

Using Print Preview

Print Preview is used to display the project as it will look when printed. You use the Print Preview window toolbar in the Print Preview window, shown in Figure 4-20, to scroll between pages, zoom, display one page at a time or view multiple pages.

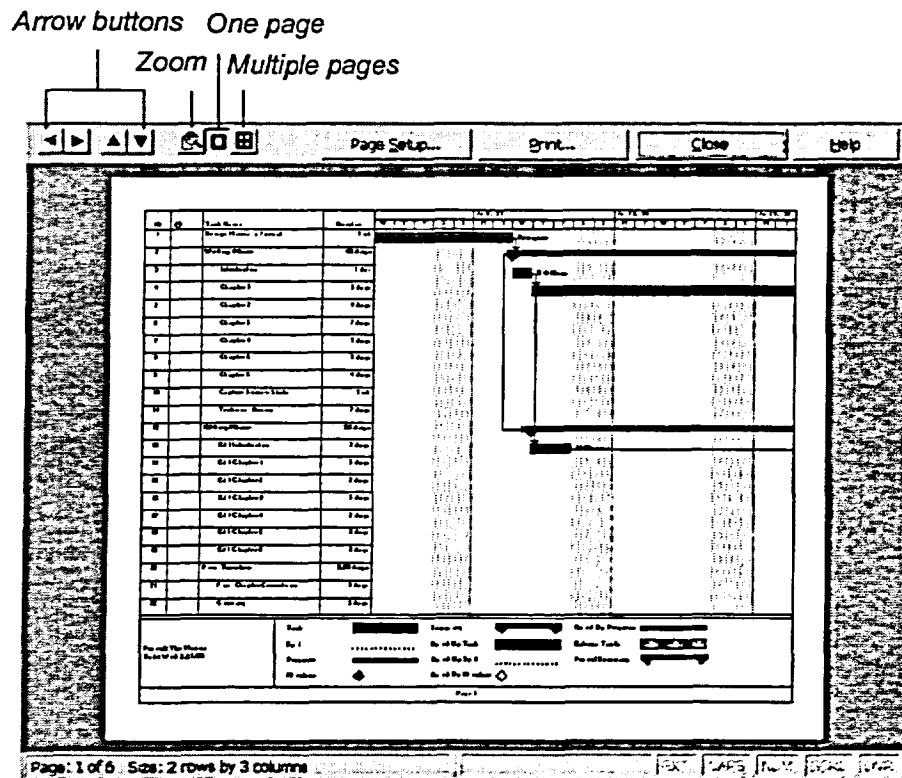


Figure 4-20: The Print Preview Window

Method

To use print preview

1. From the File menu, choose Print Preview.
- OR
1. On the Standard toolbar, click the Print Preview button.

To zoom in or out on an area of the previewed project

1. In the Print Preview window, click an area of the project.
2. If desired, scroll to view other areas of the project.
3. In the Print Preview window, click an area of the project again to restore the page size.