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Workspace Desktop Edition Help

Printing

Printing

The Print Preview window enables you to specify the format of **e-mail interactions** before you print them.

To display the Print Preview window, open an e-mail interaction then click **Print** ()

The Print Preview window enables you to do the following:

- Print the e-mail interaction by applying the layout that you specify in the Print Preview window. Click **Print** to print the specified layout. Click **Cancel** to close the Print Preview window.
- Select a destination printer from the **Destination** drop-down list of printers that are available on your network.
- Specify which pages to print: all pages, a range of pages and/or specific pages. Click **All** to print the entire document. Into the text field, enter a range—for example **2-6**—or individual page numbers, separated by commas.
- Specify the number of copies to print in the **Copies** field.
- Specify a **Portrait** or **Landscape** layout.
- Specify the page margins. Select **Uniform Margins** to make all of the margins match the value that you specify for the top margin, or un-select **Uniform Margins** and specify the margins for the top, left, right, and bottom margins. Margin units are determined by your local settings.
- Add page numbers to the printout.
- Print by using the **System Print** dialog box.

In the Print Layout view, you can preview your printout. The Print Layout view contains the following controls:

- Zoom in/out
- View at 100%
- Fit the page into the view by page width
- Fit the whole page into the view
- View pages as front and back pairs side-by-side