



Word: Printing Ranges in a Sectioned Document

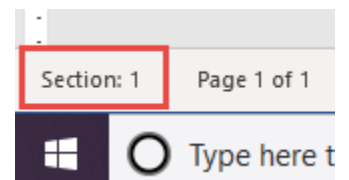
I'm afraid this tip will only be appreciated by the more advanced Word users. But remember - geeks are people too.

Scenario: You have just printed a lengthy (Word) manual and notice a few typos on two or three of the pages. You fix the typos – but don't want to have to reprint the entire document.

If you have a (proper) Table of Contents, cover page, etc necessitating that your document is divided into SECTIONS...printing a few individual pages can be challenging. There are physical pages and logical pages – even though the page you want to print says “page 8” at the bottom it might be physically the 12th page in the manual – or the 4th page of the 3rd section...see the problem?

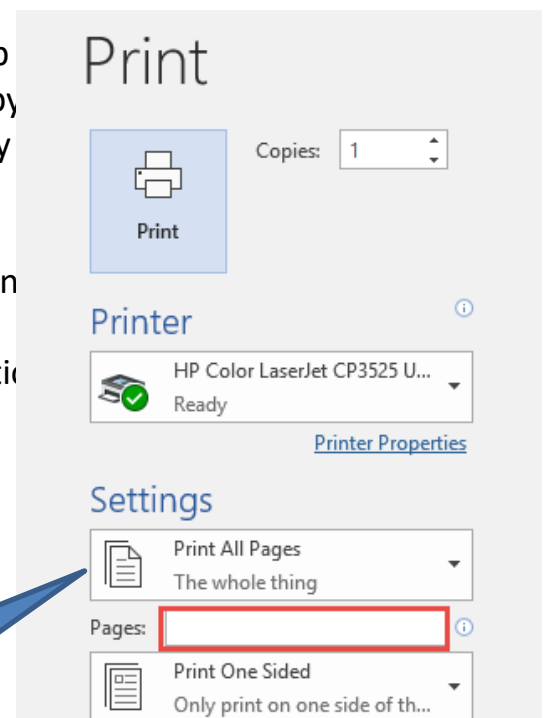
An easy fix:

First of all – make sure the SECTION numbers are displayed on your status bar along the bottom of the screen. If the SECTION number is not displayed – just *right-click* a blank portion of the status bar and choose SECTION from the pop-up list.



You'll now be able to see the section number along with the page number.

Press [CTRL] P (the keyboard shortcut for PRINT) to open up the Print dialog box. In the PAGES box (shown here): type the letter P followed by status bar) followed immediately by the letter S followed by status bar).



Something like this: P11S3-P15S3 (to print a span of pages in various sections)

Or: P4S1,P8S2,P12S4 (to print random pages in various sections)

Save A LOT of paper!

FYI
As soon as you start typing in the PAGES box, the box directly above it switches from PRINT ALL PAGES to CUSTOM PRINT.