# Unit 3: Digital Documentation Using LibreOffice Writer
# Chapter 5: Use Print Option

## 1. Printing Options in Word Processor

### 1.1 Print Preview

- Shows how the document will look when printed.
- **Steps:**
  - Click on **File** → Choose **Print Preview**.
  - Use zoom and navigation tools to review pages.

### 1.2 Printing a Document

- **Steps:**
  1. Click on **File** → Select **Print** (or press **Ctrl + P**).
  2. Choose printer and set page range, number of copies, etc.
  3. Click **Print**.

### 1.3 Printing All, Single, or Multiple Pages

- **All Pages**:
  - In print dialog → Select **All Pages**.
- **Single Page**:
  - In print dialog → Enter specific page number (e.g., 2).
- **Multiple Pages**:
  - Enter pages separated by comma (e.g., 1, 3, 5) or range (e.g., 2–4).