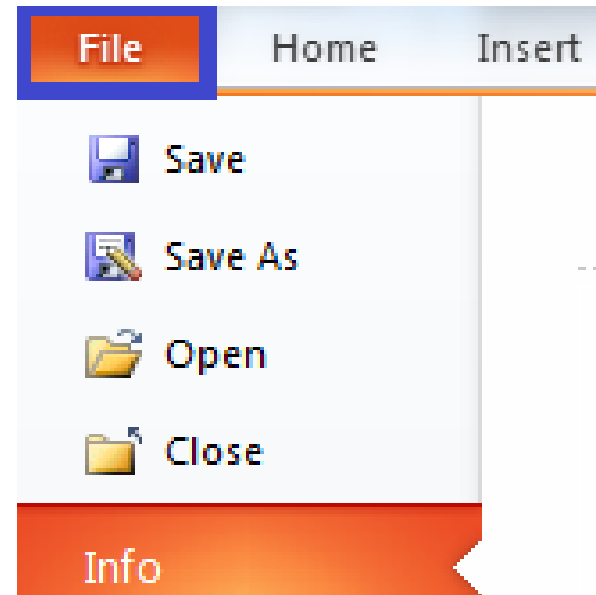


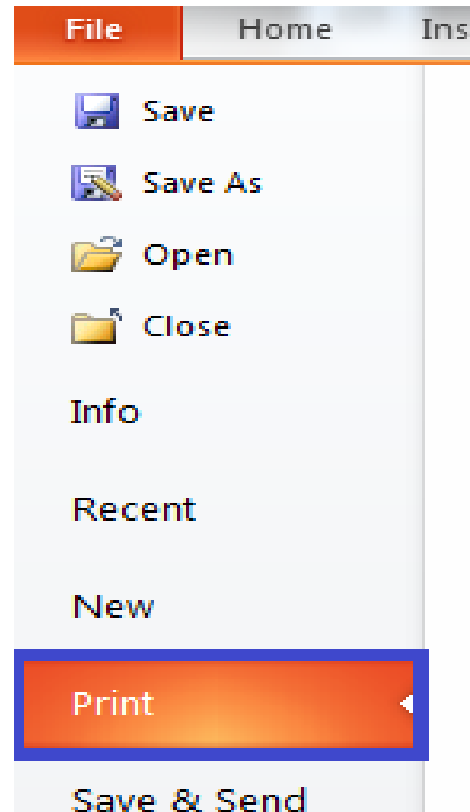
# Print preview

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

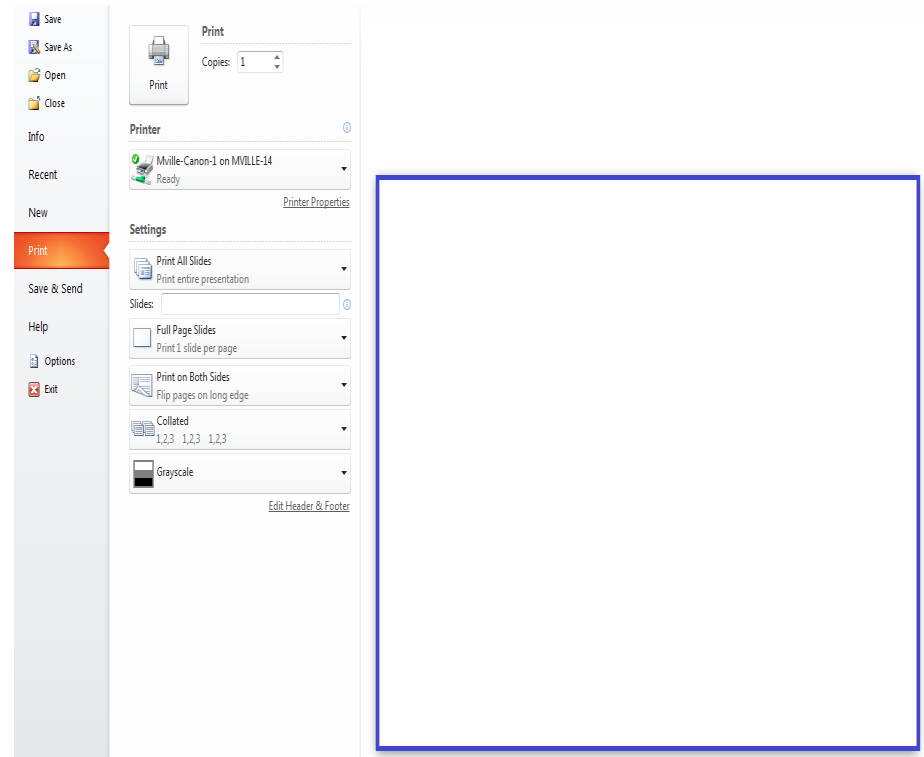
- To access print preview **left click on File.**



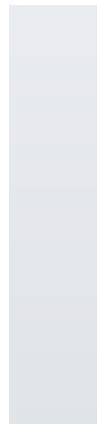
- Locate the **print** tab
- **Left click** on it.



- The box to the right is the print preview box.



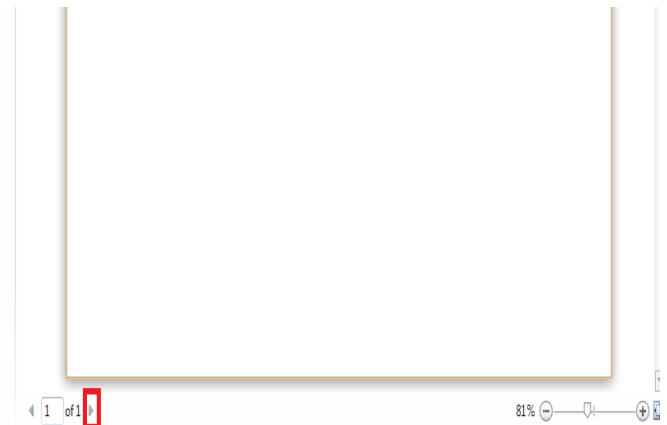
- To see any pages that come after the first page **left click** the arrow pointing **right** to go forward
- To see any pages prior to the one you are on **Left click** the arrow pointing **left** to go backwards.



- The back page arrow:



- The forward page arrow:



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

