



Printing Websites:

print, preview, copy and paste

Three Ways to Print:

- You can print from within a website.
- You can print using the browser.
- You can copy, paste, and print from Microsoft Word.

Print from within a Website:

- Look for a printer icon at the top of the Web page or article.
- Look for a menu on the Web page.
- Use the mouse to hover over the bottom or bottom right of the Web page. Sometimes a printer icon will appear.
- Printing from within the website is especially important for e-mails, information that scrolls within a frame, and PDFs.

Print Using the Browser:

- Internet Explorer (IE):
 - Click on the tools icon which looks like a gear.
 - Click on Print Preview.
 - From the Print Preview screen, adjust the following before printing:
 - orientation (portrait or landscape)
 - page setup
 - margins
 - header/footer
- Mozilla Firefox:
 - Click on the menu icon which looks like three horizontal lines.
 - Click on Print.
 - From the Print Preview screen that opens, adjust the following before printing:
 - orientation (portrait or landscape)
 - page setup, Margins & Header/Footer tab
 - margins
 - header/footer
- Google Chrome:
 - Click on the menu icon which looks like three horizontal lines.
 - Click on Print.
 - From the Print Preview screen that opens, adjust the following before printing:
 - orientation (portrait or landscape)
 - more settings
 - margins
 - headers and footers
- At Salina Library after clicking on “Print”:
 - Walk over to the copier/printer.
 - Touch “Printer” on the screen or using the button to the left of the screen.
 - Touch the number corresponding to the computer you are using.
 - Touch the correct print job which appears as a gray bar.
 - Touch “Print.”

- Touch “Print” again.
- Retrieve the printout.
- Touch “Exit.”

Print Using Microsoft Word:

- Printing a website using Microsoft Word requires completing 4 main tasks:
 - copying the information from the website
 - pasting the information into Microsoft Word
 - formatting the information in Microsoft Word
 - printing from Microsoft Word
- To copy the information from the website:
 - Navigate to the website using any browser.
 - Click and drag to highlight only the desired information or hold CTRL and press A to highlight all of the information on the website.
 - Hold CTRL and press C to copy the information.
- To paste the information into Microsoft Word:
 - Open Microsoft Word.
 - Hold CTRL and press V to paste the information.
 - Be patient. Pasting information from a website often takes longer than expected.
- To format the information in Microsoft Word:
 - Consider how you would like the text, page layout, and images to look when printed.
 - Select the text to be changed.
 - Use the Home tab to edit the following:
 - font
 - font size
 - font color
 - Delete any unnecessary text and pictures.
 - On the Home tab, clear the formatting of text with unwanted colors and detailed formatting.
 - Use the Paragraph pop-up menu to edit the following:
 - space before paragraphs
 - space after paragraphs
 - line spacing
 - Use the Page Layout tab to edit the following:
 - margins
 - orientation
 - Remove extra space at the top and bottom of the document.
 - Be aware of the number of pages within the document.
- To print from Microsoft Word:
 - Click on the File tab.
 - Click on Print.
 - Click on Print again.

Tips:

- Use the print button within the website when possible.
- When using the browser, preview and format the page.
- Consider copying, pasting, formatting, and printing from Microsoft Word.
- Do not be afraid to ask for help.