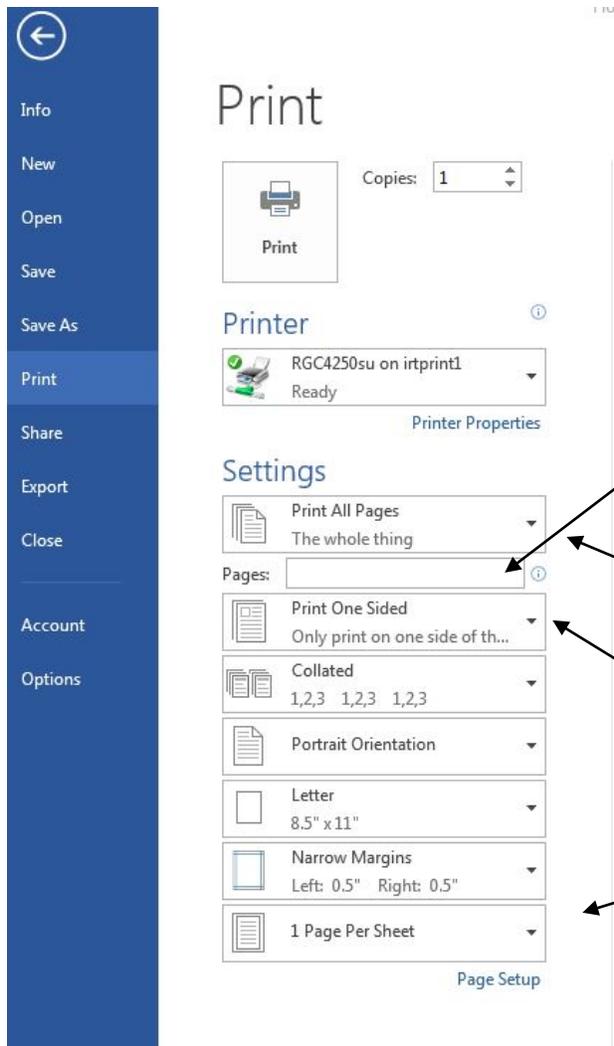


# How to Reduce Printing Waste

Microsoft Office 2013

## ✓ Click on File, then Print



The screenshot shows the 'Print' dialog box in Microsoft Office 2013. On the left is a blue ribbon with options: Info, New, Open, Save, Save As, Print (highlighted), Share, Export, Close, Account, and Options. The main area is titled 'Print' and includes a 'Print' button, a 'Copies' dropdown set to 1, and a 'Printer' dropdown showing 'RGC4250su on irtpri... Ready'. Below this is the 'Settings' section with several dropdown menus: 'Print All Pages' (The whole thing), 'Pages:' (empty), 'Print One Sided' (Only print on one side of th...), 'Collated' (1,2,3 1,2,3 1,2,3), 'Portrait Orientation', 'Letter' (8.5" x 11"), 'Narrow Margins' (Left: 0.5" Right: 0.5"), and '1 Page Per Sheet'. A 'Page Setup' link is at the bottom right. Annotations with arrows point to the 'Print All Pages' dropdown, the 'Pages:' field, the 'Print One Sided' dropdown, and the '1 Page Per Sheet' dropdown.

Your document will appear on the right.

Print selected pages, for example, 1-5 or 1,4-5.

Click on the down arrow to get the option to print only text you have highlighted on your document.

Printing on both sides of a page is only available at the CYP, EGN, HLC, NRG, RVS, RRC campuses.

Print multiple pages per sheet of paper. Recommended for PowerPoints.

## 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. In library databases, use the e-mail feature.

## Save to Your Google Drive

Copy text and paste it into a Word document. Log in to your ACC Google account and upload it to Google Drive.

## 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.