



How to Print Out Only What You Want

NOTE: These examples show the choices you have when printing from the Web. However, all of the steps described in this handout will also work in other programs, such as word processing.

First see how many pages your print out will take

1. Click on the File menu in the upper left corner of the screen
2. Click on the words Print Preview in the drop-down list
 - a. the Print Preview window will open
 - b. look for the information that says how many pages your document or article is

NOTE: These pictures are from Internet Explorer 7.0. If you are using Internet Explorer 6.0, the pictures will look a bit different.

Print Only Selected Text From Web Pages :: the How-To Geek

Page 1 of 3

the How-To Geek
Computer Help from your Friendly How-To Geek

Home | Latest Articles | Blogs | Bounties | Forums

Print Only Selected Text From Web Pages

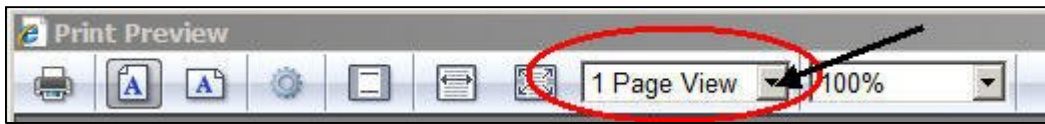
When surfing the internet you undoubtedly will come across great information you want to print out. When printing from the internet you don't have to waste paper and ink printing out the entire site page with images and advertisements. Just print out the information you want.

Highlight the specific information you want to print out with your mouse:

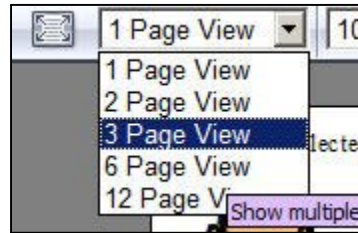
Solutions
One piece, self mailers, equipment, documents, and software
www.psmailers.com

This is one way to tell how many pages will print

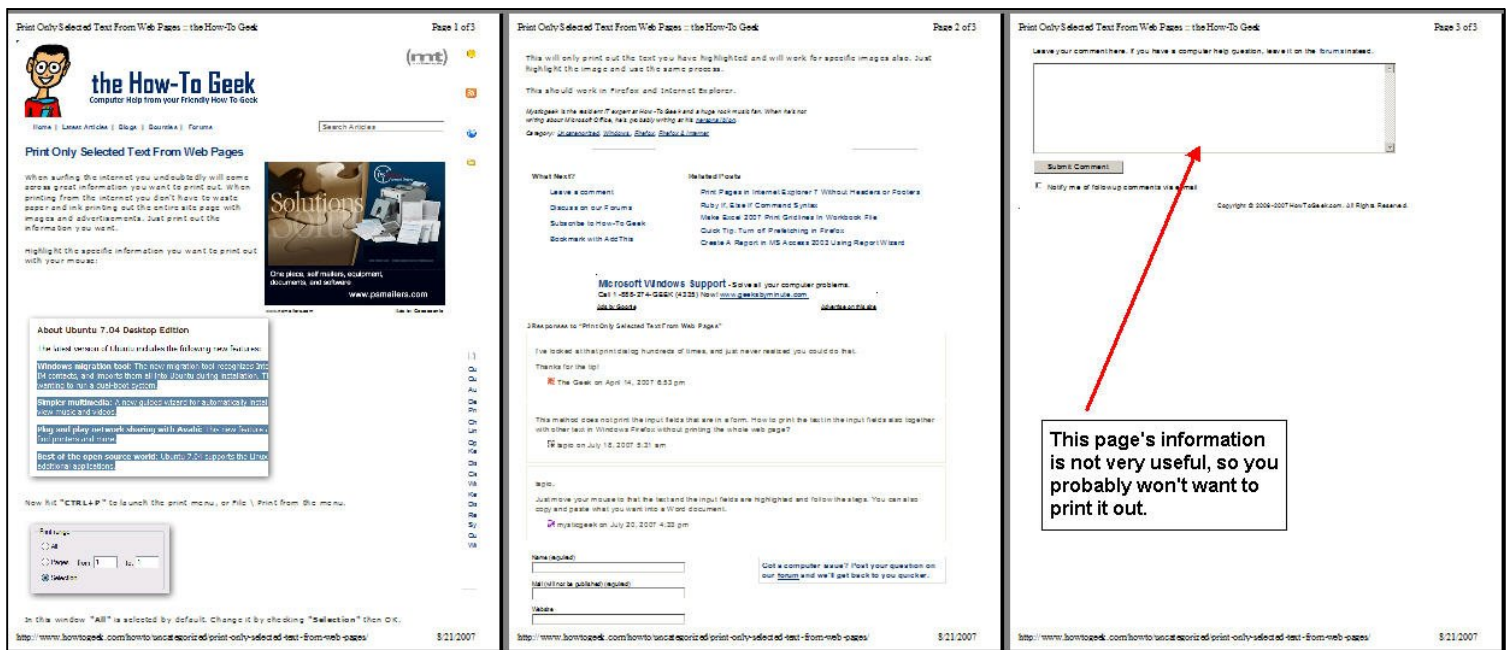
- c. also, look at the Tool Bar above the picture of the page to see exactly WHAT will print out on each page



- d. click on the arrow to the right of the words 1 Page View
e. this will display the Page View menu



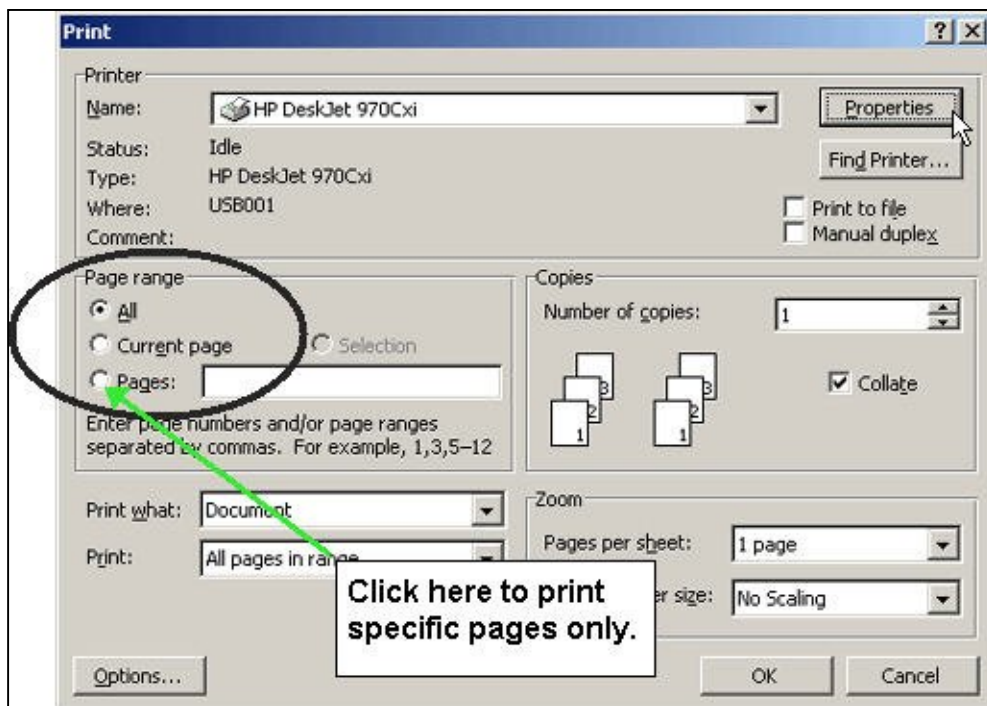
- f. click on the number of pages that is equal to or more than the number of pages in your document
g. all the pages in your document will be displayed



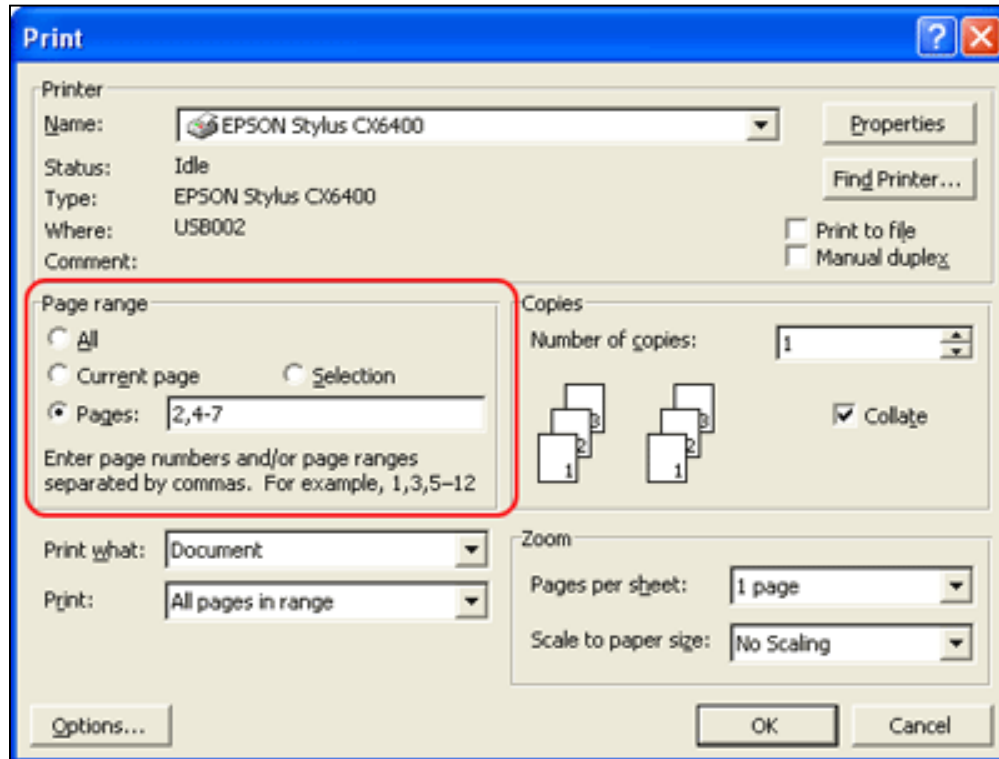
3. When you have decided how many pages you want to print out, close Print Preview:
 - a. if you use Internet Explorer 7.0, click the X in the upper right corner of the window
 - b. if you use Internet Explorer 6.0, click the word Done in the toolbar above the document you are looking at
 - c. if you are working in a word processing program, click the word Done in the toolbar

Print Only What you Want

1. Click on the File menu (the word File in the upper left corner of the screen)
2. click Print from the menu (list) that appears
3. the Print window opens
4. REMEMBER—if you really want to print out all of the pages, leave the dot in front of the word All
5. look for the section of the window called Page Range



- a. click in the circle in front of the word Pages to place the dot there
- b. click in the white box to the right of the word Pages
 - i. type specific information in this box to print exactly what you want



- ii. for example, if you type:
 1. 2 only page two of the document will print
 2. 2, 5 only pages two and five of the document will print
 3. 3-8 only pages three through eight of the document will print
 4. 3, 4-7 only pages three and four through seven will print
- c. click OK (in the bottom of the window) to begin printing

Print just a part of what is on the screen

1. select (highlight) the text and pictures you want to print
 - a. NOTE: start at the END of the text you want to select for better control of what is highlighted
 - b. click and hold the left mouse button (press the mouse button and hold it down) at the END of the text on the screen that you want to print
 - c. continue holding the mouse button—don't let go until you are done choosing the text you want to print
 - d. drag the mouse over the text and pictures you want to print
 - i. move the mouse to the left margin
 - ii. continue moving the mouse STRAIGHT UP the left edge of the margin through the rest of the text you want to highlight
 1. DO NOT move the mouse back and forth, right to left, from line to line
 - e. the text will become highlighted in a color, usually blue
 - i. NOTE: if you make a mistake, you must turn off the highlighting and start over
 - ii. you cannot continue highlighting from where you left off once you let go of the mouse button
 - iii. to turn off the highlighting, click once anywhere in an empty area of the screen (in the middle of some unhighlighted text is fine)
 - f. let go of the mouse button when all of the text you want to print is highlighted in blue
 - g. NOTE: some pictures may be highlighted in blue even though you do not want to include them
 - i. you probably cannot change this—it is due to how the web page was programmed
 - h. DO NOT click your mouse on any part of the screen near the highlighted text or you will turn off the highlighting
2. click on the word File in the upper left corner of the screen

3. click Print
 - a. the Print window opens
 - b. look for the section of the window called Page Range (see the picture above in the section called "Print Only What You Want")
 - i. click into the circle in front of the word Selection
 1. this will place a dot in the circle
 - c. click OK to start printing