

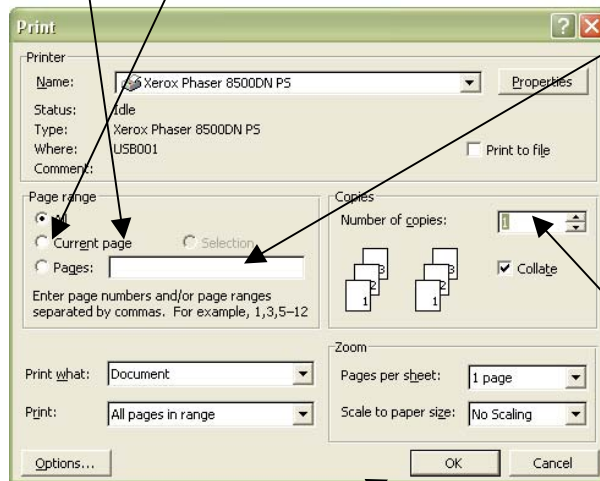
Groupwise

How can I print a specific group of pages in a document instead of the whole document?

1. Create or open a document. Hit File and Print.



2. From the Print window, click on Pages. A dot will appear by the word Pages. You can select a series of pages by using a hyphen. For example, if I want to print pages 3, 4, and 5, I would enter 3-5 in the Pages: window. If you want to print random pages, you use commas. For example, if I wanted to print pages 3, 5, and 7, I would enter 3,5,7 in the Pages: window.



3. You can print more than one copy of a document by entering the number of copies in this field.
4. Click OK when finished.