


Information Technology


Printing Tips & Tricks to Conserve Paper




Preview a Page Before Printing

1. Click the **Office** Button  located in the upper left corner of the screen, then click **Print Preview**.
2. Use the buttons on the toolbar to look over the page or make adjustments before printing.

I Need to Print Multiple Pages on 1 Page?


1. Click on the **Office** button  and then select **Print**.
2. Under the **Properties** selection go to **Pages Per Sheet** (bottom left corner), Choose the number of pages you would like to appear on 1 page (this will show you a preview of how your printed page will look.)
3. Click **OK**; this will take you back to the print screen. Click **OK** to print.

Does Your Last Page Only Have a Few Lines?

1. Click the **Office** Button  scroll down to **Print**, and then click **Print Preview**.
2. Click **Shrink one page** at the top of your menu bar.

Note In order to shrink the document, Microsoft Word decreases the font size of each font used in the document. You can undo a **Shrink to Fit** operation by clicking **Undo Shrink to Fit** on the **Edit** menu. However, after you save the document and close it, there is no quick way to restore the original font size.

I Need to Print Just Part of a Web Page or Document?

1. First, **select** the area you would like to print.
2. Next, click the **Office** Button , select **Print...**
3. Look for the option for "**Selection**", in the "**Print Range**" frame.
4. Click **Print**.

Printing, Just a Little
See this tip on the web at:
<http://www.worldstart.com/tips/selprint.htm>
I know, I know, I've ran this tip se
getting questions about this almost
So, what is this tip? This tip will

Page range

All

Current page

Selection

Pages:

Type page numbers and/or page ranges separated by commas counting from the start of the document or the section. For example, type 1, 3, 5-12 or p1s1, p1s2, p1s3-p8s3

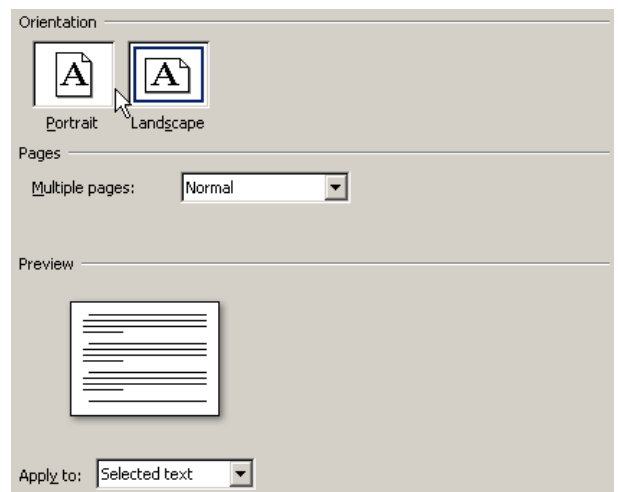
I Need to Re-Orientate?

Click on the **Office** button  and then click Print.


Click **Properties**, under the layout tab, in the orientation frame you can choose from either **Portrait (vertical)** or **Landscape (horizontal)**.

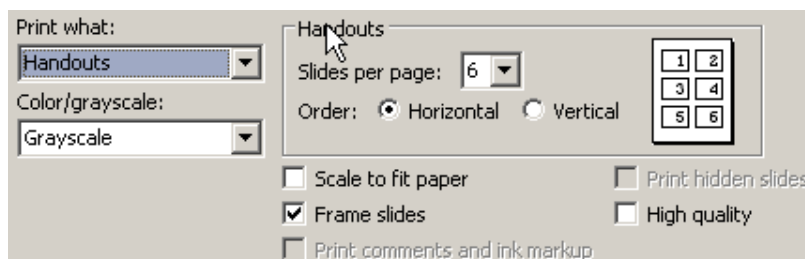
How to Use portrait and landscape orientation in the same document

1. Highlight the pages you wish to be oriented.
2. Select the **Page Layout** tab in your menu toolbar.
3. Choose the **Margins** tab and scroll to the bottom and select **customize margins**.
4. Choose your orientation preference, **Portrait or Landscape**.
5. Go to **Apply to** and choose **selected text**. This will change only the selected text you highlighted to be oriented.
6. Click OK. Your selected text will automatically be oriented.



Printing Handouts in PowerPoint

1. Open the PowerPoint presentation that you want to print.
2. Click on the **Office** button , select print.
3. Under the **Print What** tab, you will be able to change it from slides to handouts. You will then be able to select how many slides per page you wish to have on your handouts (this will show you a preview of how your handouts will print.)



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