

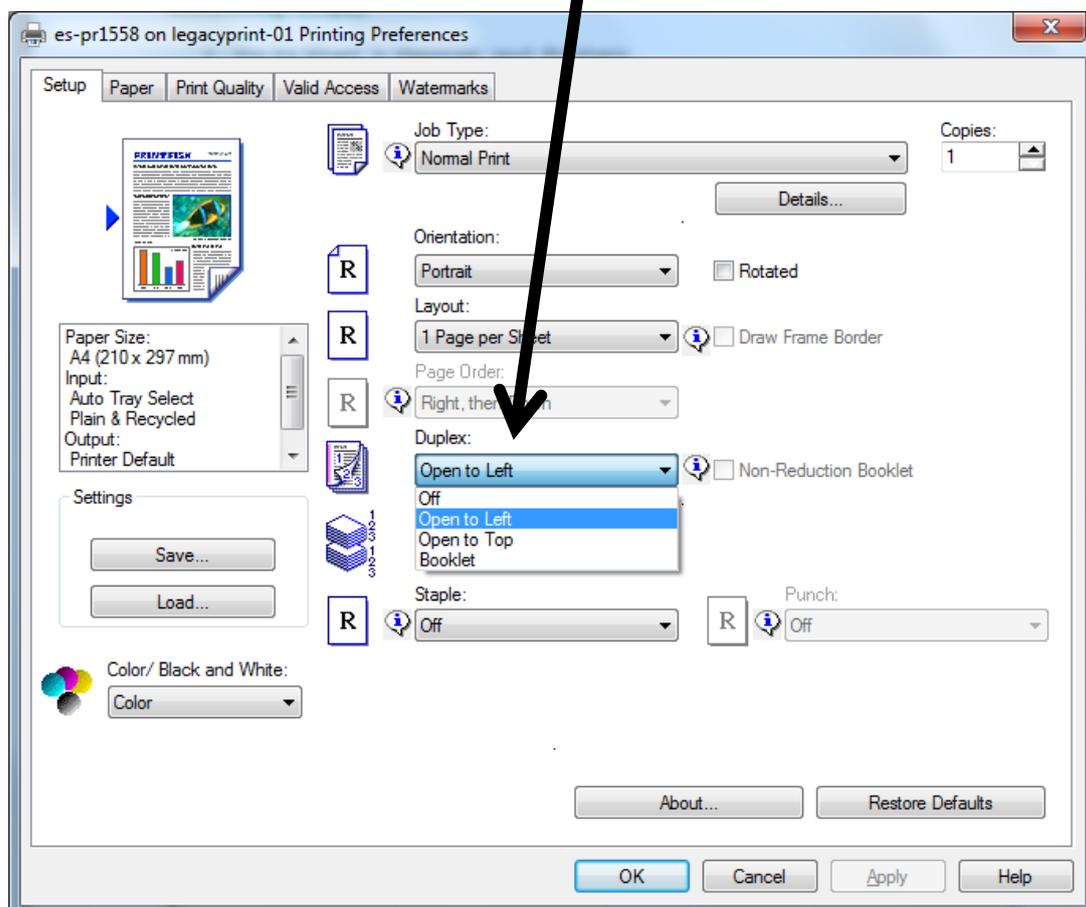
Top Tips: Efficient Printing

There are a couple of easy steps you can take to save paper when printing and they can also help you to save on printing costs; it's a win-win situation!

Printing Double-Sided

You should print double sided wherever possible in order to reduce paper use. The easiest way to do this is to set your print preferences to double sided as default. This can be done via the following steps:

1. Go to Start > Devices and Printers (*you might find this through the 'Control Panel' tab; it may also be called 'Printers and Faxes' or similar*)
2. Right-click on your default printer
3. Click on Printing Preferences
4. Click 'Setup' tab and Select "Duplex" (Open to Left" or "Open to Top")
5. Click OK



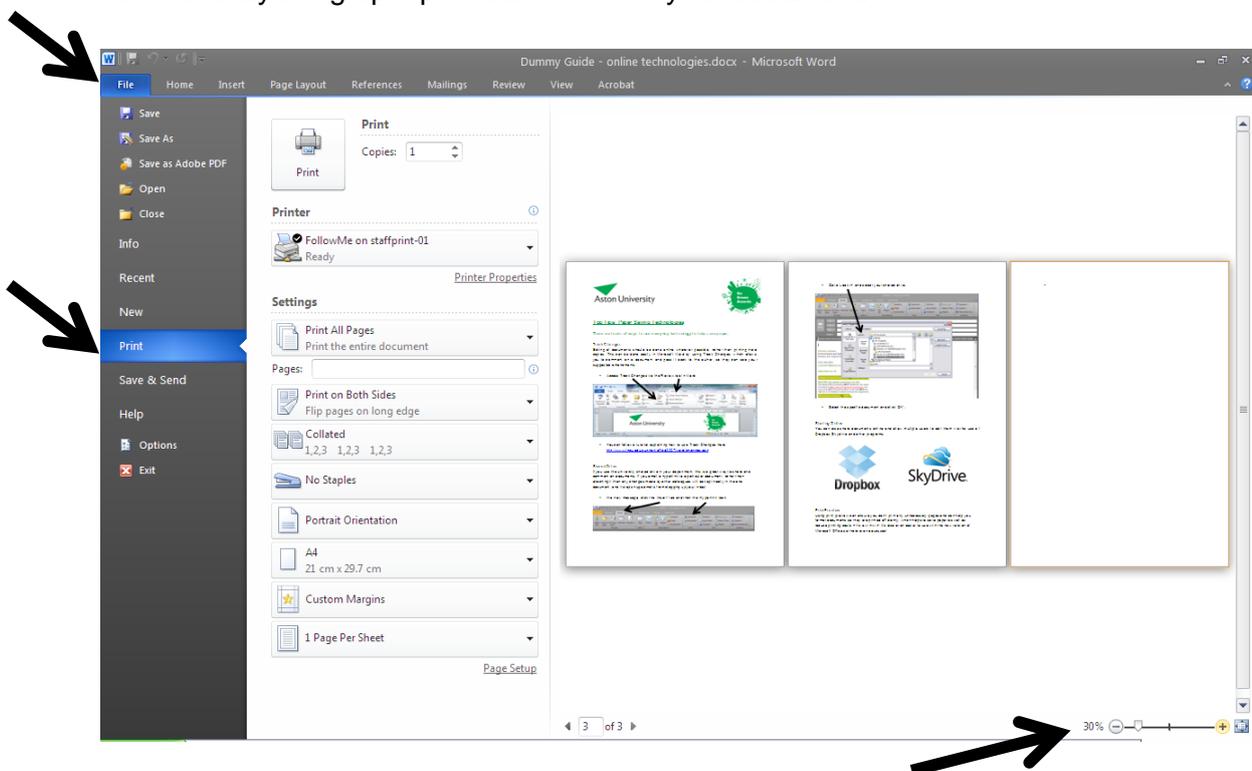
You can also use this to change other settings, such as defaulting to black and white which is more efficient and a lot cheaper. Setting the default print to more than 1 page per sheet can also be very handy but make sure you can still read the text before you click print!

You can still change the settings whenever you print individual documents by using the Print settings within the programme or document you are using – see below for some more tips on this.

Print Preview

Using print preview can ensure you don't print any unnecessary pages and can help you format documents so they are printed efficiently, which helps to save paper as well as reduce printing costs – it's a win-win! It's also even easier to use with the new version of Microsoft Office so there are no excuses!

- Simply click on the 'File' tab in any Office document and then click to 'Print' – this will automatically bring up a preview version of your document.



- You can use the scaling tool in the bottom right corner to allow you to see all pages.
- For example: on the document in the picture above, you can see that there is only a bullet point on the last page – printing this page would be a real waste! All you need to do is go back into the 'Home' tab to edit the document so this page is deleted and then go ahead and print.

Should you require any more assistance or advice on printing, contact ISA via their Help Desk – ext. 3445 or isa_helpdesk@aston.ac.uk.