PRINTING TIPS TO SAVE PAPER

When printing from the web, go to File - Print Preview. This shows what it would look like printed. Quite often sites will print on two pages with the second page only having one or two lines of unnecessary data. If you find that you only need to print one or two pages you can do this in the printing preferences as described in "To Set the printing page range" below.

If you make a mistake on a document don't print the entire document over again, just print the corrected page. This can be done by doing the following:

To Set the printing page range: Hit the Print button. Near the bottom right of the preferences window is a section labeled Page Range. Click on the circle next to the word page and type in the page or ranges that you want. Ranges can be specified with a dash or single pages can be separated by a comma. (ie: "1-3" or "1,2,3,5,6" or "1-3,5-8")

When printing text you can fit more text per page if you change the page margins. Go to File – Page Setup. You can change the Top, Bottom, Left, and Right sizes to as little as ".5". This is very helpful to save paper when you are printing documents for your own use, or an assignment which does not have a page limit.

When printing **PowerPoint slides** it is possible to print multiple slides per page. Go to File – Print. In the Print What section click where it says Slides, select Handouts from the list. To the right of that you can select the number of slides you'd like to print per page. It will show you an example of what this would look like printed.

If you are taking notes from a website or a document it is often more useful to copy and paste parts of the source and only print those parts. It's recommended that you highlight any section of the source, right click and select copy. Then open a blank Microsoft Word document. Right click on the blank document and select paste. Do the same for the address of the website so you can revisit the site later and know where your notes came from. Repeat this until done and print the Word document. In this manner many different sites can be printed as only one or two pages.

NOTE: Once you print something it will be removed from your print quota even if you cancel the print job. Pressing the cancel button on the printer does not cancel the pages being removed from the quota, it only stops pages from coming out of the printer.