**Scaling Your Output**

Make your document print on the paper you have available.

1. Load the document you want to print.
2. Press **Ctrl+P**. Word displays the File tab of the ribbon with the printing controls visible.
3. The bottom control on the screen is one that allows you to specify how many pages should be printed per sheet of paper. Click this control and you'll see a series of options.
4. Use the Scale to Paper Size option (move the mouse pointer over it) to specify the paper on which your document will be printed. (Use a setting of No Scaling if your output paper is the same as the paper size you used when you formatted your document.)
5. Specify any other printing options, as desired.
6. Click on Print to print your document.