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## Guide to printing

When a printer is connected to your computer you can print out documents and photos.

There are many different makes and models of printers, but they have some common print options:

### Paper size

Most home printers use A4 paper which is the size of a letter. Some larger printers can print bigger sizes like A3, which is double the size of A4.



A4



A3

### Page layout

This can also be called the page orientation. You can change the page layout to print as portrait (tall) or landscape (wide).



Portrait



Landscape

### Number of copies

You can select the number of copies of a document you want to print.

### Using print preview

Before you print a document it's a good idea to have a look at **print preview**. Print preview shows you exactly what it will print. You should find print preview in the file menu for a program. You can use print preview to check you have the correct page layout and you are only printing out the pages that you need.