

## Quick printing

If the **Print Directly** icon is visible on the Standard toolbar, you can click it to print the entire document using the current default print settings. If the icon is not visible, you can make it visible by right-clicking on the toolbar, pointing to **Visible Buttons**, and selecting **Print Directly**.

You can specify the default printer on the Printer Setup dialog; go to **File > Printer Settings** on the Menu bar. To access other printing options, click the **Options** button on the Printer Setup dialog. The same options are available through **Tools > Options > LibreOffice Writer > Print**, and more general print options through **Tools > Options > LibreOffice > Print**. See Chapter 20, Customizing Writer, for more information.

## Controlling printing

For more control over printing, use the Print dialog (**File > Print**, *Ctrl+P* ( $\text{⌘}+P$  for macOS), or the **Print** icon on the Standard toolbar). The appearance of the Print dialog is different on macOS and may include extra printer controls not described in this chapter.

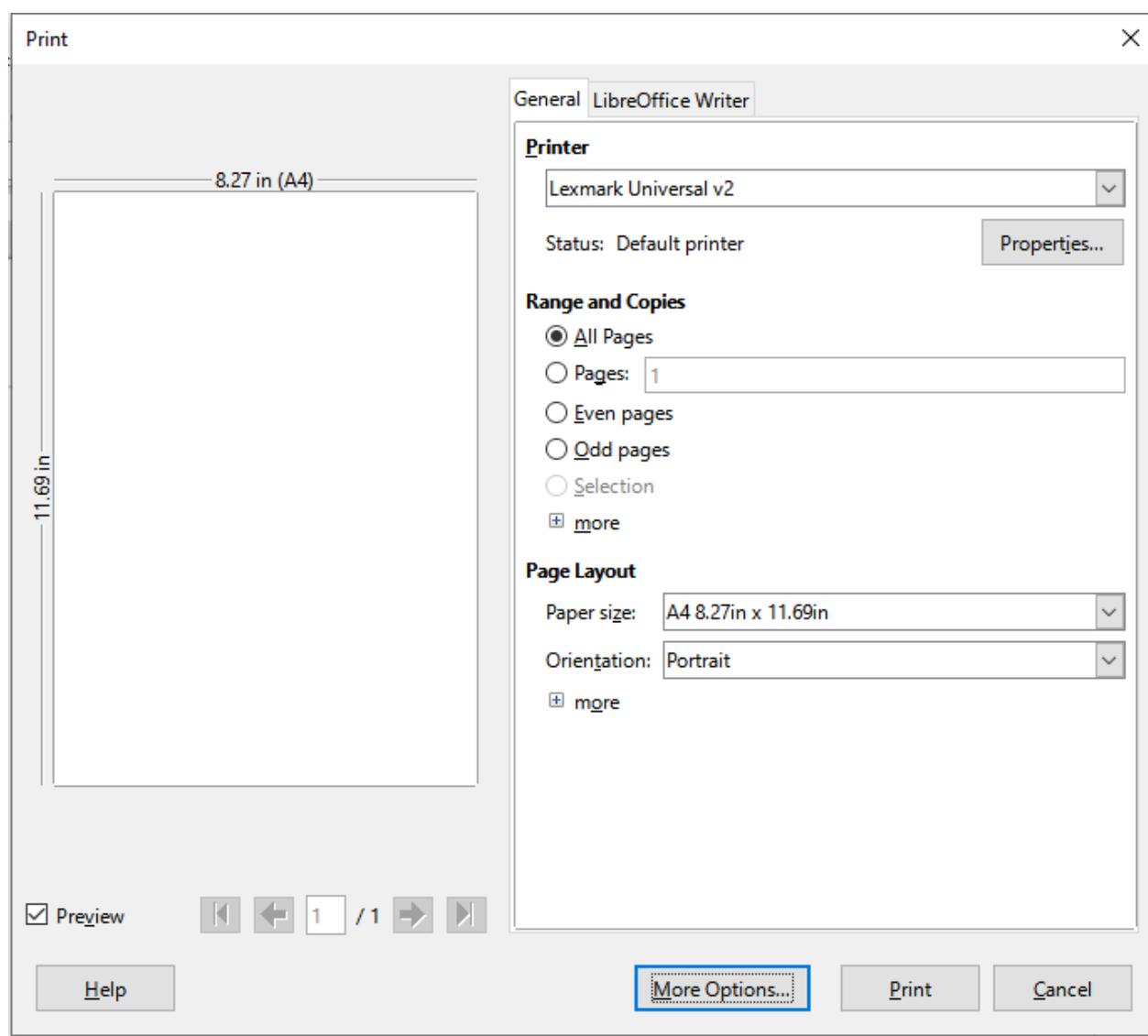


Figure 146: The Print dialog in Writer

The Print dialog has two tabs, on which you can choose a range of options, as described in the following sections.