## How to Print a Word Document

When you click on File  $\rightarrow$  Print, you will see a print window like below:

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To print in black and white, click on the drop down menu that says "Copies & Pages" and select "Color/Quality".

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Tick the box to "Print Color as Gray"

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To print double-sided, select Layout from the dropdown menu.

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	Print
Printer: Presets:	RP-401-Color-Default‡Default Settings‡
1	Layout Pages per Sheet: 1 Layout Direction: Border: None Two-Sided Choose Short-Edge binding
? PDF T	Cancel

And then choose Long-Edge (for portrait) or Short-Edge binding (for landscape).

If you want to print more than one copy on a page, under Layout you can choose how many pages per sheet:

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