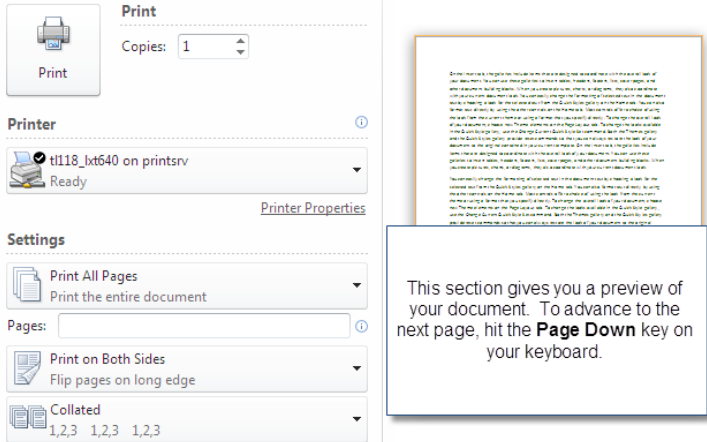
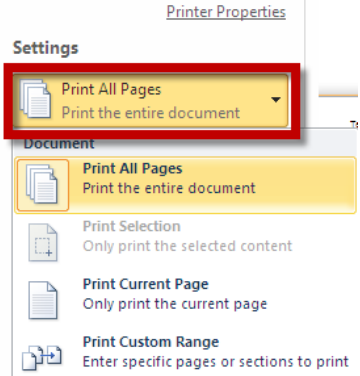


How to Save Paper When You Print

All public black and white printers on campus are setup to automatically print back-to-back. Printing back-to-back turns your 400 pages into 800 free pages because only one page is deducted from your total for a two-sided print job.

Here are some tips to help save paper.

Task	Screen Shot
<p>Microsoft Word</p> <ul style="list-style-type: none"> Preview the document. Clicking File, Print, will display a preview of the document on the right-side of the screen. If the document is more than one page, make sure subsequent pages are not blank. If there are blank pages at the end of the document, delete the blank page before printing. 	
<ul style="list-style-type: none"> Only print the pages you need. Click File, Print. Click the down arrow next to Print All Pages and select only the pages you want to print. Options include: Print All Pages; Print Selection (if you highlighted portions of your document); Print Current Page; Print Custom Range (enter the page number you want to print). 	

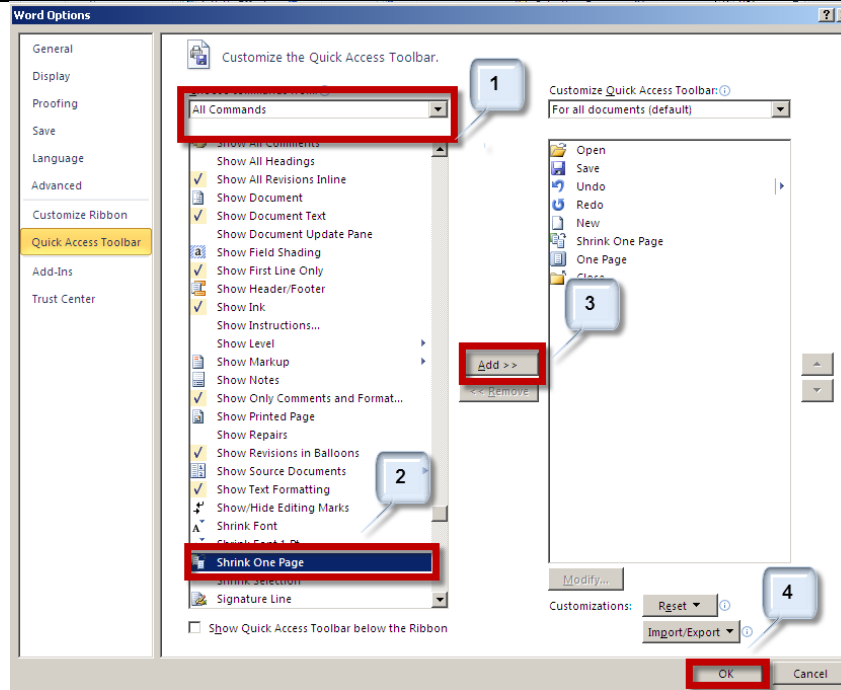
Task

- **Shrink One Page.** Previous version of Word had a Shrink to Fit option which would allow you to reduce your document to one page if you were only over by a few lines. Word 2010 has a Shrink One Page feature which does the same thing; however, you need to add the command to the Quick Access Toolbar. Shrink One Page reduces the font size of the document to fit your text to one page.

To add the Shrink One Page option, click the down-arrow next to the Quick Access Toolbar and follow the directions to the right.



Screen Shot

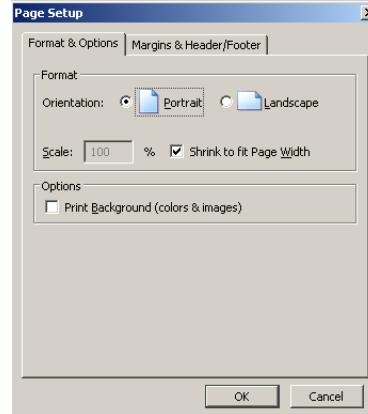


Task

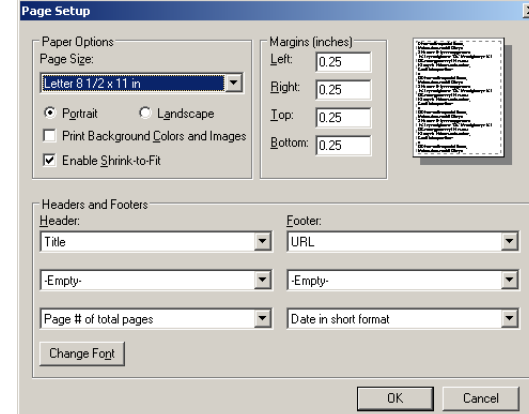
Internet Explorer or Mozilla Firefox

1. Click on **File, Print Preview** before you print. Some websites are too wide and will cut off words when printed in the portrait layout. To change the page orientation, while in the browser, click on **File, Page Setup** and change the **Orientation**. Click **OK**.
2. When you only need part of the web page, select (block) the text you need to print. Click on **File, Print** and click **Selection**. Click **Print**.
3. **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**.

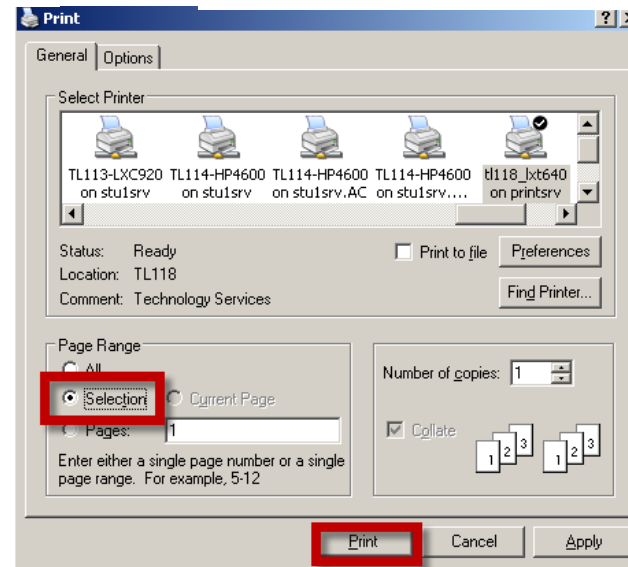
Screen Shot



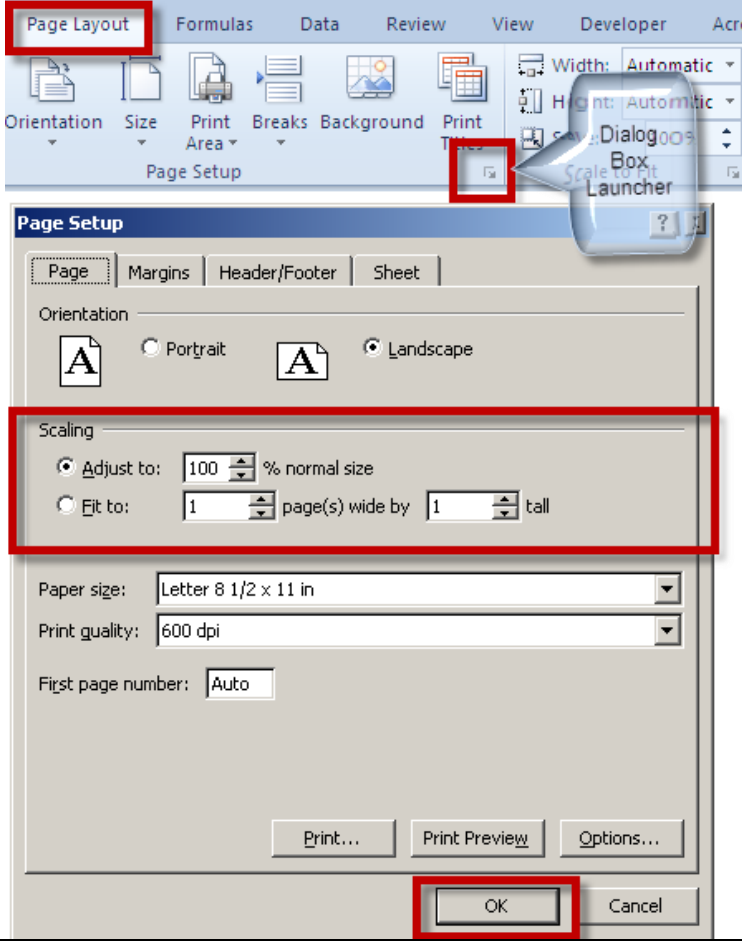
Step 1. - Firefox



Step 1. - Internet Explorer



Step 2.

Task	Screen Shot
<p>Excel</p> <ol style="list-style-type: none">1. Click the Page Layout tab. Click the Dialog Box Launcher.2. On the Page Setup dialog box, click the Page tab.3. Select Fit to under Scaling. Select the number of pages and click OK.	 <p>The screenshot displays the Microsoft Excel interface. The Page Layout tab is selected on the ribbon. The Page Setup dialog box is open, and the Page tab is selected. The Scaling section is highlighted with a red box, showing the Fit to option selected with '1' page(s) wide by '1' tall. The OK button is also highlighted with a red box. A callout bubble points to the Dialog Box Launcher icon on the ribbon.</p>

Task

PowerPoint

1. Click on **File, Print.**
2. Under **Print All Slides**, you can choose to print only the slides you need.
3. On the Print menu, click on **Full Page Slides.**
4. If you choose **Full Page Slides**, each slide will print on a separate page. Under the **Handout** section, you can print one to nine slides per page either horizontally or vertically.
5. Click **Print.**

Screen Shot

Task

Inspiration

1. Click on **File, Page Setup.**
2. Select **1 Page** or **Scaled to** and select the number of pages to fit your file.

Screen Shot

