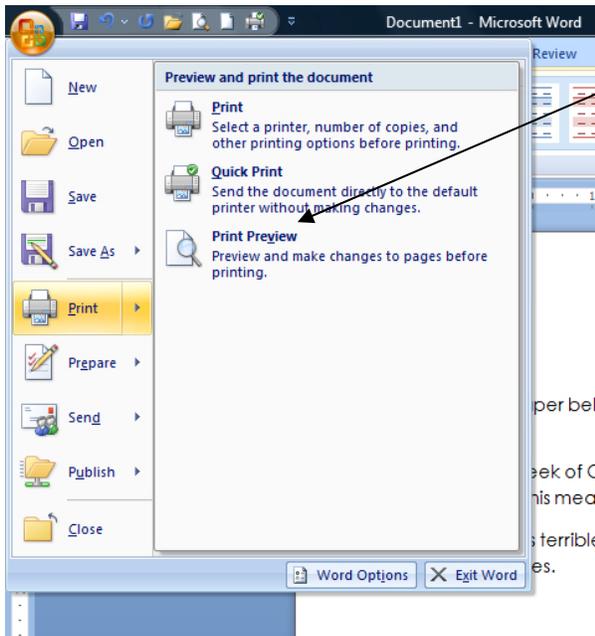


# How to Reduce Printing Waste

## Use "Print Preview"



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

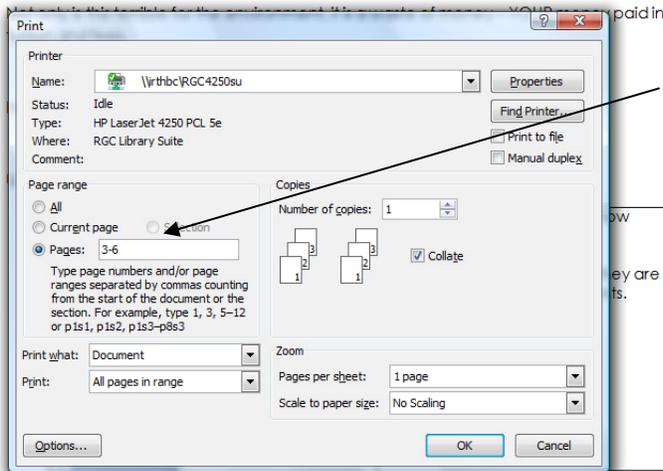


(Use "page range" feature, below, to not print unneeded pages.)

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."

Use |

*Ask a librarian for help using any of these features.*

## Only Print "Selected" Text

**Austin**

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Austin isn't like the rest of the Texas, and accurate. Its unofficial one, "Keep Austin W

It's not weird for weirdness sake. Instead,

fended off chain retailers. The city is a sea

secondhand boutiques and art galleries. The

The music and arts scene fits with the hippie

cycling and triathlon community. The Univer

owners love Austin for the good weather

charming small towns and major lakes.

Downtown, meanwhile, is booming. Former r

"The skyline has changed dramatically," W

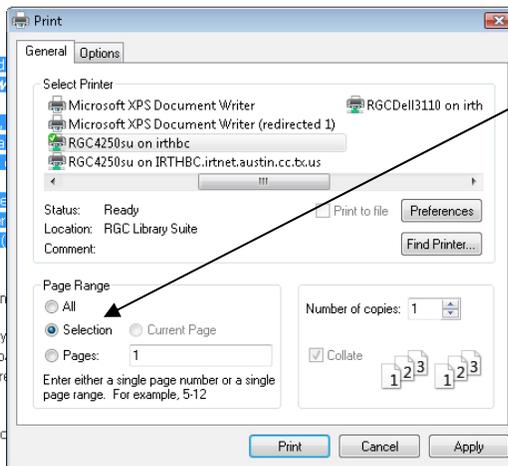
residential. Ten years ago, there was one ap

25,000 by 2015." The skyline changes more

opens.

Revitalization fits with the city's green eth

widened sidewalks.

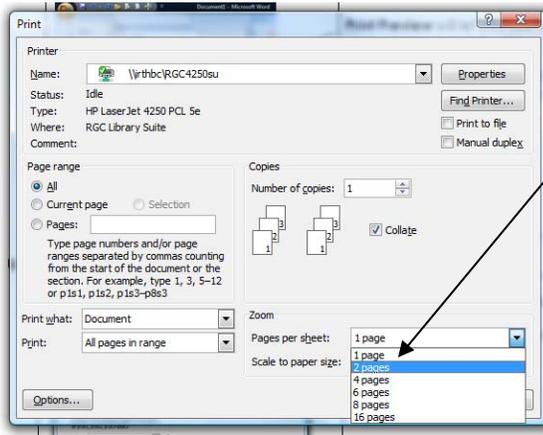


Print only highlighted text.

Use the mouse to highlight 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.