

# Print

## Print

The Print command lets you print all or part of your worksheet or a pre-defined report. You can print your worksheet to a printer, to a file (so that you can print it on another computer or save it), or to the NeXT Previewer to see how your final output will look.

Select **Print...** from the main menu. Mesa will display the Print dialog panel illustrated below. From the Print panel you can choose to save your output to a PostScript file, preview it, or send it out via fax. If you do not select a pre-defined report to print, Mesa will print the selected range from the currently active worksheet window. If there is no range selected, Mesa will print the whole worksheet.

You can add footers and headers to printouts as well as changing paper size, orientation, and other print parameters via the Page Layout dialog box.  
See [Page Layout pageSetup](#).

If you want to print a report that you have defined using the **Format -> Report Layout** command, select the report name from the Choose Report Format box and select the operation (Save, Preview, Fax, or Print). If you simply double-click on the report format name, Mesa will print that report to the designated printer. For more information on creating reports. See [Report Layout Inspector reportSetup](#).