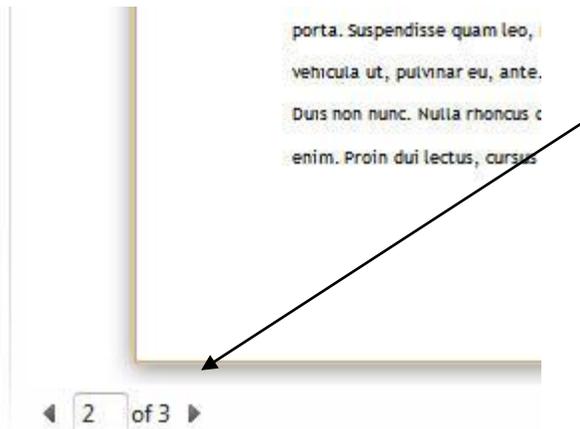


How to Reduce Printing Waste

Microsoft Office 2010

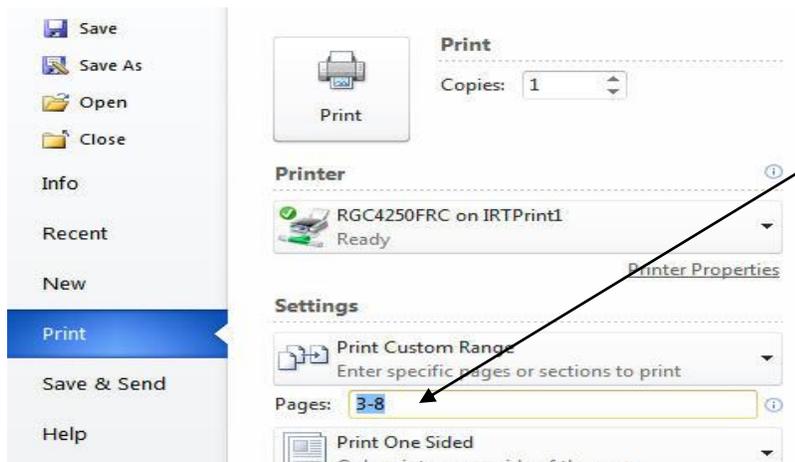
Know How Many Pages You Are Printing



After you click on Print, it shows how many pages your job will be at the bottom.

(Use "Print Custom Range" feature, below, to not print unneeded pages.)

Use "Print Custom Range"



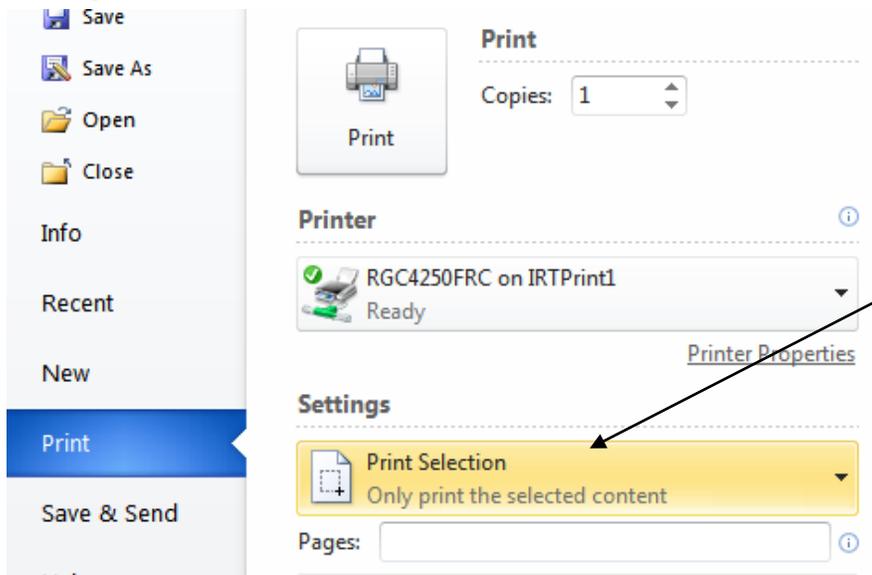
Don't print unneeded pages.

After you click on Print, use Print Custom Range to specify which pages you want to print.

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

Ask a librarian for help using any of these features.

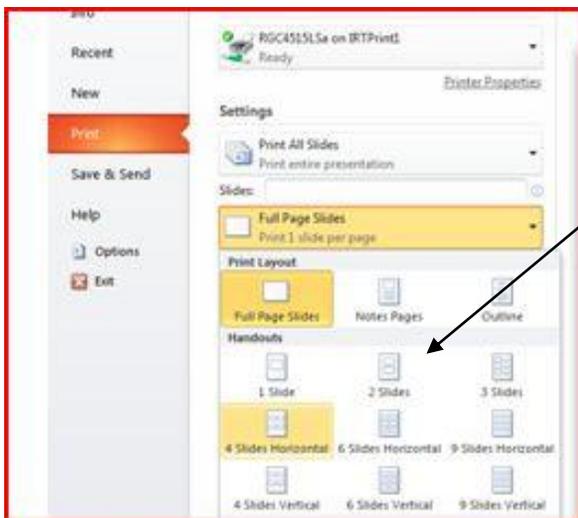
Only Print "Selected" Text



Print only highlighted text.

Use the mouse to highlight only the text you want to print. Click on Print and use "Print Selection."

Print More Than One Page Per Sheet



Print multiple pages on one sheet.

Especially useful if printing long documents. **Most useful when printing PowerPoint slides.**

This appears after you click "Print"

E-Mail Text to Yourself or Save to Google Drive Rather Than Printing

Go paperless. Copy text and paste it into a Word document, then send it to yourself as an e-mail attachment. Or copy text and save it to your Google Drive account. 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.