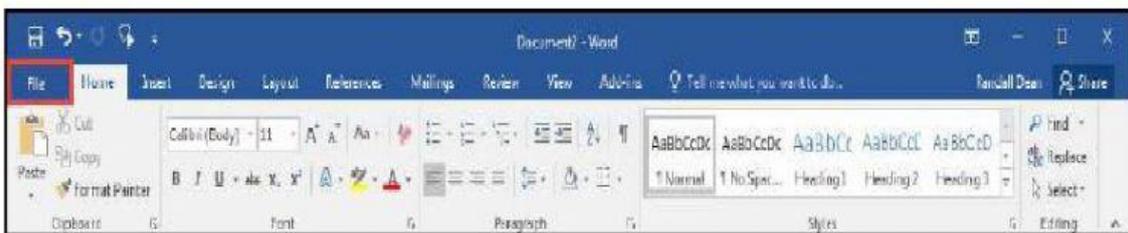# Lesson 19   Printing a Document

Printing a Document

If your computer is connected to a printer, you will be able to print your document to share a hard copy with others.

1. Click the **File** tab.

2. In the *Backstage view* click **Print**.

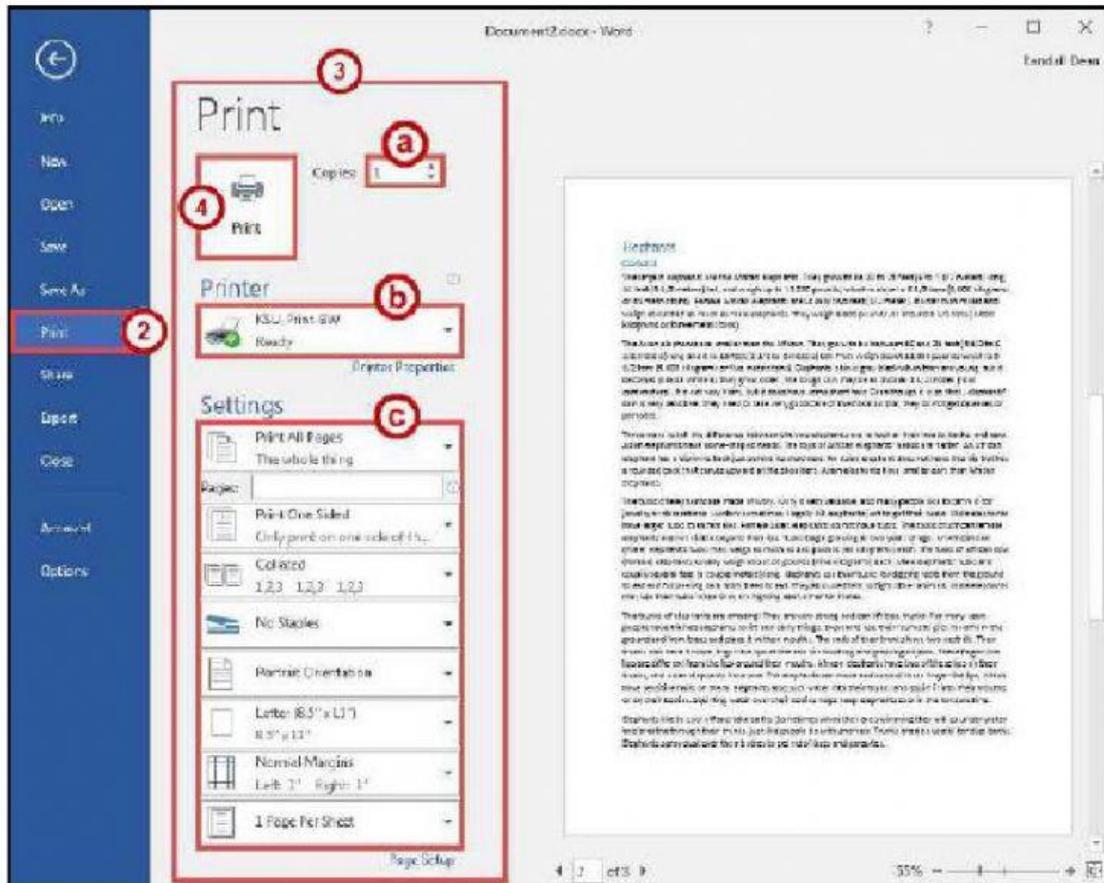3. From **Print** you can choose the following options:

   a. **Copies** – Set the number of copies you want to print.

   b. **Printer** – Select a printer.
   Note: Your list of available printers will be determined by the printers you have installed on your computer.

   c. **Settings** – Configure how and what you want to print.

4. Click the **Print** button.

Questions

1. What are the steps you take to Print a document.?

2. As this is the last lesson, type a document saying how you enjoyed the course or not.

3. Once you are done submit to the blog or email to you supervisor.