

CONSERVATION PRINTING - PRINT OPTIONS BY SOFTWARE TYPE

For those times when electronic viewing, filing, or sharing doesn't cut it...

WORD

- Print Preview
- Page Setup: adjust margins, orientation
- Print menu: print “current page” or print “page X-Y” (ex. Page 1 through 4) or print multiple pages per sheet or “scale” to paper size

OUTLOOK

- Print Preview (not always available on all emails, but often is)
- Print menu: print “page X-Y” (ex. Page 1 through 2), or sometimes you only have the option to print “odd/even” in which case, if you only want the first page, select “odd”

WEBSITES

- Print Preview
- Page Setup: check/change orientation
- Print menu: print “current page” or print “page X-Y” (ex. Page 1 through 4).

EXCEL

- Print Preview
- Page Setup: adjust margins, orientation, scale, or “fit to X page wide to Y pages long”
- Set Print Area (use it to select/print only certain part of the spreadsheet)
- Print menu: print “page X through Y” and/or print selection, active worksheet (worksheet level decision)

POWERPOINT

- Print Preview (can select preview of notes, handouts, slides, etc.)
- Page Setup: check/change orientation
- Print menu: print more than one slide per page (for handouts), print “slide X-Y” or print “current slide”

ALL

- Printer properties/settings (button from Print screen): Change printer properties to print from a different tray (for draft paper) or set to print duplex mode
- Do a one page test before printing multiple copies of documents
- Learn how to cancel printer print jobs – from your computer or the printer itself

