

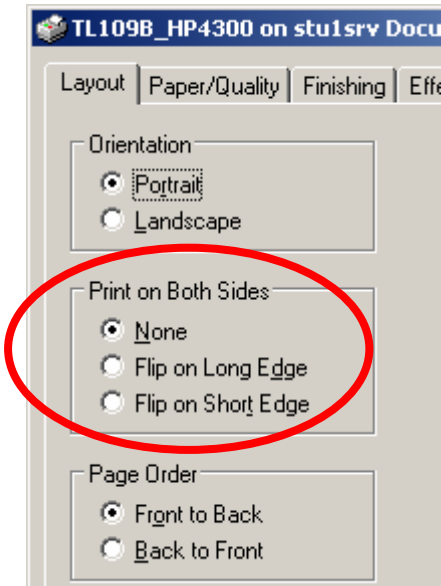
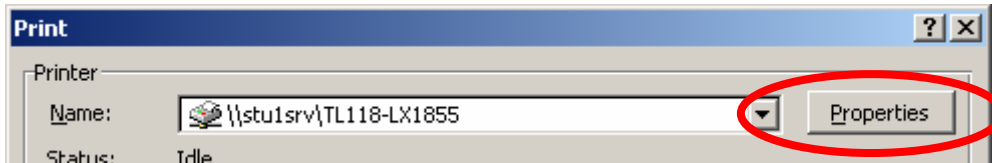
How to Save Paper When You Print

Duplexing

The black and white printers in TL 109B, TL 109G, TL 110, TL 111, Austin Hall, CH 080, CH 194, the Library and Media Hub lab have a duplexing (back-to-back) option. Turn your **400** free pages into **800** free pages simply by printing on both sides of the paper!

Depending on the printer you are using, there are different ways to print duplex. Use the directions that apply to the specific printer.

1. To use the duplex function, click on **File, Print**. Click on **Properties**.



Under Print on Both Sides

None prints on only one side of the paper.

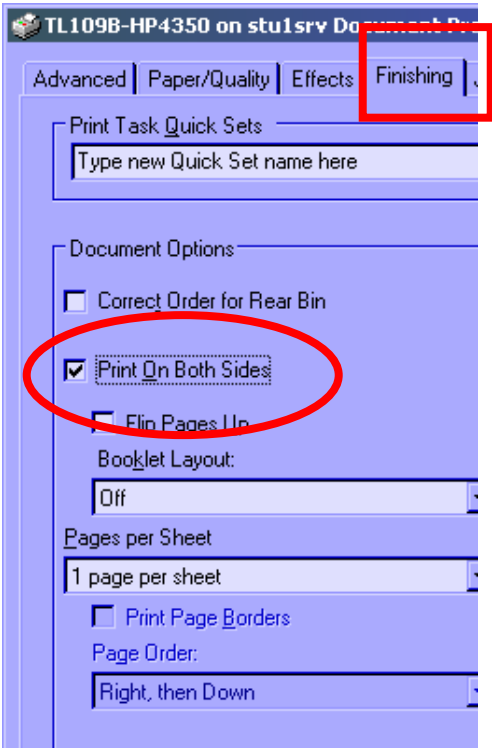
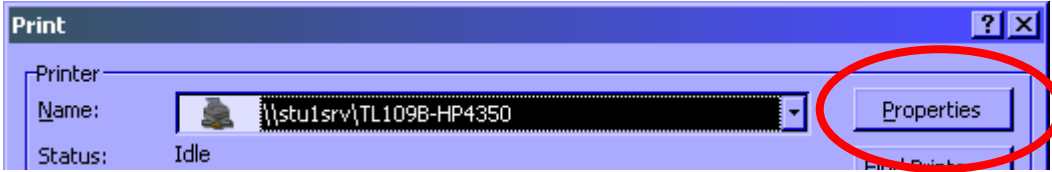
Flip on Long Edge prints on paper that is Portrait.

Flip on Short Edge prints on paper that is Landscape.

Click **OK**.

OR

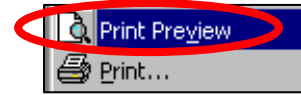
- 2. Click on **File, Print.**
Click on **Properties.**
Click on the **Finishing** tab and check **Print On Both Sides.**
Click **OK.**



Here are some tips that will help you save paper depending on the program you are printing from.

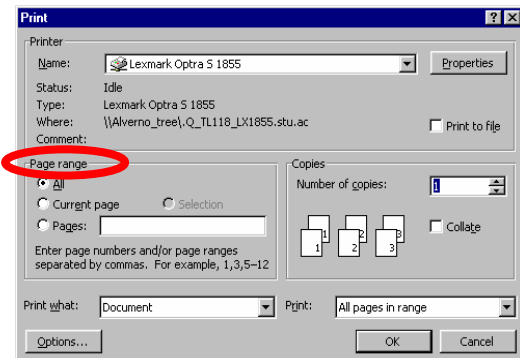
Microsoft Word

1. Click on **File, Print Preview** before you print. Check the end of the document to make sure you don't have blank or partial pages at the end.

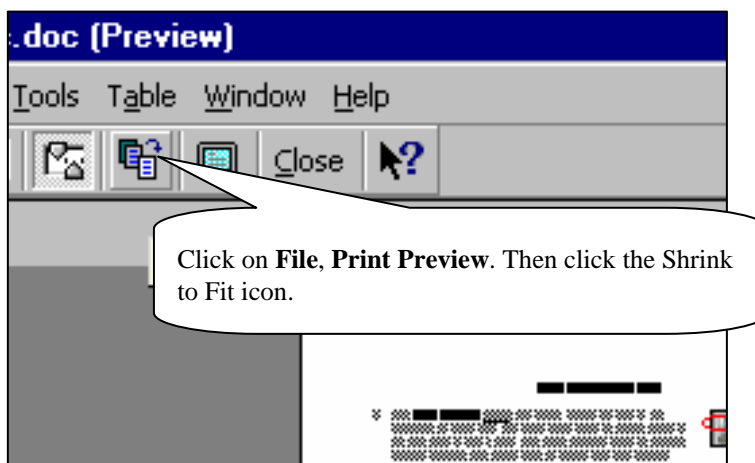


2. **Click the Print icon only once.** If you double-click it, you will get two copies. If your paper doesn't print right away, don't click the Print icon again. Check to see if your print job is still in the print queue, or ask a lab assistant for help.

3. Use **Page Range.** Click **File, Print**, and select only the pages you want to print. Options include: printing All pages, the Current page or just the page(s) you specify.



4. **Shrink to Fit.** If your short document contains only a few lines on the last page use the Shrink to Fit function. Word will decrease the font size of each font used in the document.



Internet (Internet Explorer and Mozilla)

1. Click on **File, Print Preview** before you print.
2. Some websites are too wide and will cut off words when printed portrait. Change the **Page Orientation** to landscape to prevent sentences from being cut off. While in the browser, click on **File, Page Setup** and change the **Orientation**.

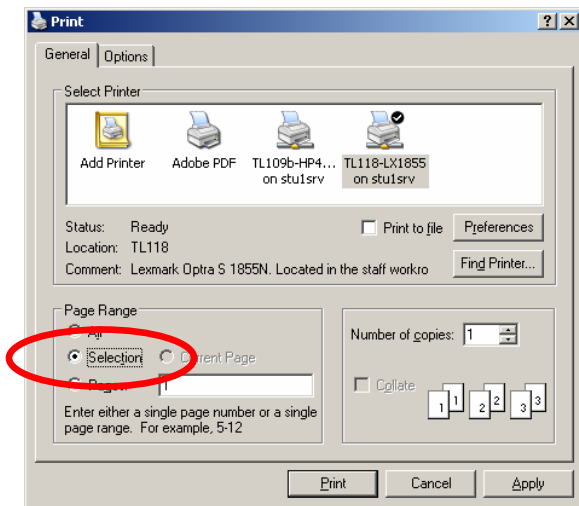


Portrait



Landscape

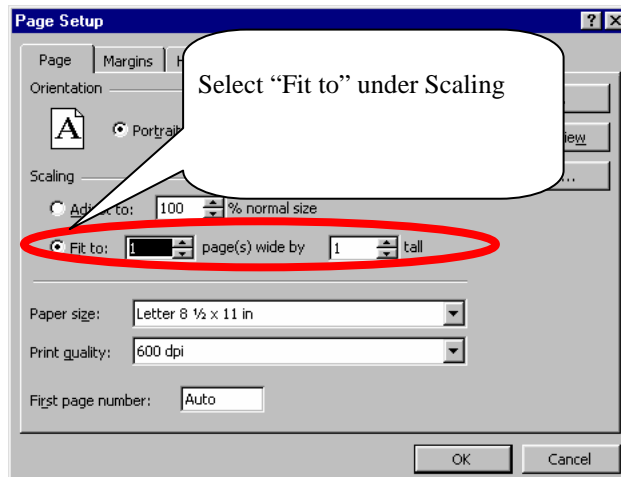
3. **Print Selection.** When you only need part of a web page, select (block) the text you need to print. Click on **File, Print** and click **Selection** (in the Page Range section). Click **OK**.



4. **Paste into a Word document.** Select (block) the text you want to print. Click **Edit, Copy**. Open a Word document and click **Edit, Paste**. To copy a picture or graphic, right mouse click on the picture or graphic, and select **Copy**. Open a Word document. Click **Edit, Copy**.

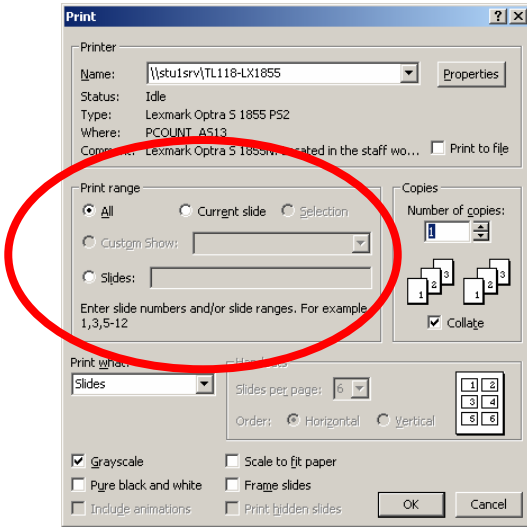
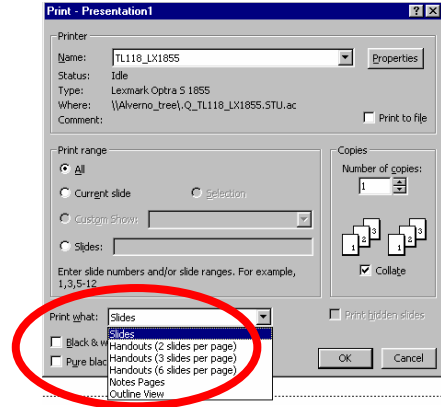
Excel

Click on **File, Page Setup**



PowerPoint

1. After you click on **File, Print**, use the **Print what** box. If you choose Slides, each slide will print on a separate page. If you choose Handouts, you can print 2, 3 or 6 slides per page.



2. If only printing a few slides, use **Page Range**. Click **File, Print**, and select only the pages you want to print. Options include: printing All slides, the Current slide or just the slide(s) you specify.

Inspiration

