

A FAST WAY TO PRINT A DOCUMENT

If you want to print a Word document without having to go through the laborious procedure of opening the document, selecting Print, and finally clicking OK, all you will need to do is right-click on the target document's icon and when the context menu opens, click on **print**.

If you have several documents to print (and they are in the same folder), click on the first one, hold down on the CTRL key, and click on each of the additional files. Each file will be highlighted. Right-click on any one of the selections and when the context menu opens, click **print**.