

**To print preview the spreadsheet:**

1. From the File menu, choose Print Preview.
2. On the Toolbar, click the Print button to print the spreadsheet.  
or
2. On the Toolbar, click the Close button to return to the spreadsheet.

**To print a spreadsheet by using the Print button:**

1. On the Toolbar, click the Print button.
2. In the Spreadsheet Print dialog box, select the options.
3. Choose Print.  
or
3. Choose Close to return to the spreadsheet without printing.

**To close a notebook:**

1. From the File menu, choose Close.

**To exit Quattro Pro:**

1. From the File menu, choose Exit.