

# Printing Options for Specific Pages

At times, you may want to print only certain pages of your Word documents. The *Page range* section of the *Print* dialog box allows you to select or specify the pages to be printed.

## Terminology

The following is a short list of terms used within this document. Understanding them will help you to comprehend the instructions.

### Contiguous

Pages that are next to one another in sequence

EXAMPLE: Page 3 is contiguous to pages 2 and 4.

### Non-contiguous

Pages that are not next to one another in sequence

EXAMPLE: Page 3 and page 7 are non-contiguous pages.

### Section

In Word, a document is separated into sections by a section break. Each section is referred to by number.

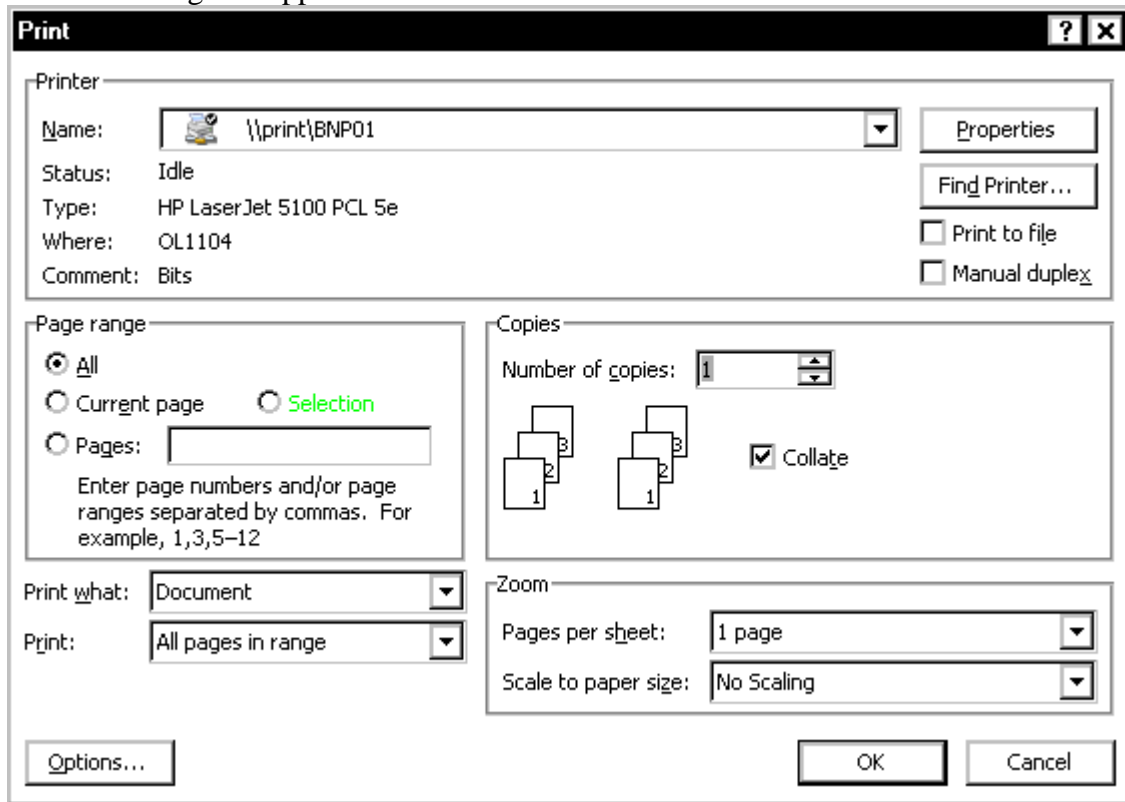
EXAMPLE: Documents that are the result of a mail merge are individual sections.

## The Print Dialog Box

To use the options described in this document, you must access the *Print* dialog box.



1. From the OFFICE BUTTON , click **PRINT** the *Print* dialog box appears.



## Specifying the Pages to Print

This section lists options for printing and the selection or specifications that you must make in the *Page range* section of the *Print* dialog box to achieve the desired results.

### Printing Only Selected Text

1. Under *Page range*, select ***Selection***



## Printing All Pages of your Document

1. Under *Page range*, select **All**

Page range

All

Current page       Selection

Pages:

## Printing the Current Page

1. Under *Page range*, select **Current page**

Page range

All

Current page       Selection

Pages:

## Printing Non-Contiguous Pages

1. Under *Page range*, select **Pages**
2. Type the page numbers separated by commas

Page range

All

Current page       Selection

Pages:

## Printing a Range of Contiguous Pages

1. Under *Page range*, select **Pages**
2. Type the beginning and end page numbers separated by a hyphen

Page range

All

Current page       Selection

Pages:

## Printing a Combination of Non-Contiguous Pages and a Range

1. Under *Page range*, select **Pages**
2. Type the page numbers, separating the noncontiguous pages by commas and the range by a hyphen

Page range

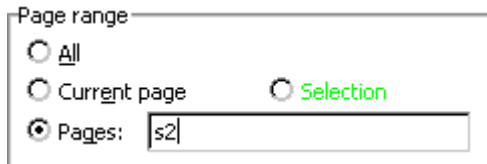
All

Current page       Selection

Pages:

## Printing a Section of your Document

1. Under *Page range*, select **Pages**
2. Type **s** and the section number



Page range

All

Current page  Selection

Pages:

## Printing Non-Contiguous Sections

1. Under *Page range*, select **Pages**
2. Type **s** and the section number for each section separated by commas



Page range

All

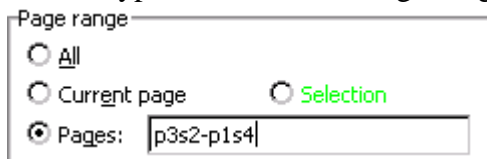
Current page  Selection

Pages:

## Printing a Range of Pages that Crosses Sections

1. Under *Page range*, select **Pages**
2. Reference the pages and their respective sections by typing **p** before the page number and **s** before the section number

Place a hyphen between the beginning page/section and the ending page/section



Page range

All

Current page  Selection

Pages:

The selected pages or sections will be printed

Click **OK**