

Print Preview, Print Settings and PDF Export

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U2.3

Outcome M1.U2.4

WHAT THIS LESSON DOES

In this lesson you will use print preview to inspect your document's appearance, adjust settings like page range and copies, export the file as PDF for sending, and maintain both editable and PDF versions of your proposal.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U2.3	Proof and edit a document before printing.
M1.U2.4	Identify files and folders and recognise common file types. Understand what a file and folder is and know where files, folders and programmes are normally stored.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Use Print Preview to check final appearance before printing or exporting
- Set page range, copies and basic print settings
- Export a finished document as PDF and explain when PDF is the right send format
- Keep both editable and PDF versions of the proposal

BEFORE THE BELL

- If you plan to have any student produce a hard copy, check that the classroom printer is working; printing is optional today and only happens where you ask for it
- Decide who uses 03_proposal_draft and who uses print_practice_sample; put names on the board under Real proposal / Practice sample before warm-up
- Write target PDF names on the board: 03_proposal_draft.pdf and print_practice_sample.pdf
- Note who still owes the real proposal PDF next class
- Students need cloud access to their Project Portfolio. Ideal path: existing 03_proposal_draft in 03_documents. Fallback: pre-seed print_practice_sample in 03_documents for students without the real draft (copy once into each catch-up student's folder, or share a class copy they can Make a copy of). Confirm browser print/PDF works on classroom machines; a physical printer is useful but not required. Decide Real proposal vs Practice sample names before class and have board space ready.
- No prep needed beyond a quick look at Print Preview on the classroom default browser suite.
- Students need Word Online or Google Docs in the browser, plus a working Project Portfolio. Pre-seed print_practice_sample in 03_documents for catch-up students. Optional: one classroom printer for a live page-range demo. Plan who uses 03_proposal_draft vs print_practice_sample and have board labels ready.
- Students work on 03_proposal_draft when it exists; otherwise pre-seeded print_practice_sample. Spot-check that PDFs land in 03_documents, not only in browser Downloads. Keep a simple initials list on the board for the both-files checkpoint. Note absentees who still need the real proposal PDF.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
15 min	activity	Step-by-step task
4 min	content	Common issues
20 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- On entry, assign the two paths by name, because leaving students to choose tends to leave the weakest ones on the harder file
- Key concepts: talk only Print Preview and editable vs PDF live; leave the rest as glance-back
- Model Print Preview on the projector; accept browser print dialog or in-app pane
- Run one short whole-class demo of Downloads to 03_documents (including Chromebook upload) before independent clicks
- State the 15-minute finish line: both files visible in 03_documents
- Independent practice board checkpoint: initials only when both editable + matching PDF sit in 03_documents
- At wrap-up, ask two students aloud when they would send PDF versus keep editing

WHAT TO WATCH FOR

- Students skip Print Preview and print or export directly. Solution: Ask them to scroll the preview pane and name the three checks before they change any setting
- Difficulty locating the PDF export option. Solution: Demonstrate the school-standard File Save as / Download as PDF path once; keep alternates in Common issues
- PDF files get lost in the Downloads folder. Solution: Guide students to rename and move files to 03_documents immediately; use the initials checkpoint

DIFFERENTIATION

- Support: Offer a printed step-by-step guide; assign the pre-seeded print_practice_sample
- Extension: Challenge students to apply a custom page range and explain PDF versus keep-editing aloud
- Support: Allow paired work for the independent practice to build confidence