

Previewing pages before printing

The normal page view in Writer shows what each page will look like when printed; you can edit the pages in that view. If you are designing a document to be printed double-sided, you may want to see what facing pages look like. Writer provides two ways to do this:

- **View Layout** (editable view): use the **Book View** button on the status bar and (usually) zoom out.



- **Print Preview** (read-only view).

To use Print Preview:

- 1) Choose **File > Print Preview** on the Menu bar, or click the **Toggle Print Preview** icon on the Standard toolbar, or press **Ctrl+Shift+O**. Writer now displays the Print Preview toolbar instead of the Formatting toolbar.



- 2) Select the required preview icon: **Single Page**, **Two Pages**, **Book Preview**, or **Multiple Pages**.
- 3) To print the document from this view, click the **Print** icon to open the Print dialog. Choose the print options and click **OK**.

Printing envelopes

Printing envelopes involves two steps: setup and printing.

To set up an envelope to be printed by itself or with a document:

- 1) Click **Insert > Envelope** on the Menu bar.
- 2) In the Envelope dialog, start with the *Envelope* tab (Figure 151). Verify, add, or edit the information in the Addressee and Sender (the "from" on the envelope) boxes. The sender information is picked up from the User Data page in **Tools > Options > LibreOffice**.
You can type information directly into the Addressee and Sender boxes, or use the right-hand drop-down lists to select the database or table from which you can draw the envelope information. See Chapter 14, Mail Merge, for details on how to print envelopes from a database.
- 3) On the *Format* tab (Figure 152), verify or edit the positioning of the addressee and the sender information. The preview area on the lower right illustrates your choices.
- 4) To format the text of these blocks, click the **Edit** button to the right. In the drop-down list you have two choices: **Character** and **Paragraph**.
 - Select **Character** to open a dialog similar to the standard Character dialog, where you can set the formatting of the text.
 - Select **Paragraph** to open a dialog similar to the standard Paragraph dialog, where you can set the paragraph's attributes.
- 5) In the lower left of this tab is the *Size* section. Choose the envelope format in the drop-down list. The width and height of the selected envelope show in the boxes below the selected format. If you chose a pre-existing format, just verify these sizes. If you chose User Defined in the Format list, then you can edit the sizes.