

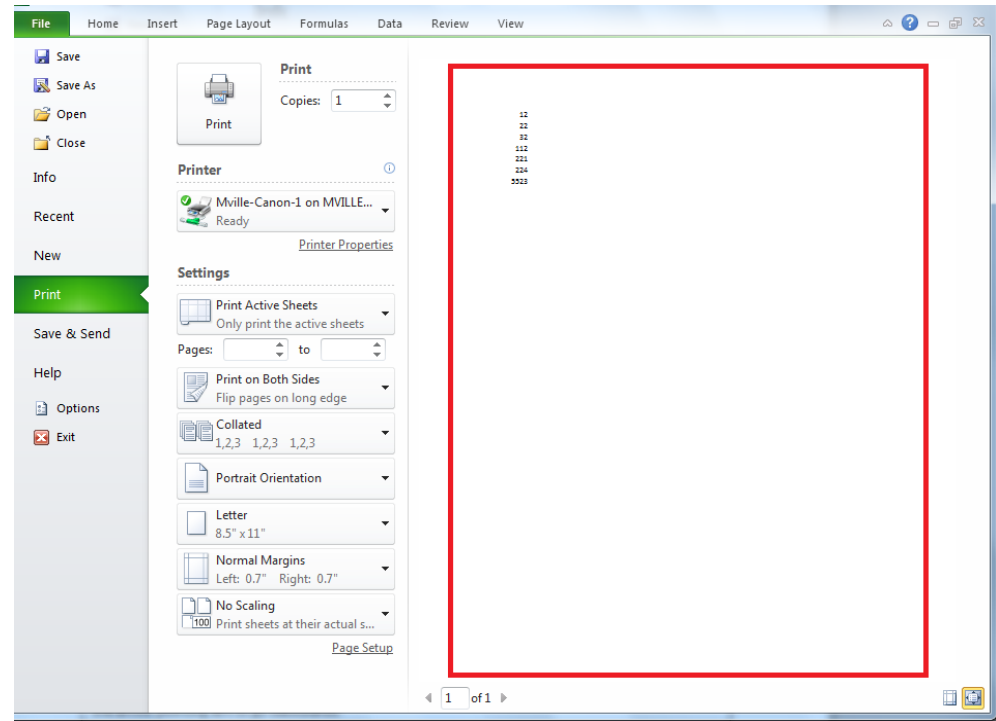
Print preview

- Print Preview shows you what your document will look like when you print it before you print the actual document.

- To access print preview **left click on File.**



- Locate the print tab and **left click** on it.
- The box to your left is print preview.

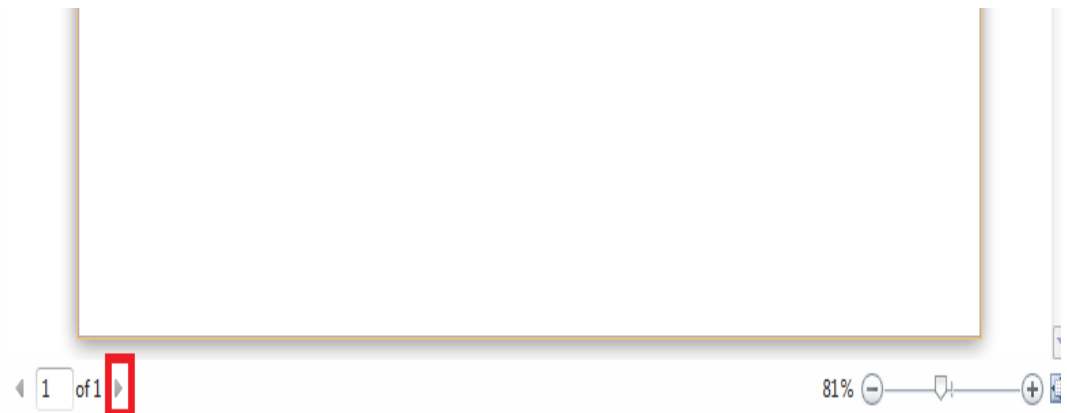


- To see any pages that come after the first page **left click** the arrow pointing right to go forward
- **Left click** the arrow pointing left to go view prior pages.

- The back page arrow:



- The forward page arrow:



- To exit print preview **left click** on the red exit button.

