



# 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.