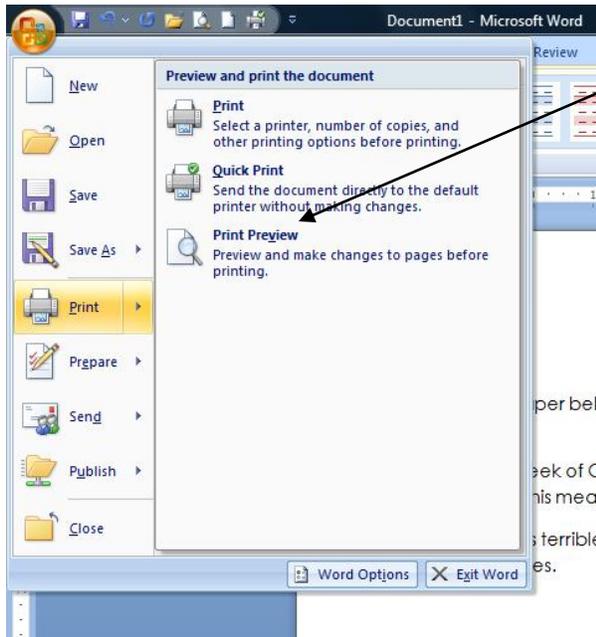


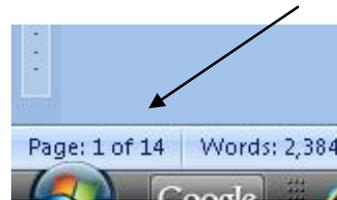
How to Reduce Printing Waste

Microsoft Office 2007

Use “Print Preview”



Print Preview shows how many pages your job will be. Lower left corner or bottom.

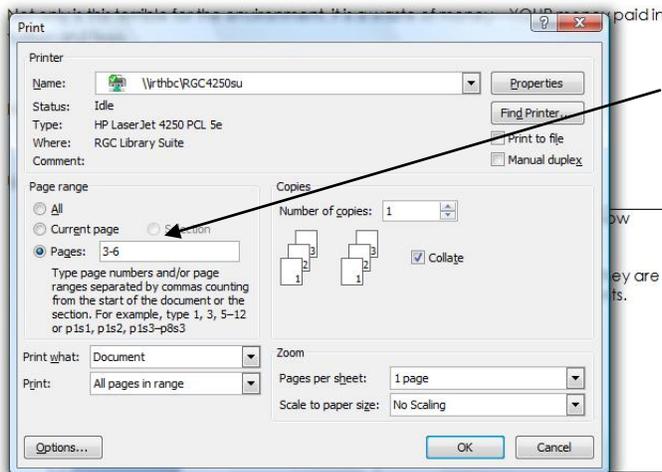


(Use “page range” feature, below, to not print unneeded pages.)

This appears after you click on the “Office” button or on File in the upper left. For MS Word, put the mouse over “Print.”

Use “Page Range”

computers. This means over X% was wasted.



Don't print unneeded pages.

Use this option to specify which pages you want to print.

This appears after you click on “Print.”

Some ACC Libraries offer 2-sided printing. Ask if it is available.

Ask a librarian for help using any of these features.

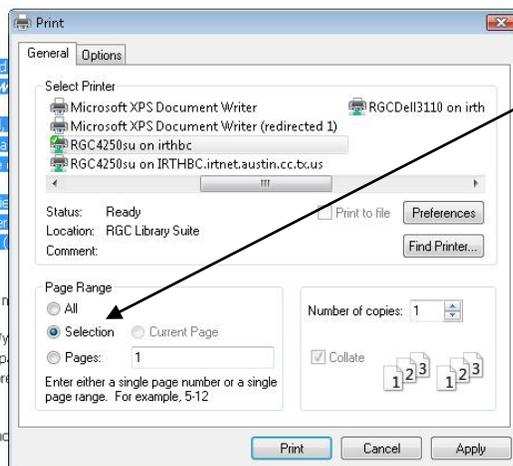
Only Print "Selected" Text

Austin
Section: Life, Pg. 08d

Austin isn't like the rest of the Texas, and accurate. Its unofficial one, "Keep Austin Weird". It's not weird for weirdness sake. Instead, it's a sea of secondhand boutiques and art galleries. The music and arts scene fits with the hippie cycling and triathlon community. The University of Texas at Austin is the good weather and charming small towns and major lakes.

Downtown, meanwhile, is booming. Former residential. Ten years ago, there was one apartment building. By 2015, there were more than 25,000. The skyline changes more and more.

Revitalization fits with the city's green ethic. Widened sidewalks.

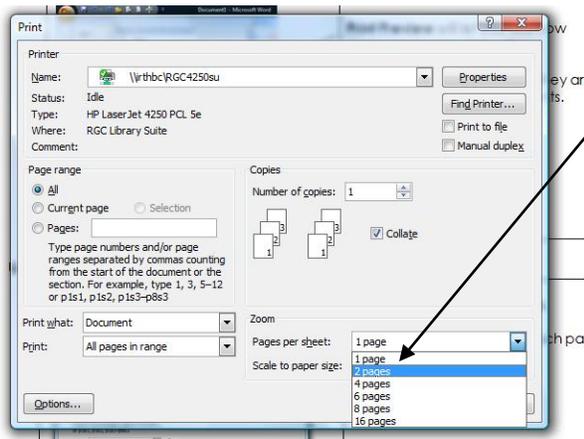


Print only highlighted text.

Use the mouse to highlight only the text you want to print. Use "Selection."

This appears after you highlight and click "Print."

Print More Than One Page Per Sheet



Print multiple pages on one sheet.

Especially useful if printing long documents.

(For **PowerPoint**, use the "Handouts" option when printing.)

This appears after you click "Print" in newer versions of Microsoft applications. In older, click on "Print," "Preferences," "Finishing."

E-Mail Text to Yourself Rather Than Printing

Copy text and paste it into a Word document, then send it to yourself as an e-mail attachment. Go paperless.

In library databases, use the e-mail feature.

Save onto a USB Drive Rather Than Printing

Every student should carry a USB (or "flash") drive. They can cost less than \$10 and hold huge numbers of documents.