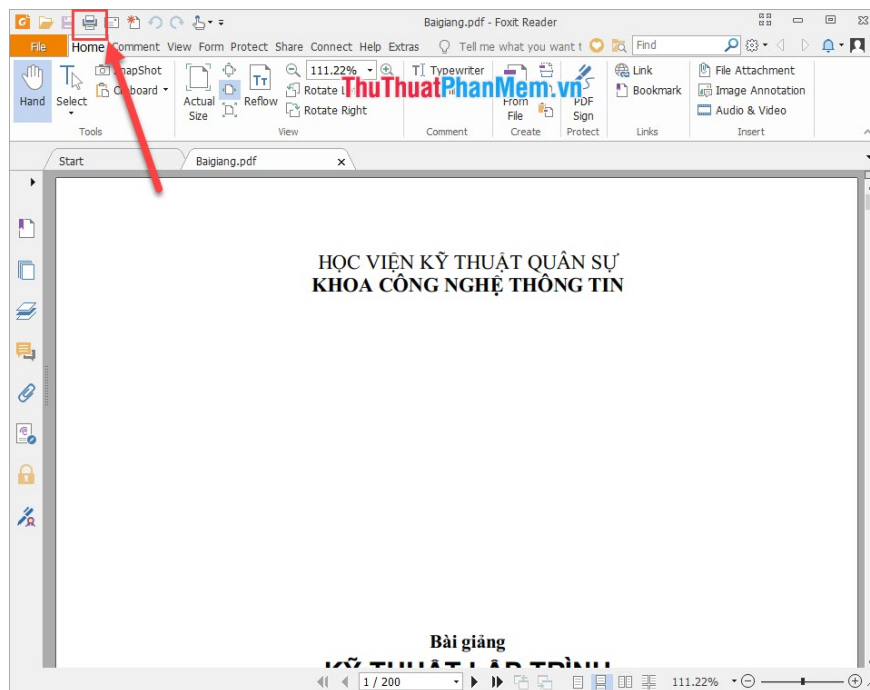
After you finish setting the parameters, select **Printer** so the printer can start printing Excel files.

3. Print documents, PDF documents

On the market today, there are many applications that support reading and processing PDF files. But one of the best PDF handling applications is Foxit Reader. In this article, the Software Tips will guide you how to use Foxit Reader to print PDF files.

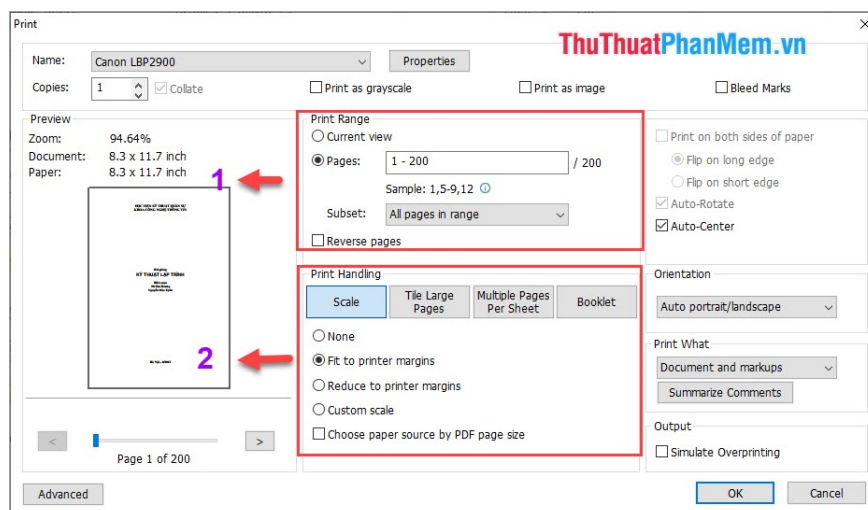
If you do not have Foxit Reader, please download it at <https://www.foxitsoftware.com/pdf-reader/>

Step 1: You proceed to open the PDF file in Foxit Reader and select the printer icon in the toolbar.



Step 2: Here, there are two main information you need to adjust: **Print Range** and **Print Handing** .

1. **Print Range:** Select the number of pages you want to print (the default will print all pages)
2. **Print Handing** : Format the text when printing. When you select the format, the left hand side will display a preview for you.



After the option is complete, click **OK** to let the software print the PDF file.

Thus, Software Tips have instructions on how to print text, print Word documents, Excel, PDF details. Good luck!

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