



Paper Saving Guidelines

Printing

- **Duplex Printing:** If your printer supports this option, consider using duplex (or two-sided) printing.
- **Distribute Electronically:** Consider saving your document to XPS or PDF format and distributing electronically (via e-mail, shared server, or web site) for online viewing rather than printing.
- **Printing Multiple Pages per Sheet:** Print multiple sheets per page using the Zoom option, **Page per sheet**, in the Print dialog box. Many printers also offer this type of option in the printer Properties dialog box, and you may get faster output by making this choice with the printer rather than through Word. (Use the setting in Word or your printer only, not both.)
- **Preview:** Preview the document closely before printing unnecessary pages. When printing, have Word reduce the number of pages in your document by using the **Shrink One Page** option available in **Print Preview**.
- **Columns:** For documents with a large number of short lines, consider using table columns to place multiple columns of data across the page.
- **Ink/Quality:** Set your default to use black & white ink and draft quality for everyday printing needs.

Template Ideas

- **Margins:** On the **Narrow** page layout, margins are set to 0.5" on all sides, to maximize available print space.
- **Using headers and footers:** If you plan to use a header or footer for your document, you should adjust the top or bottom margin or change the header or footer distance from edge setting in the Page Layout dialog box.
- **To use these margins for all documents:** Open a new document (which will be based upon your Normal template), and set your margins and header/footer distance as desired. Click the **Page Layout** tab, click the Dialog Box Launcher below the **Page Setup** group, and then, in the **Page Setup** dialog box, click the **Default** button.
- **Line Spacing:** If you wish to adjust the spacing above headings and between paragraphs, modify the corresponding Heading and Normal styles.
- **Character Spacing:** If you wish to compress the spacing between characters to fit more characters per line, Word provides a kerning feature. On the **Home** tab, in the **Font** group, click the **Font** Dialog Box Launcher. In the **Format Font** dialog, on the **Character Spacing** tab, select the **Kerning for fonts** check box and set the value you want.
- **To use these styles for all documents:** Make any additional style changes to suit your needs. When you are happy with your settings for fonts and line spacing, on the **Home** tab, click **Change Styles**, point to **Style Set**, and then click **Save as Quick Style Set**. Type a name for this style set, then click **Save**. You can now apply this style set in new documents by selecting it from the Style Set list.

For assistance with configuring your document features, please call the IT Help Desk at helpdesk@radford.edu or by calling 7500.