

TECHNOLOGY AT SIMMONS COLLEGE:

Tips to save paper, money, and avoid misprints

Print double-sided

The Main Campus and SOM Libraries have duplex printers that allow you to print on both sides of the paper. You will be charged per piece of paper, not per side.

1. From the **File** menu, select **Print**.
2. Select a duplex printer: see a staff member for instructions.
3. Select **Properties**.
4. Select the **Finishing** tab
5. Check the box to **Print on Both Sides**.

Avoid misprints: do not print from the browser & break up large printouts

Avoid opening WebCT documents or online journals in the browser (e.g. Explorer or Firefox). Select **Download** and choose **Save to Disk** instead of **Open**. Then open the document in its “native” application and print from there.

Large files (such as PowerPoint and Acrobat PDF) will print faster and with less risk of error if you print 20 pages at a time. Printing in color or grayscale can also slow the printer down; instead change the output to black and white.

Print slides as handouts

1. In PowerPoint select **File** then **Print**.
2. In the Print What menu in the bottom left, select **Handouts**.
3. Choose the number of slides you want to print per page

Note: PowerPoint documents print faster when large images are removed and background colors are black and white.

Don't print everything

Read articles online and print only what you need.

Save articles as PDF files in your network folder or on a USB flash storage device. Access files from the server at home with remote.simmons.edu.

Print fewer copies: share articles with classmates .

Copy and paste online material into a Word document, delete unnecessary images and text, and adjust font size and margins to use less space.



More information about printing:
<http://my.simmons.edu/printing>