

Printing Tips

Over 600,000 pages were printed from library computers during the Spring 2009 semester. We can reduce our printing environmental impact by taking a few seconds to **think before we print**, and determine if we really need a print copy.

Do I really need a hard copy?

Alternatives to printing include:

- Save documents to your flash drive
- Save documents to your U drive
- Send the document to your e-mail
- Upload assignments to Blackboard

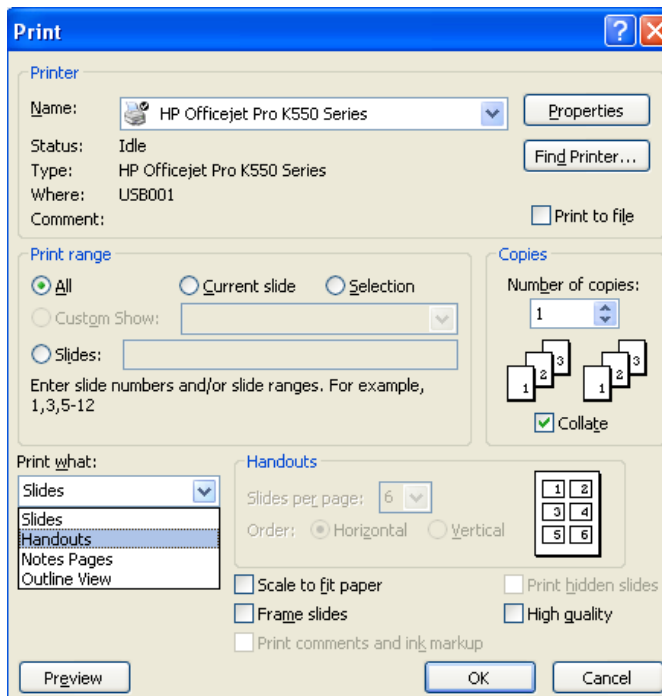


Can I reduce the amount I print?

Duplex Printing

Use the duplex printer option and cut our paper use in half. The duplex option is the default setting on the library printers.

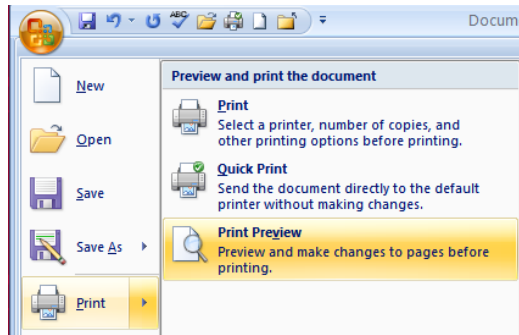
PowerPoint Printing



Print Handouts instead of slides

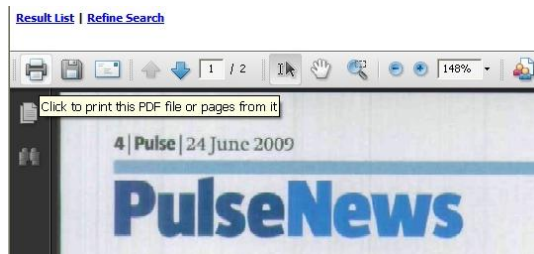
File > Print > Print what: >Choose handouts to print up to 9 slides per page

Printing from Microsoft Word



Correct errors before printing. Preview your document to identify formatting problems and errors.

Printing pdf Documents



Use the print icon to print pdf documents.

Be Patient. Acrobat jobs take longer to print out. Getting impatient and **clicking the print button a second time wastes paper.**

Web Printing from Internet Explorer

Print only the pages that contain the content you need.

Go to File > Print Preview to see how many pages will be laid out. Or go back to the original page and highlight or select the portion you need then go to File > Print and choose "selection". This will print only what you have highlighted.

Decrease Font Size. Go to View > Text Size, and try "smaller" or "smallest." Web designers sometimes make font bigger so that it will be easy to read on the screen, but smaller print is just as legible when printed. This can make quite a difference if there are several pages with a lot of text you want to print.

Adapted from: *Think before you print.* Lakeview College of Nursing.
http://www.lakeviewcol.edu/library_think-before.php