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Workspace Desktop Edition Help

Printing

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Printing

Tip

Are you looking for **tutorials** to help you learn how to use this feature? Check out the [Related Resources](#) section at the bottom of this article.

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

To display the **Print Preview** window, open an email interaction then click **Print** ()

The **Print Preview** window enables you to do the following:

- Print the email 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

Related Resources

The *Workspace Desktop Edition User's Guide* (English only) provides detailed lessons for using all the features of Workspace. You might find the following lessons useful:

- [Handle An Email Interaction](#)
- [Workspace Windows and Views](#)

Related topics

- [Inbound Email](#)
- [Outbound Email](#)
- [QA Review of Email](#)

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