Summary of Lunch and Learn: formatting to print

Taking that extra minute or two before you print can make a substantial difference in the amount of paper you use. Get in the habit of using print preview every time you want to print, and see just how many skills you learn at the same time. Just for fun, you can keep track, perhaps for a week or one month how much paper you as an individual save. Keep track by making tick marks on a sticky near your computer and add them up when your time has passed. You can even tell us about your results! And maybe, your unit will be one of the "Favorite Five" featured on the PaperCuts website next time!

The basic step for each program is simple:
1. Use **print preview** and **page setup**. You"ll waste less paper if you do this. You'll also find this helpful for creating *attractive* printouts. Below are the essential steps we covered in the January 23rd Lunch and Learn, plus some information on how each is useful.

Printing in Excel:

1. ***Print preview → Page break view*** allows you to see the nature of your document and to make choices about selecting how to divide the pages up, whether to add a ***header*** or ***repeating rows and columns,*** and alternatively, to select text for a ***print area.***
2. ***Print area →*** when you only need piece of your very large spreadsheet, you can select this way, including across sheets. Bonus. It can stay like this forever or you can clear and set new print areas.
3. ***Page setup →*** **page** orientation: portrait or landscape: in excel portrait is not always the obvious choice. Scaling: this can be very helpful in eliminating orphans. Even in small increments like from 100% - 90%. Down to 60% can still be legible in a printout.

→ **margins** resetting these to smaller numbers can help you fit more text on a page.
→ **header** you can add a header by selecting custom header.
→ **sheet** this is where you choose you repeating rows or columns. You can also select the print area here (or from the **file** menu)

4. ***Print →*** selection? Or a page range? These are your best limiters. ***in some cases you are ready to go to print because you have made all the possible changes to the spreadsheet before now.***
5. Sometimes **selection** is another feature you can use to get exactly what you want on paper, and you know that it is relatively small (instead of a print area). This is especially true of the width of the document. The length can be accommodated more readily without creating orphans.

Printing from the web

Topics covered:

1) ***Print preview*** Use this each and every time you want to print from the web so you can see what the nature of the formatting is. Every website is different!
2) ***"Printer friendly versions" and "print this page".*** These accomplish the same thing. If you have this option, use it. It cuts the banners, ads, images and other extras out, and leaves you with the main text, at optimal use of paper.
3) ***The menu options*** in print preview. These vary, but here you can inspect and control what you send to print.
4) ***The extended menu options (***within ***print preview*** for some websites)

   Fit to screen vs. **as laid out on screen** vs. **only the selected frame**. These features allow you to decide on an optimal display for the information you want to print and to see which pages would print empty – so you can avoid printing them!
5) ***Page set up:*** Resetting **margins** to avoid losing information on the right is done here, also controlling whether **portrait** or **landscape** are set as desired. This is okay, but not as helpful as in Excel, where page setup allows for a lot more paper-saving adjustments.

And finally, your last step:

6) ***Print:***
   a) **Page range:** page. Use this when print preview shows that some or several of your pages are blank anyway, or not interesting.
   b) **Selection:** Use this when you have a very lengthy text in a website, and/or there is no "printer friendly version" option. Simply highlight your desired text, then use the selection option in the **print** window.

Printing from Groupwise and using Word

Print preview in Groupwise is well hidden, and not very convenient to use. We also don't advocate printing directly from an email because you have no control over the options, and you don't know how much paper you are going to use. Each email prints out individually.

The following steps are quite simple and part of a good habit if you must print (remember that emails can be archived and saved electronically in your regular hard drives, there is rarely a "need" to print.)

Topics covered:

1) ***Cut and paste your email into Word:*** This gives you the freedom to change the font, color; cut out the signatures and redundant information, add a page break, reset the margins. Then…
2) ***Print preview***

a) Use the percentages to shrink to fit so you can see what your total page count is. Look for orphans (25%) and unnatural breaks (50% or "two pages").

The magnifier will also let you zoom in and out to view text.

3) ***Page setup***

a) Setting margins. The margins in Word are generously set in the default. There is a lot of room for manipulation to your specifications.

b) Check your paper source. Does your network printer have a second chance paper tray? Could you use one? If you already double-siding, that's great.

4) Adding/removing headers and footers

If you have some orphan issues, you can save additional space by adding a header instead of a heading.

Printing from Powerpoint

Topics covered: This is a little different, because it essentially allows you to shrink up to nine pages i.e. slides onto one page.

1) Page setup

a)Orientation slides

b)Orientation notes → Slides sized for: this is where you can choose 2,3,4… 9 and shrink your printout.

2) ***Print***

a) Print range, you can print full sized from here, but perhaps you don't need all the slides. If so, then use this option to select which ones you want.

b) **Print what:** → handouts, notes..? Again, this allows you to pick an option that shrinks the size of the slide, and therefore reduces your total printout.

c) **Print quality:** This feature is also available in Excel.

Properties → finishing → economode. Economode allows you to save toner in addition to paper. Never a bad thing.