How to Print Multiple files in MS Word

This link explains the process: Tech-Recipes (Warning: has ads)

Note: To select multiple files click the first file, and then shift click the last file and all consecutive files will be highlighted. To selected individual files ctrl click the desired files.

The following advice was found on that page:

Word makes it easy to print several files at once. The user does not even need to open them first.

(This sends the files straight to the printer without allowing you to adjust your printer settings.)

1. Click the File Menu
2. Select Open
3. After the open window displays, select the files you wish to print.
4. Right click on one of the selected files to open the context menu
5. Left click Print from the context menu.

This is perfect when your boss wants last month's reports printed NOW!

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