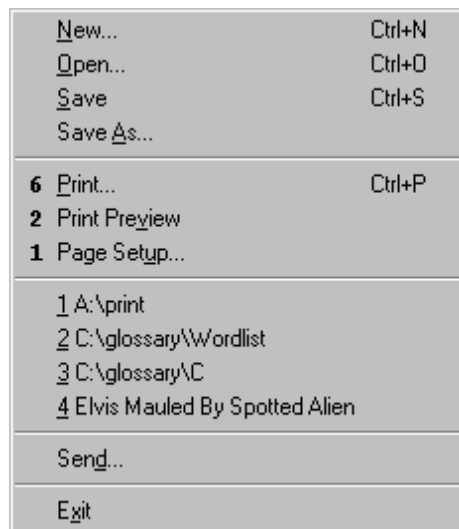# The Improv Presents Windows 95 for the Technically Challenged
by Graphix Zone

Printing

In Windows 95, printing has been made easier than ever before. With the mutitasking capabilities of Windows 95, you are able to continue working in another application during printing.
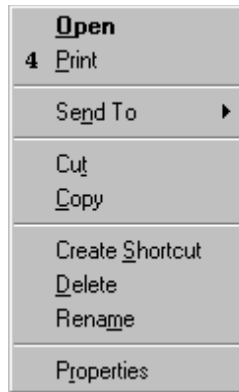
Prior to printing a document, make sure your **page setup(1)** is set to the way you want your final document to look. For example, if you want a 2" margin set to the left side of your page, you must set that in the page setup options window before printing. You can preview the final printed document by pressing the print preview button in the toolbar, or by selecting **print preview(2)** from the file menu.

New...	Ctrl+N
Open...	Ctrl+O
Save	Ctrl+S
Save As...	
6 Print...	Ctrl+P
2 Print Preview	
1 Page Setup...	
1 A:\print	
2 C:\glossary\Wordlist	
3 C:\glossary\C	
4 Elvis Mauled By Spotted Alien	
Send...	
Exit	

There are four ways to print. One of the easiest is to just drag your document icon over, and on top of the **printer icon(3)** on your desktop. The printer assumes your set defaults and starts printing.

3

Shortcut to
Printer

If you right-click on a document icon, a **pop-up menu** appears. Select **print(4)**.

The document is opened into a preset text editing application such as Notepad or WordPad. Once the application is open, with the selected document displayed, the print process begins with the printer using the set defaults.

Pressing the **print button(5)** in the toolbar of an active application will print the current document in the window. Once again, the printer assumes the set defaults.
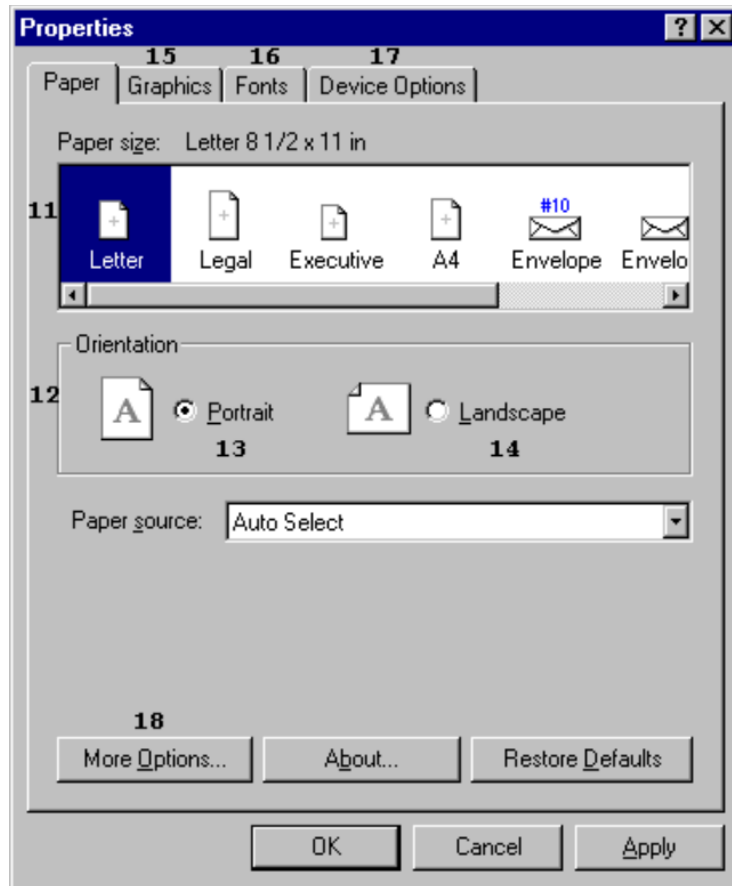

5   2

Selecting **print(6)** from the file menu is another way. This selection opens the **print options** window.

From here you can select what output device to use (i.e. default printer or fax modem). Other options include **print range** and **number of copies**. Print range is the ability to select only certain pages out of a multipage document to print. The number of copies option enables you to print multiple copies of a document. The **properties** button brings up the **properties box** which is used, among other things, to change the **paper size(11)**, and **orientation(12)**.

The paper size setting adjusts the printer to the size of the paper stock loaded into it. For example, if you have 8.5" by 11" paper loaded into your printer, you must select that size from the paper size options window.

Orientation refers to the way you would position your document to read it. In a **portrait(13)** orientation, the short edge of the paper is at the top. In a **landscape(14)** setting, the longer edge of the paper is at the top.

Depending on the printer you are using, more options may be available. These include:
Graphics(15)
Fonts(16)
Device Options(17)
More Options(18)

If your printer has the ability to print graphics, you can set the resolution with the Graphics tab.

Resolution is the number of **dots per inch** or **dpi**. The higher the dpi, the higher quality your printing will be. However, raising the dpi will slow down your print process, and will use more toner or ink depending on the type of printer you own.

The Fonts tab enables your printer to treat fonts as graphics.

The Device Options tab lets you change your printer memory.

The More Options button allows you to do duplex printing.

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Graphix Zone 800-828-3838