

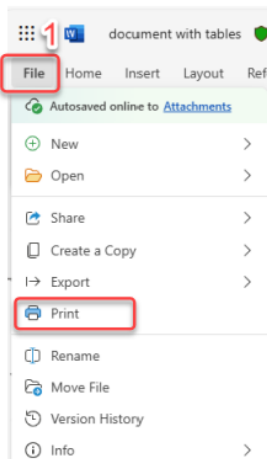
# HOW TO PRINT FROM 365

Printing from 365 online versions of Word, Excel and Powerpoint is slightly different from printing from the desktop versions of these programs. Not all the same options that are present in the desktop versions exist in the online apps. Here are the differences between them:

## I. Word 365 vs Word desktop

Word **online**:

Note: What you see displayed in the normal view differs from the Reading view and how the document will be printed in the **online** version of Word as oppose to the desktop one. Word online print:



There are 2 ways to access the print dialogue:

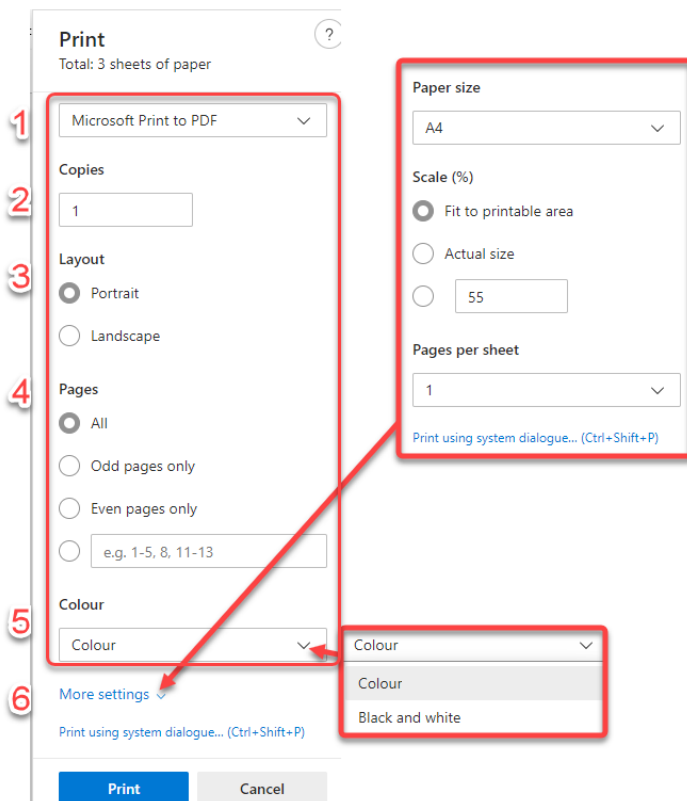
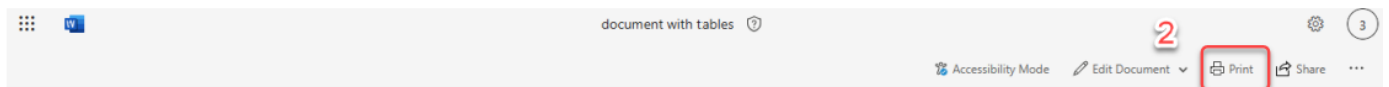
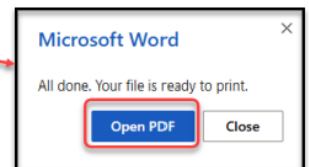
1. Click on "File", then click on "Print", the document is then converted to pdf (a pop-up is briefly displayed)

or

If you are in a "Viewing Mode"

2. From the reading view click on "Print" button.

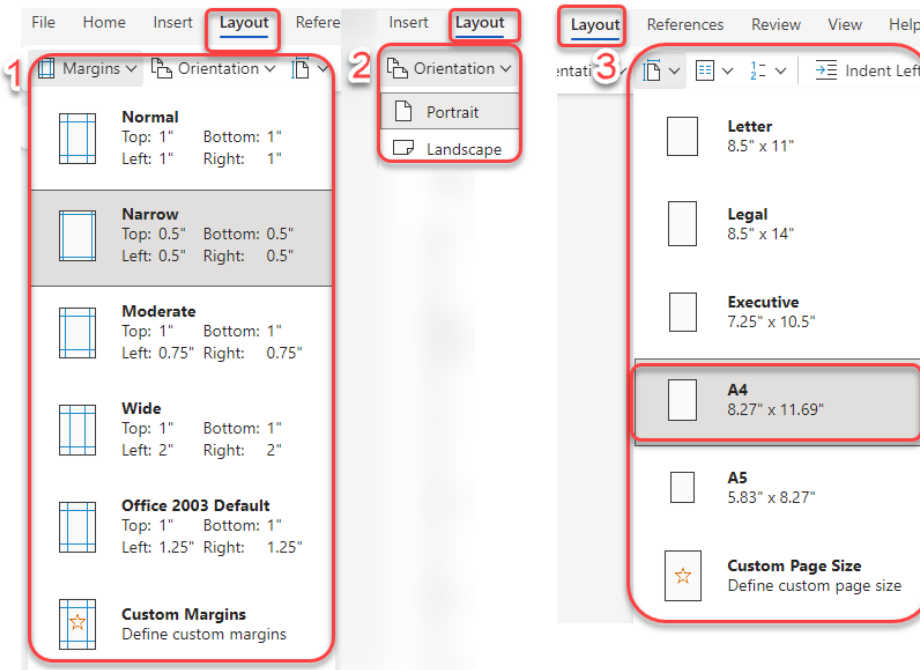
Click on "Open PDF" to open the Print dialogue.



The print window has the following options:

1. Select a printer
2. Number of copies
3. Layout (Portrait or Landscape)
4. Pages (all / odd or even / page numbers)
5. Colour (colour/B&W)
6. More settings:
  - \* Paper size
  - \* Scale (Fit to printable area / Actual size / Percentage)
  - \* Pages per sheet
  - \* Print using system dialogue window

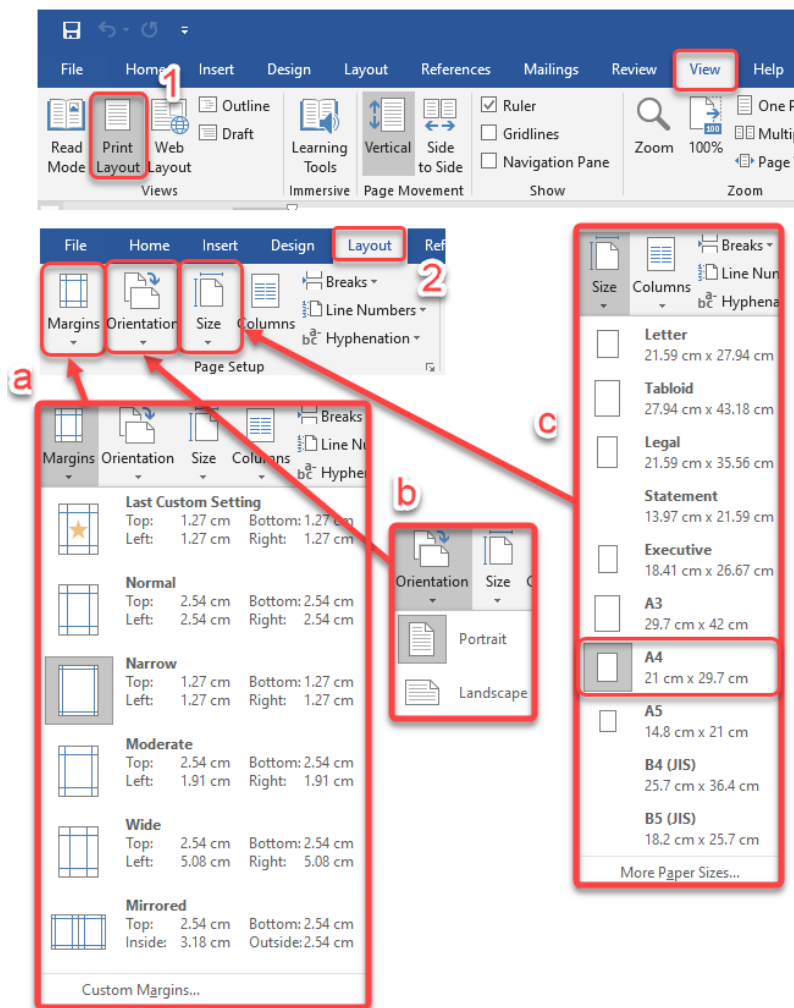
Things to check and or change before printing that can help the document “fit” better on the page:



Under "Layout":

1. Margins (select the type that suits the document content best or choose "Custom Margins" to select your own)
2. Orientation (toggling between Portrait and Orientation sometimes helps to position the content better on the page)
3. Paper size (it is very important to ensure you always select "A4" as the size)

Desktop Word version:



Before printing you can go to

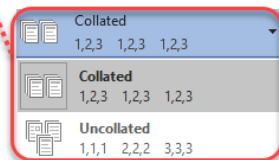
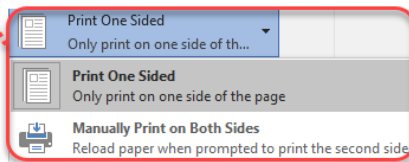
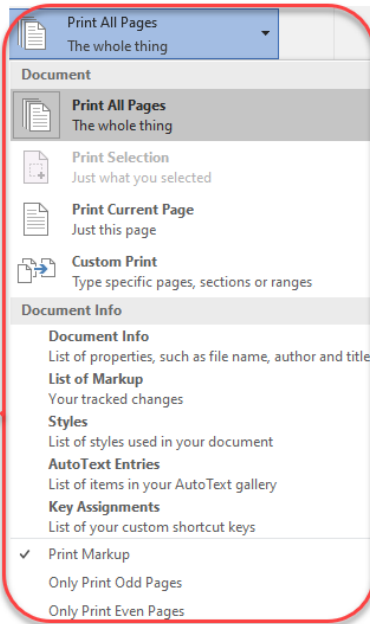
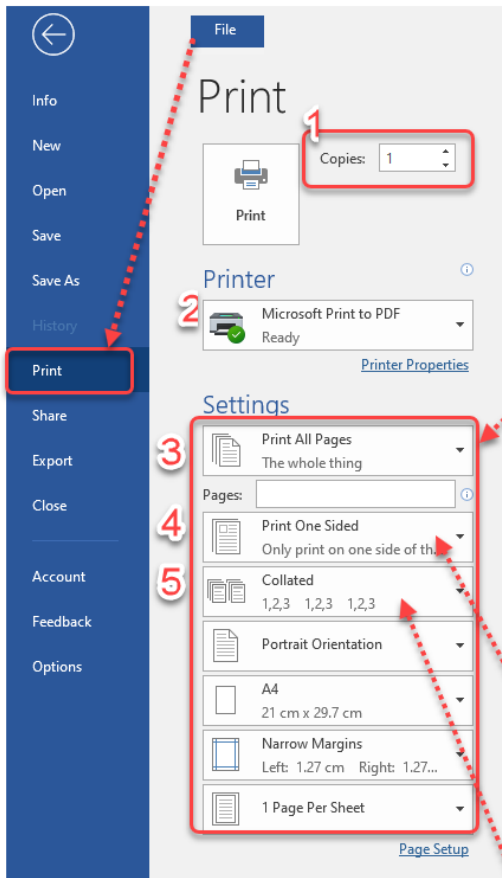
1. View > Print Layout to check how the content will look when printed.

2. If any adjustments are necessary go to Layout > and check these:

a) Margins (select from pre-set or choose your own from Custom Margins)

b) Orientation (Portrait/Landscape)

c) Size (always ensure it's set to A4)

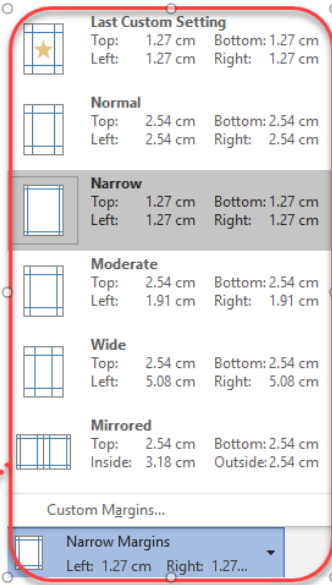
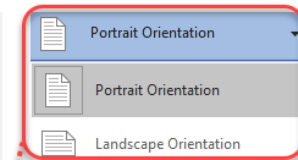
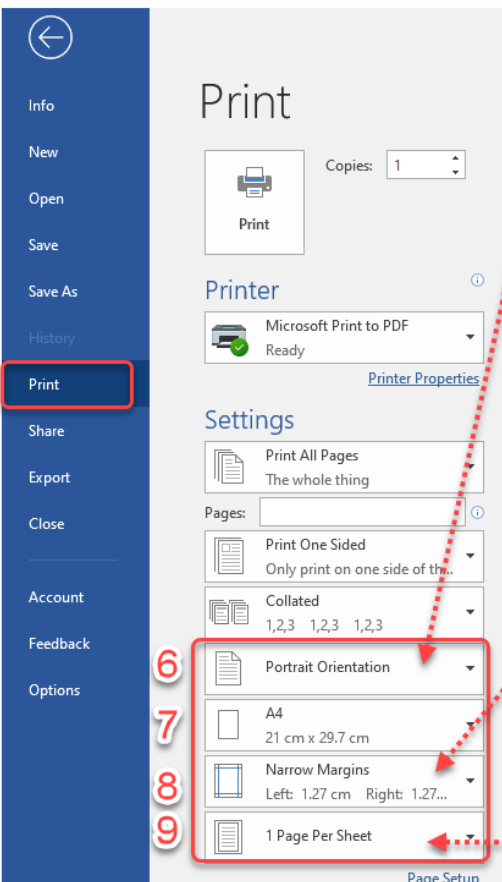


To Print, go to File > Print

The options are:

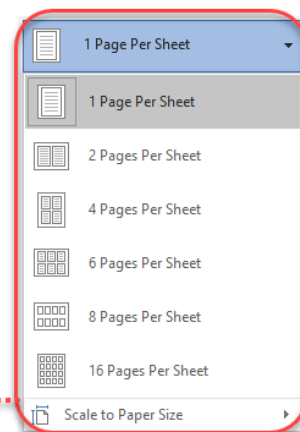
1. Number of copies to print
2. Printer
3. What pages to print  
**Note:** if you want to print specific pages type in the "Pages:" field -  
*2- will print from page 2 to the last page*  
*1-3 will print pages 1 through 3*  
*1,2,4-6 will print pages 1,2,4,5,6*
4. Print on one or both sides

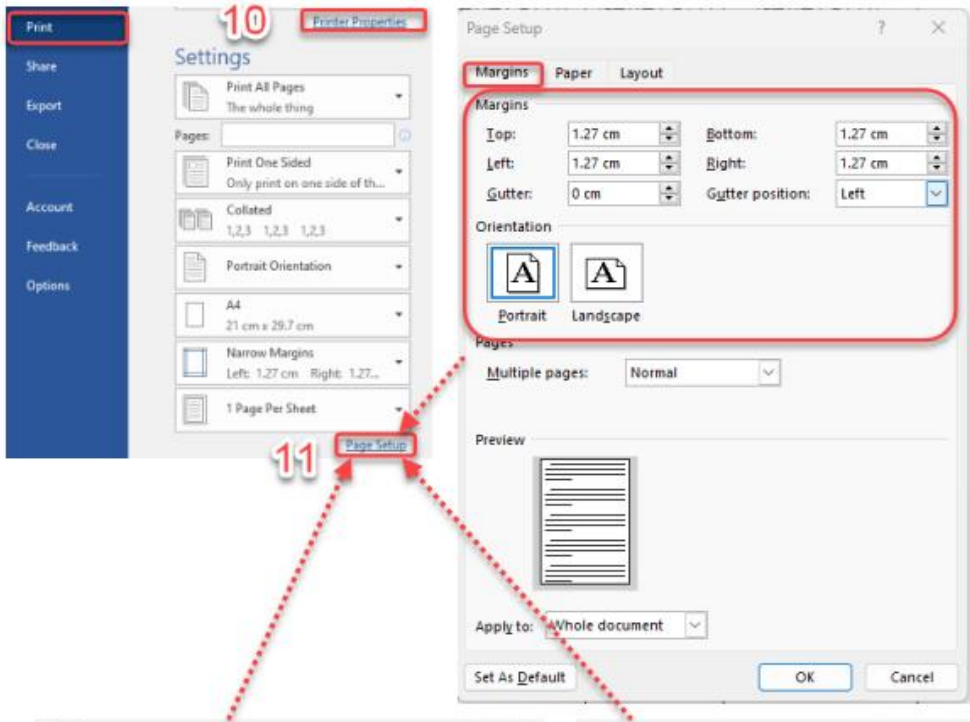
5. Collated (collated/uncollated)



6. Orientation (portrait/landscape)
7. Size (always ensure it's set to A4)
8. Margins (select from pre-set or choose Custom Margins to set your own)

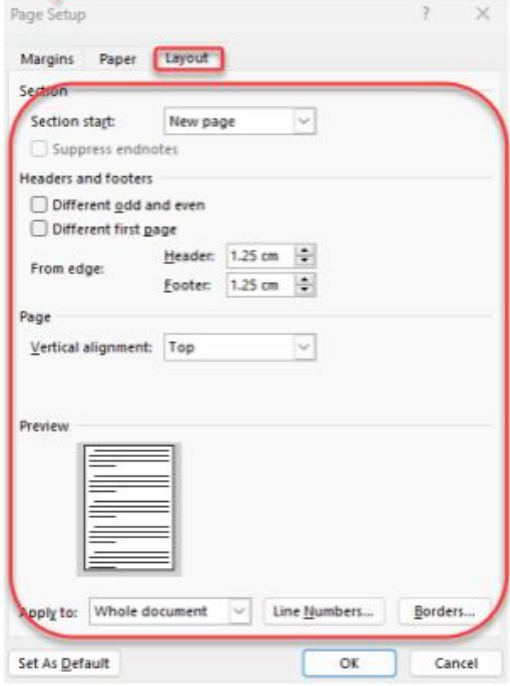
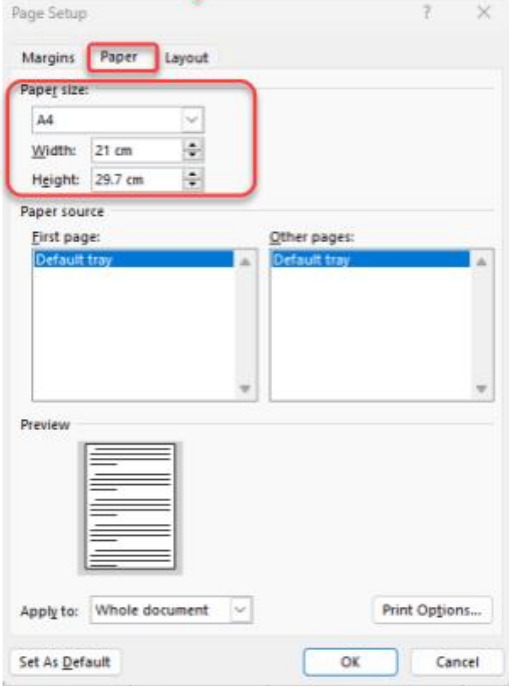
9. Pages per sheet





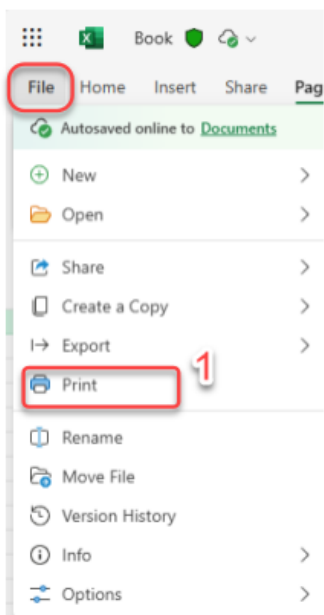
11. You can access printer properties from the link here

12. The "Page Setup" link gives you some additional options, some of which are mirrored in Layout and Settings, such as Margins, Orientation, Size, Headers/Footers, borders etc.

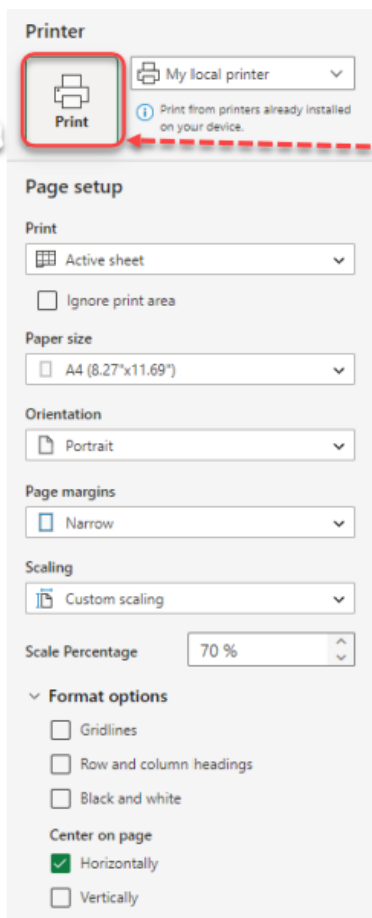


## II. Excel 365 vs Excel desktop

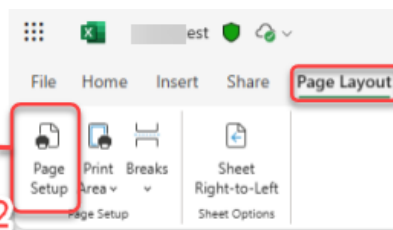
Excel online:



To print from Excel 365 online go to File and click on "Print" (method 1)

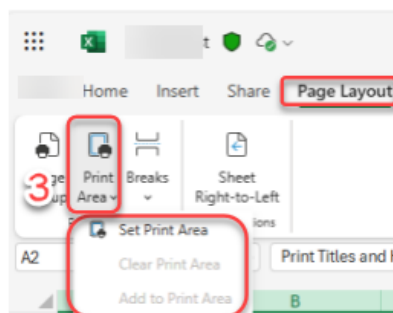
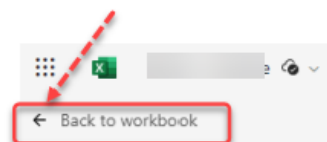


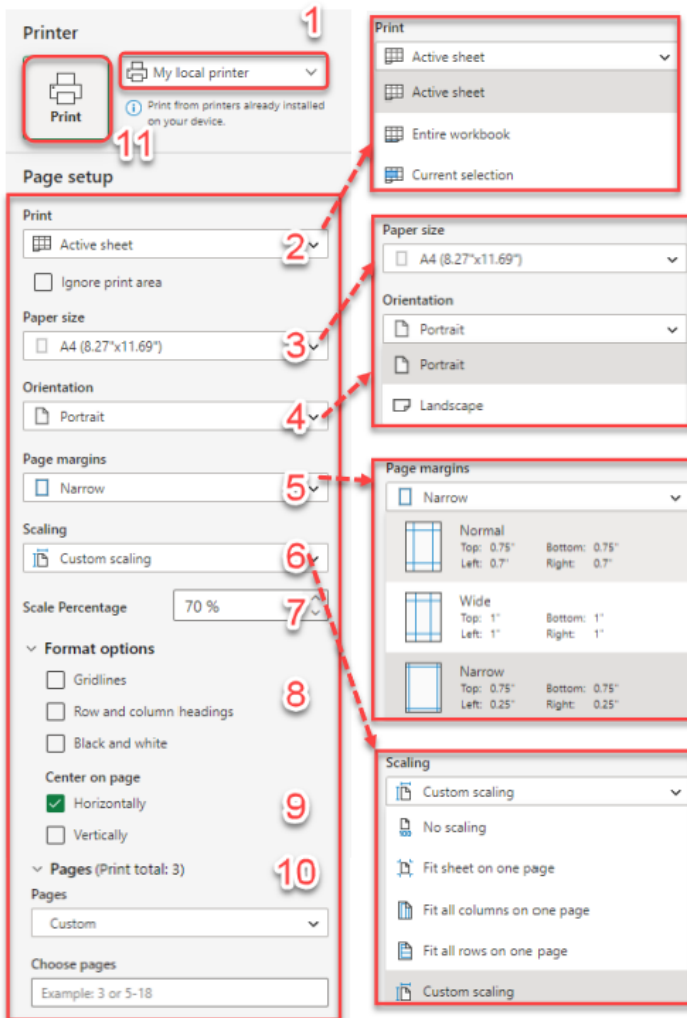
You can also access a "Print Area" (3) option under Page Layout to print a selection



alternatively, go Page Layout > Page Setup (method 2), and then after checking the basic options click on the Print button (2a)

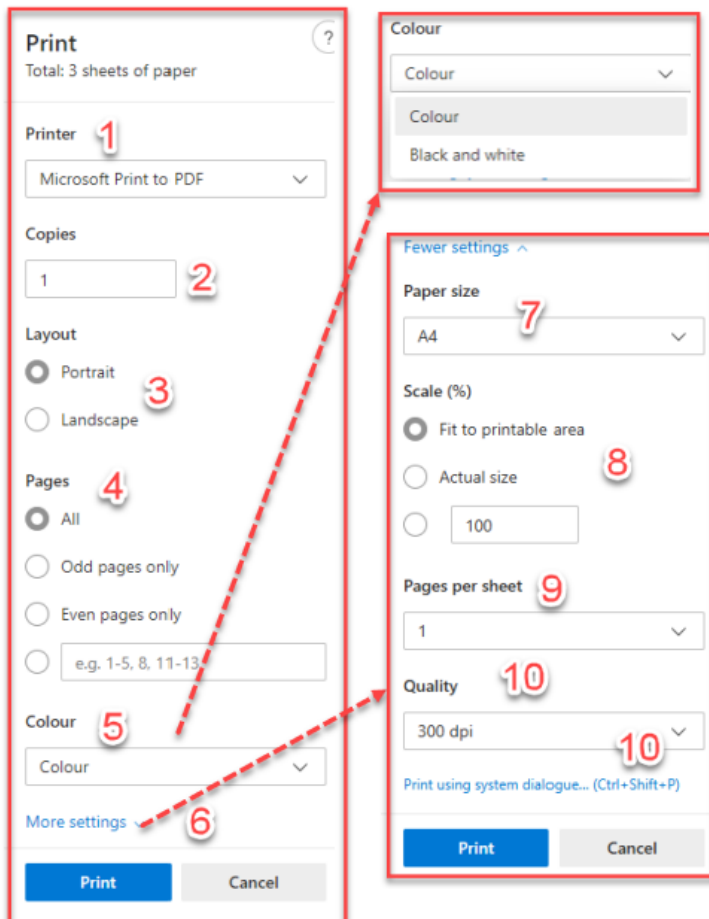
note: If you need to return to the workbook to make any changes (in method 2) click on "Back to workbook" button on top left side





In this Print dialogue you can choose the following options:

1. Printer (only My local printer and PDF available)
2. Area to print (active sheet/entire workbook/current selection)
3. Paper size (always ensure it's set to **A4**)
4. Orientation (portrait/landscape)
5. Page margins
6. Scaling (none/fit sheet on 1 page/fit all columns on 1 page/fit all rows on 1 page/custom)
7. Scale percentage
8. Format options (gridlines/row & column headings/B&W)
9. Center on page (horizontally/vertically)
10. Pages to be printed (total pages shown here) (all/custom) in the field "Choose pages" you can type the page numbers you want to print -  
 2- will print from page 2 to the last page  
 1-3 will print pages 1 through 3  
 1,2,4-6 will print pages 1,2,4,5,6
11. When ready click on the Print button  
 You will be taken to the final PRINT dialogue (see below)

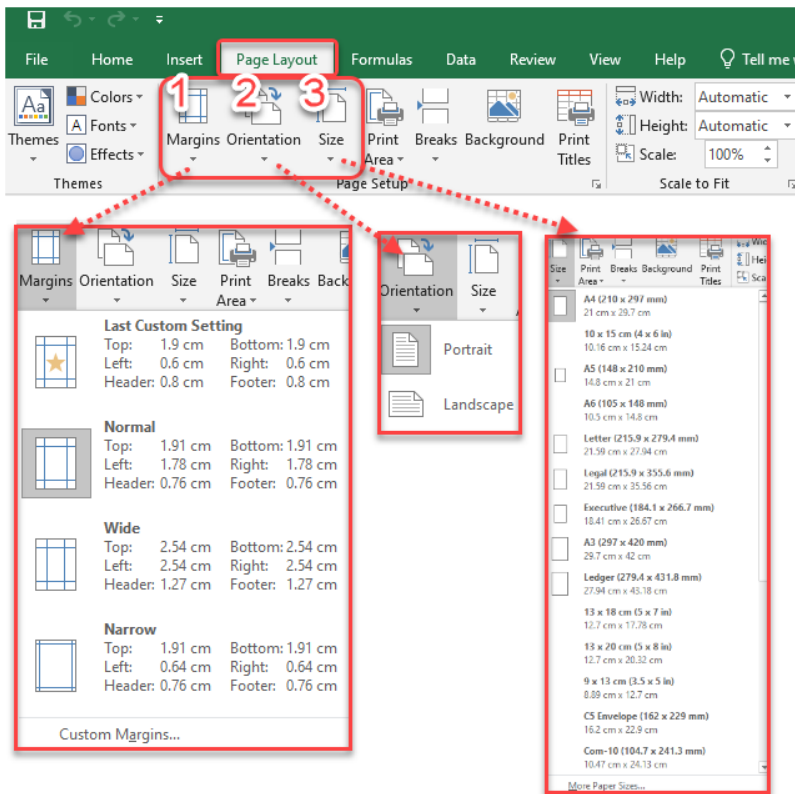


The options in the dialogue are:

1. Printer
2. Copies
3. Layout (Orientation)
4. Pages to print
5. Colour (this option shows only if PDF or a printer able to print in colour is selected)
6. More settings link:
  7. Paper size
  8. Scale (%)
  9. Pages per sheet
  10. Quality (this option shows only if a printer able to print in different quality settings is selected)
11. Print using system dialogue

Note: the same dialogue is accessed by going to File > Print

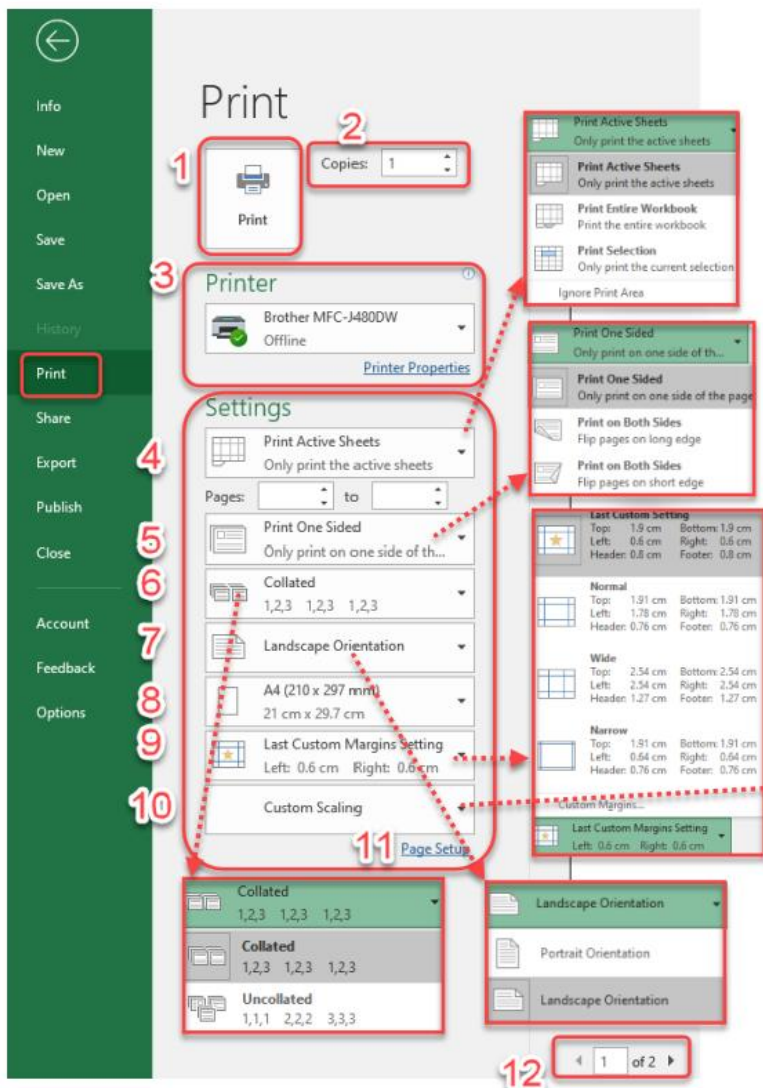
**Desktop Excel version:**



Before you print any file in Excel it is a good practice to check the following 3 options to ensure the best fit for the data to be printed, in Page Layout check:

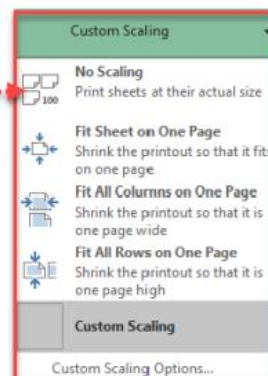
1. Margins (pre-set or custom)
2. Orientation (portrait/landscape)
3. Size (always ensure it's set to A4)

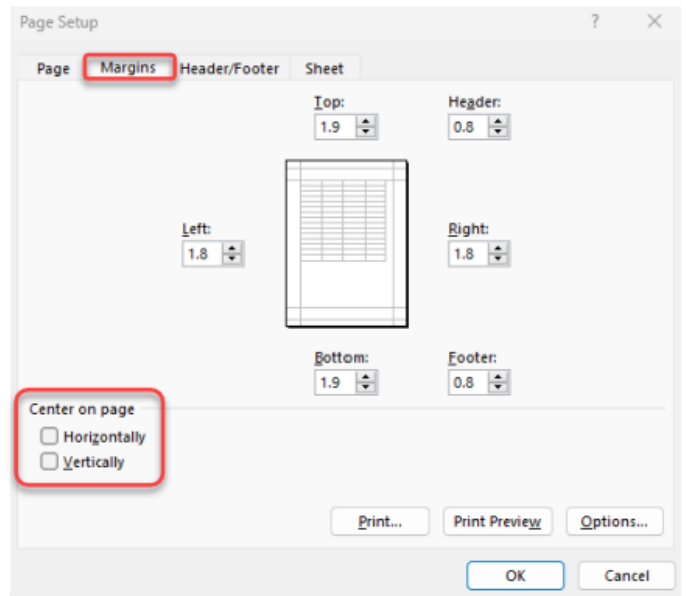
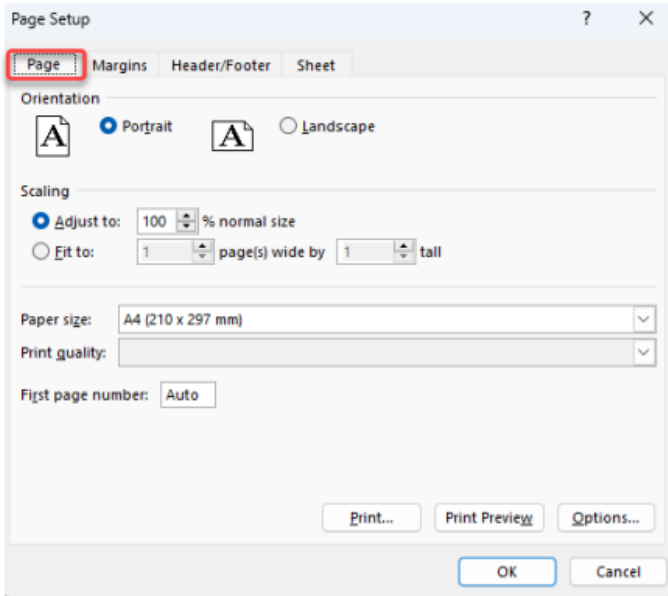
You can also check these same



**Print options:**

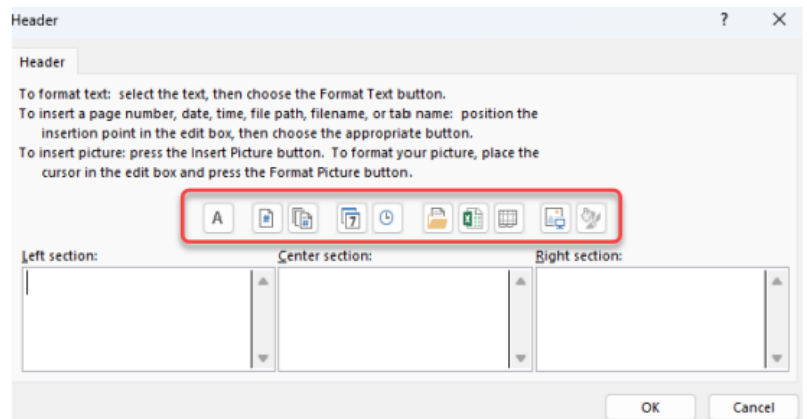
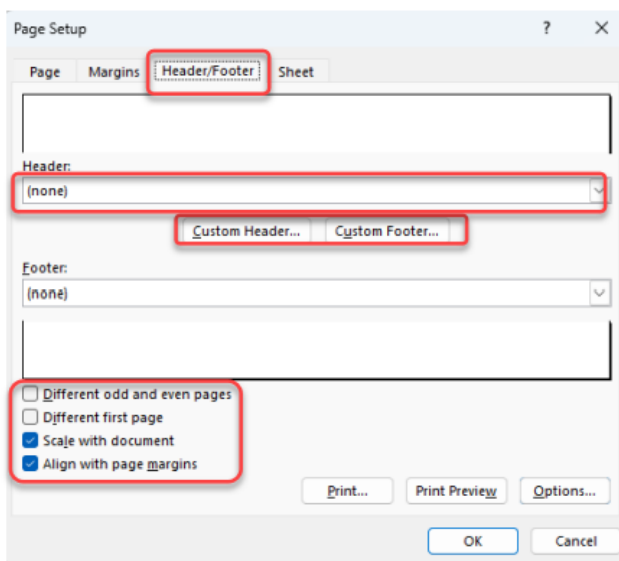
1. Print button
2. Number of copies
3. Printer
4. Sheets to be printed (active/entire workbook/selection)
5. Print on one/both sides (this displays only if the chosen printer has it available)
6. Collated (collated/uncollated)
7. Orientation (portrait/landscape)
8. Paper size (always ensure it's set to A4)
9. Margins (pre-set/custom)
10. Scaling (none/fit sheet/columns/rows on 1 page/custom)
11. Page setup link (other options)
12. Navigate through pages



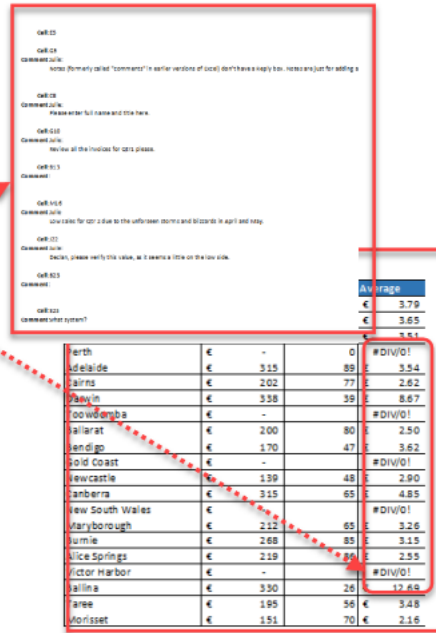
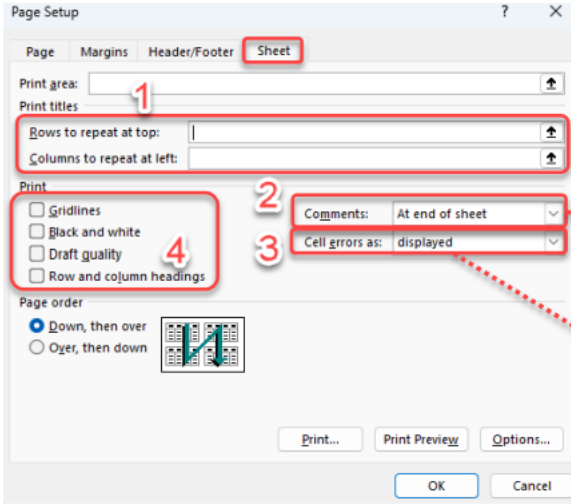


In Page setup "Page" tab you can also (just like in main print dialogue and in Page Layout) set orientation, scaling, paper size.

In "Margins" you can also set margins and Centre the file on page Horizontally or Vertically.



In Page setup "Header/Footer" tab you can also (just like under Insert in the file) create a custom header and footer, or select from dropdown menu, you can also choose different settings for these, and format them but clicking on the respective button.

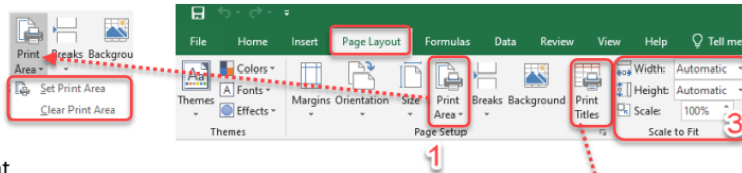


On the "Sheet" tab there are 4 useful options:

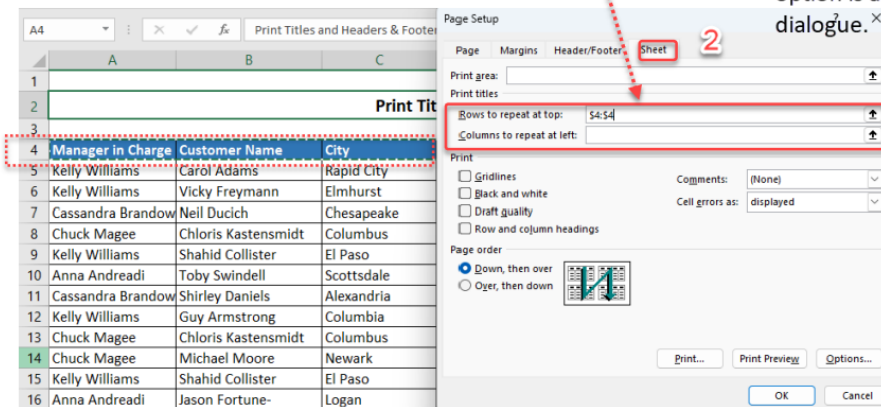
1. You can select rows or columns to be **repeated** on every page (see next picture for more detail)
2. Select **comments** to be printed on a separate sheet
3. Select whether to display **errors** when printing
4. Other options such as gridlines, B&W, draft quality, row and column headings

Under "Page Layout" tab you can also set:

1. **Print area** (set or clear) - you have to select the area to be printed first, then choose "Set Print Area" and go to File and Print and you will see the selection in the preview, you can also add to the selection but it will be printed on a separate page. Note: don't forget to clear print area before doing any other printing (no need to select the area anymore)



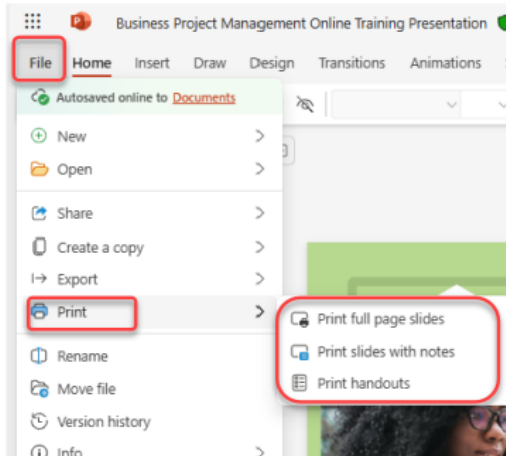
3. Automatic and custom scale to fit (width/height/percentage) You can choose Automatic for both Width/Height or just one, and adjust the other. Alternatively, adjust the percentage for a better fit. This option is also available in Print dialogue.



2. Print Titles will open the Page Setup dialogue where under "Sheet" tab you can select rows or columns to be repeated on every page. Put the cursor into the field and then select **the whole row or column** you want repeated from the sheet. Click ok and check the preview.

### III. PowerPoint 365 vs Powerpoint desktop

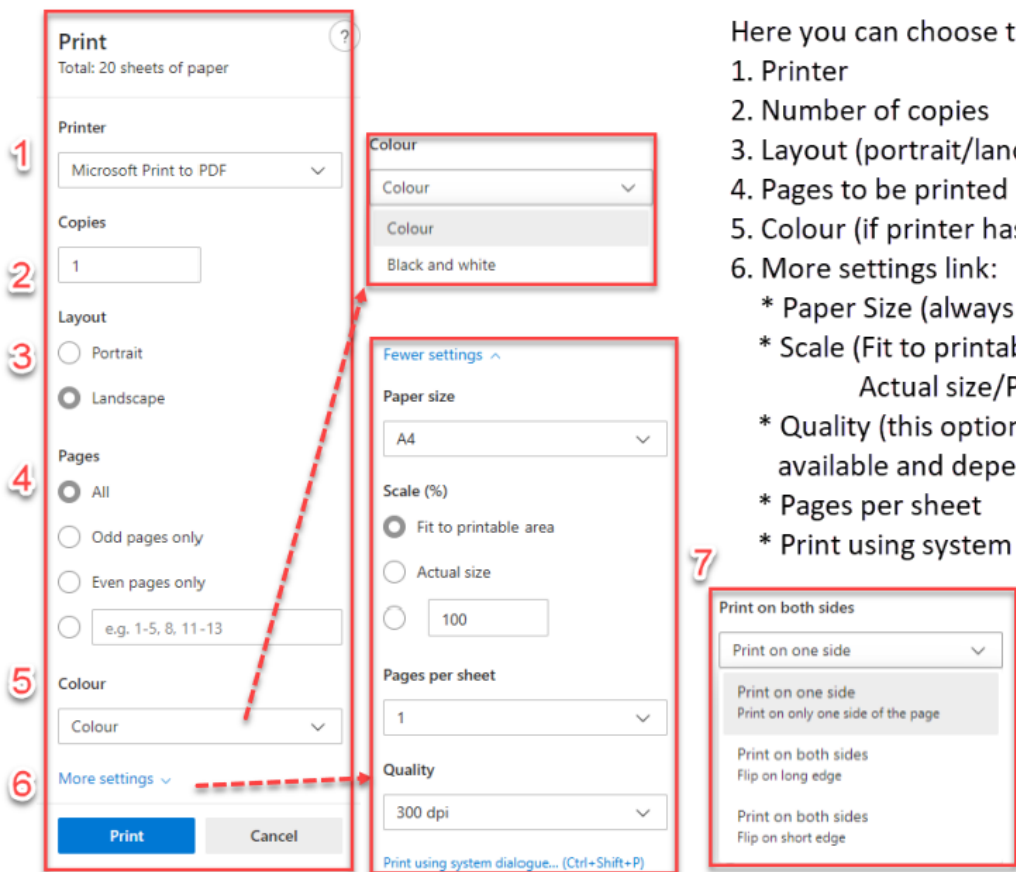
PowerPoint online:



To access the Print dialogue click on File then click on Print.  
Choose from 3 options:

- \* Print full page slides
- \* Print slides with notes
- \* Print handouts

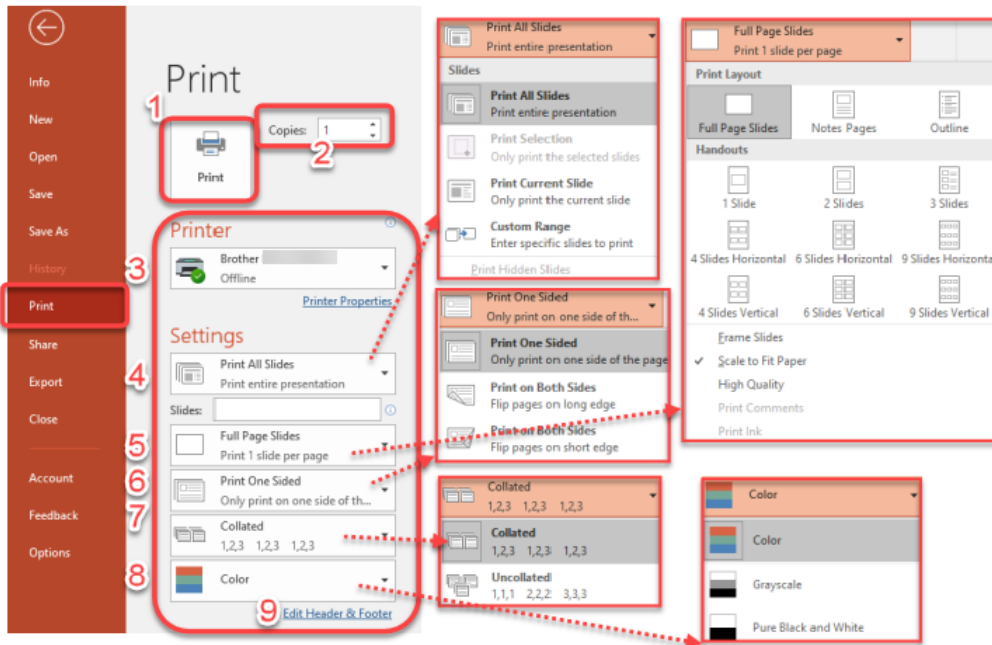
The file will be converted to a PDF, and a Print dialogue will open



Here you can choose the following:

1. Printer
2. Number of copies
3. Layout (portrait/landscape)
4. Pages to be printed
5. Colour (if printer has the option)
6. More settings link:
  - \* Paper Size (always ensure it's set to A4)
  - \* Scale (Fit to printable area/  
Actual size/Percentage)
  - \* Quality (this option will only display if it's available and depends on the chosen printer)
  - \* Pages per sheet
  - \* Print using system dialogue

7. Print on both sides (this option will only display if it's available and depends on the chosen printer)



To access Print settings from the presentation click on File then click on Print, the Print dialogue window has the following settings:

1. Print button
2. Number of copies
3. Printer
4. Slides to be printed
5. Slides per page
6. Print one/both sides (this option will only appear if the chosen printer has it)
7. Collated/uncollated
8. Color (color/grayscale/pure B&W) this option will display only if the chosen printer has it
9. Header & Footer

