

Printing Options in OSX

Paper saving options.

PowerPoint

Under the print menu chose the **Microsoft PowerPoint** option (Figure 1).

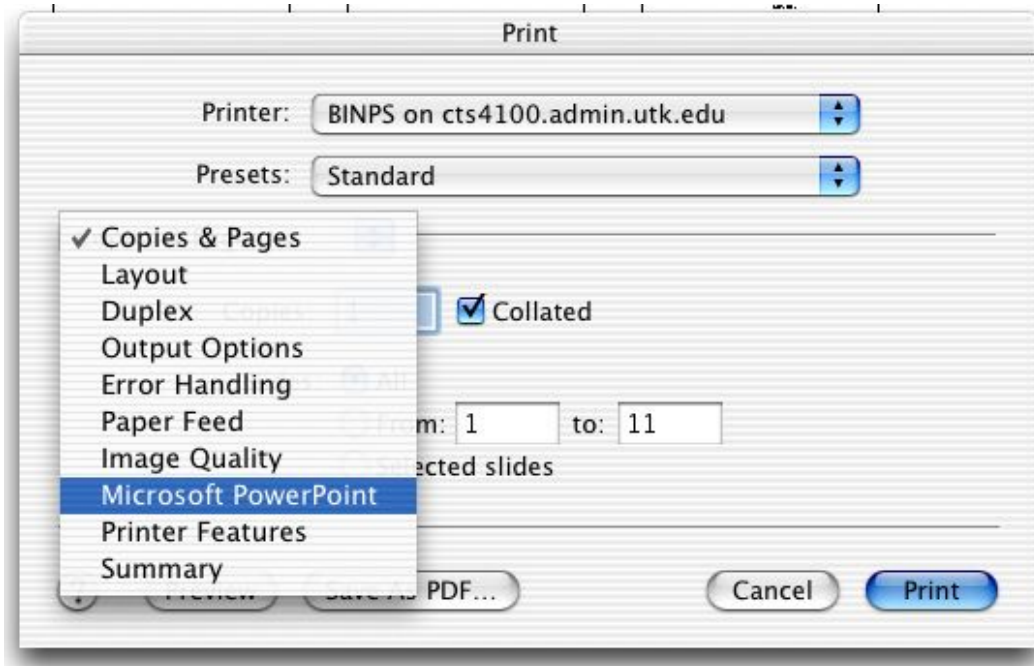


Figure 1: The PowerPoint print menu

On the PowerPoint page two options will help conserve paper.

- **Print What:** set this to print more than one slide per page. (Figure 2.)
- **Output:** Change this to Black and White instead of color. (Figure 3.)

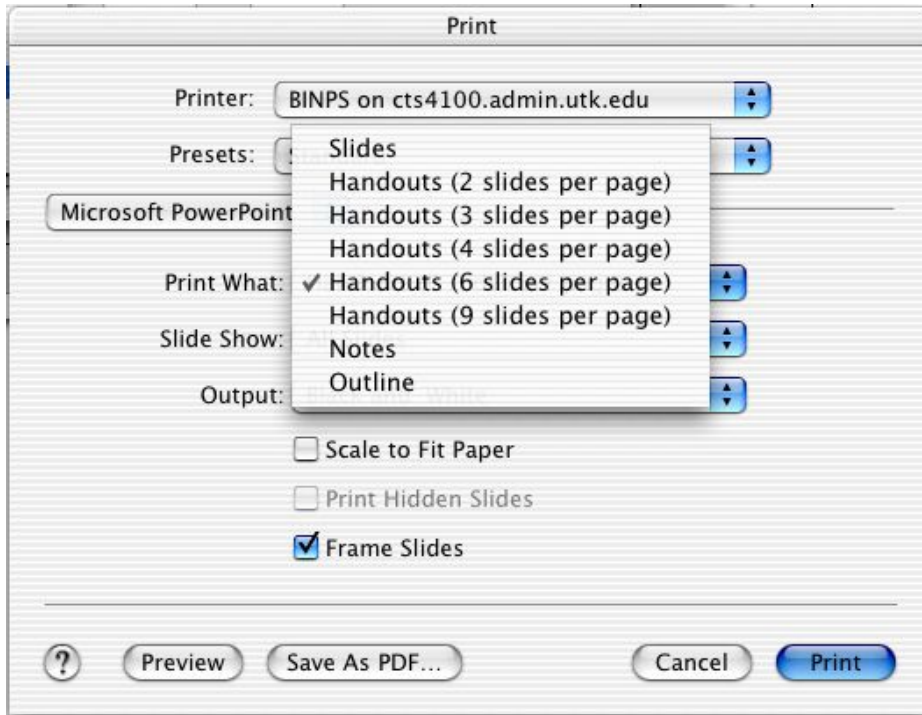


Figure 2. Choosing # of slides per page

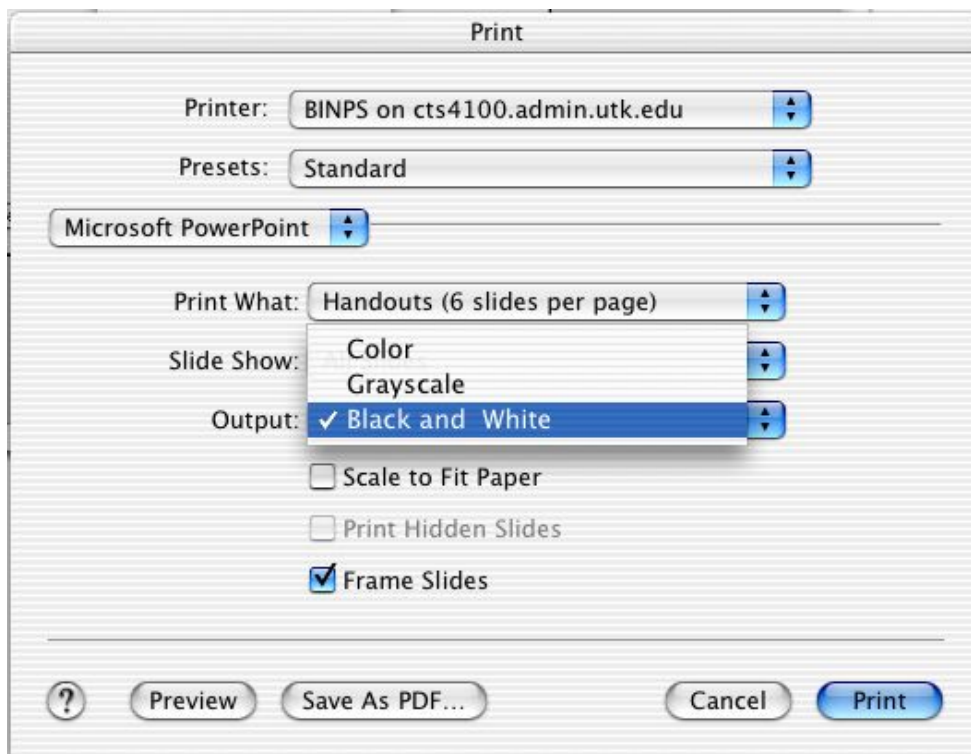


Figure 3. Setting the output to Black and White

Adobe PDF

Printing more than one page per sheet in PDF.

1. In the print menu chose the **Layout** option (fig 1.)

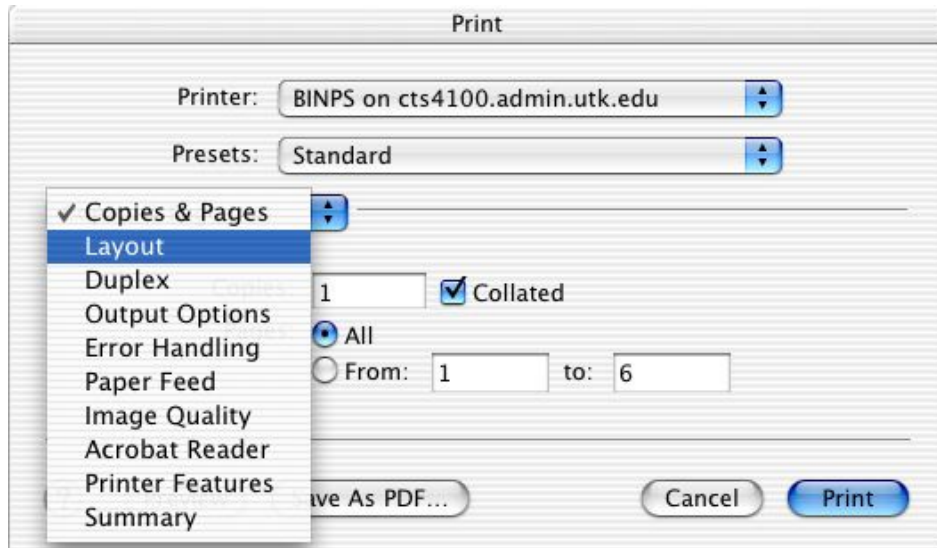


Figure 1. Choosing the layout options in the print menu.

2. Next chose the **Pages per Sheet** option (fig. 2).

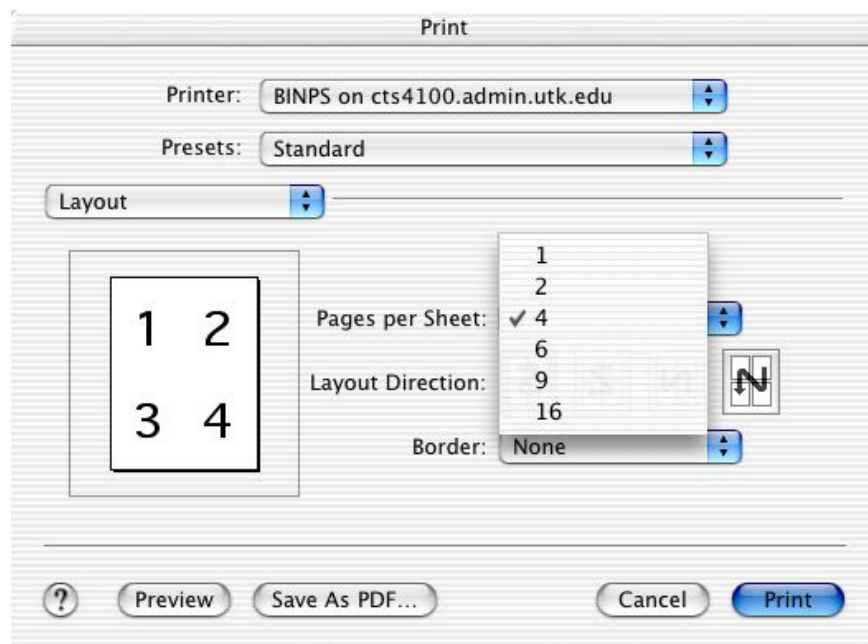


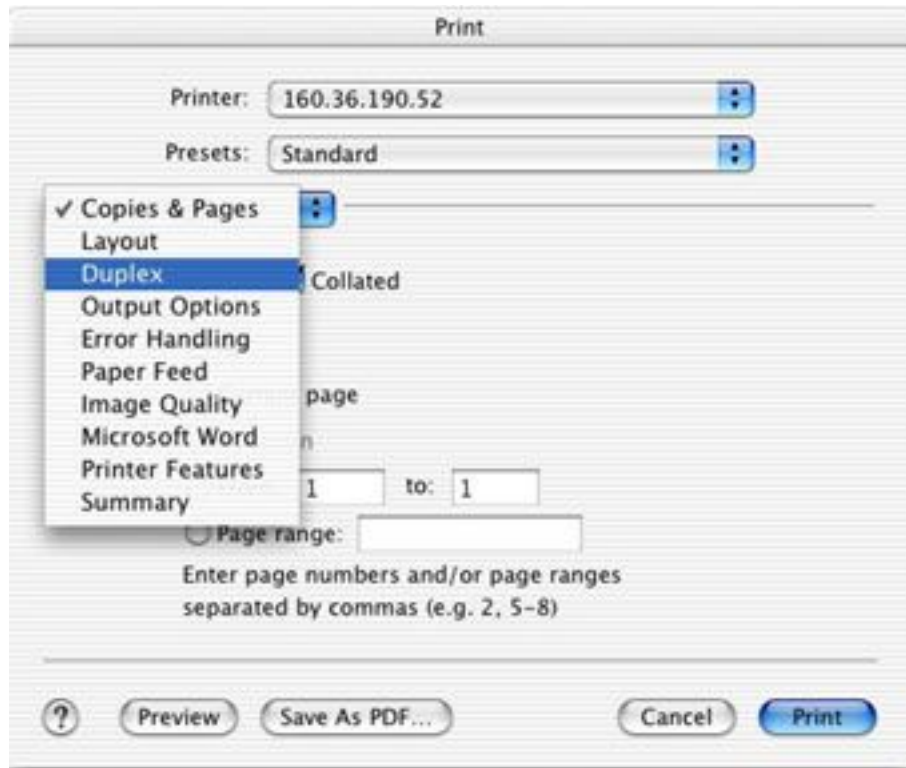
Figure 2. Selecting the pages per sheet in the print menu.

Duplexing Printing in OSX

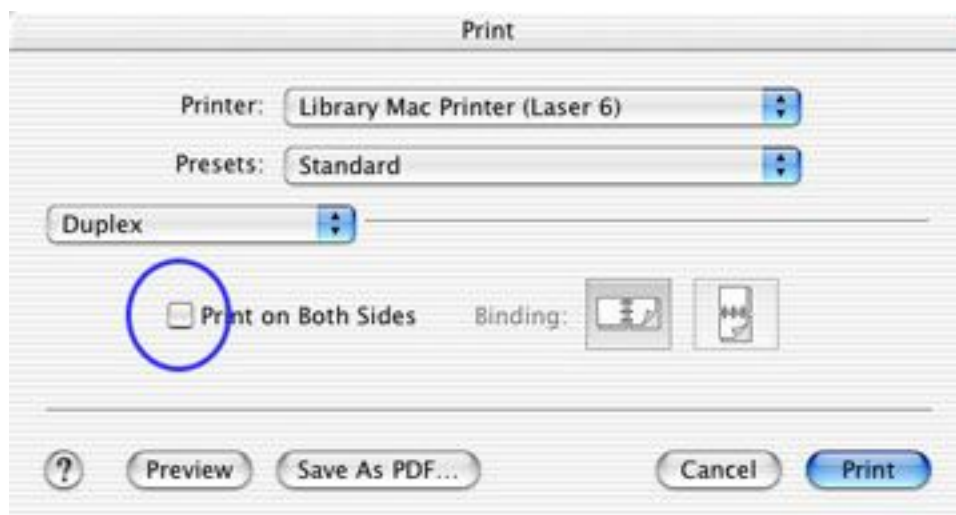
From the menu bar choose Print under the File command

Note: simply clicking the print icon does work.

In the Print dialog box that appears choose Duplex from the drop down menu.



A second dialog box appears. Check Print on Both Sides. Click Print.



Printing to a different tray

1. In the Print Menu choose “Paper Feed” (fig 1.)
2. In the paper feed menu, select the tray from “select source”. Change from Auto Select to a specific tray. Fig. 2.)

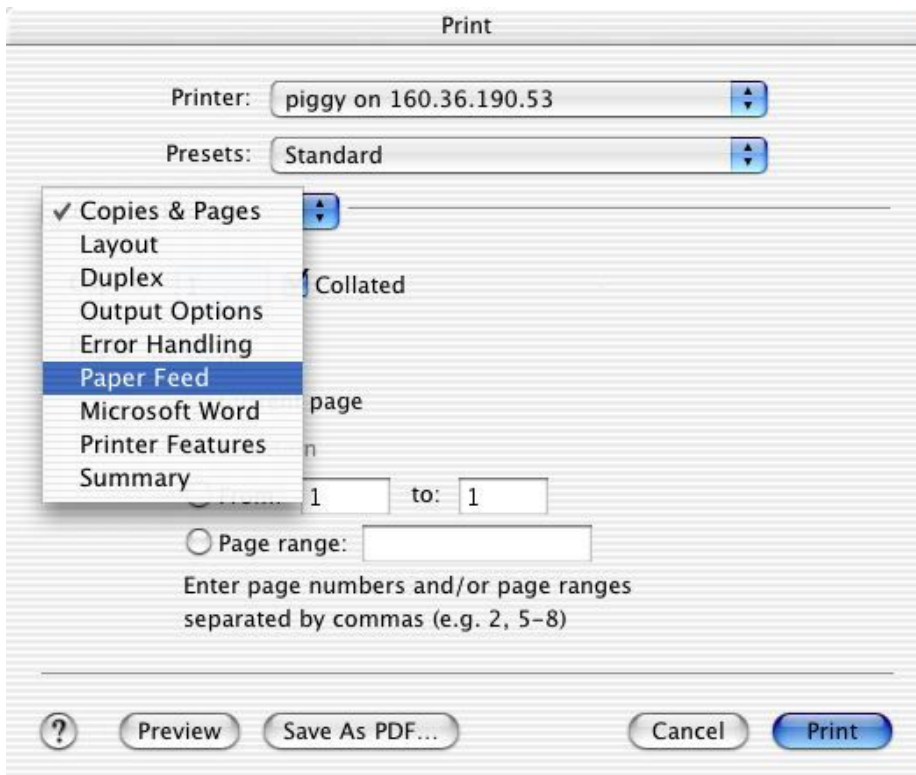


Figure 1. The paper feed option

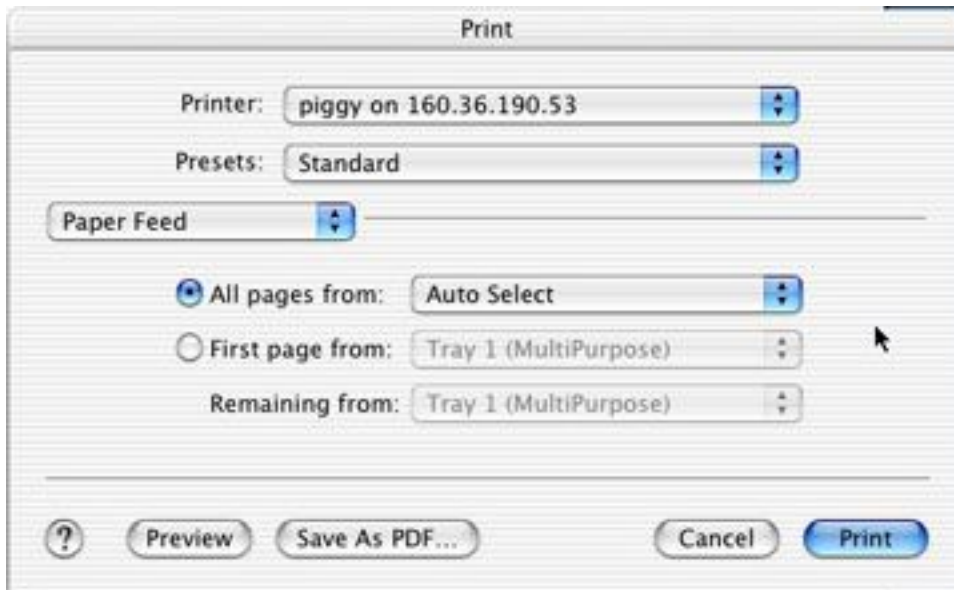


Figure 2. Changing the paper tray the job is printer from.

Print Center in OSX

Checking a Print Job through the print center

1. Double click icon
2. The printer list shows all available printers (only one for the macs). This is where the status of a job would be checked (fig 1.).
3. Double click the printer name.
4. In the printer dialog box you can control a print job (fig. 2).
 - a. Delete a job
 - b. Hold/resume
 - c. Delete

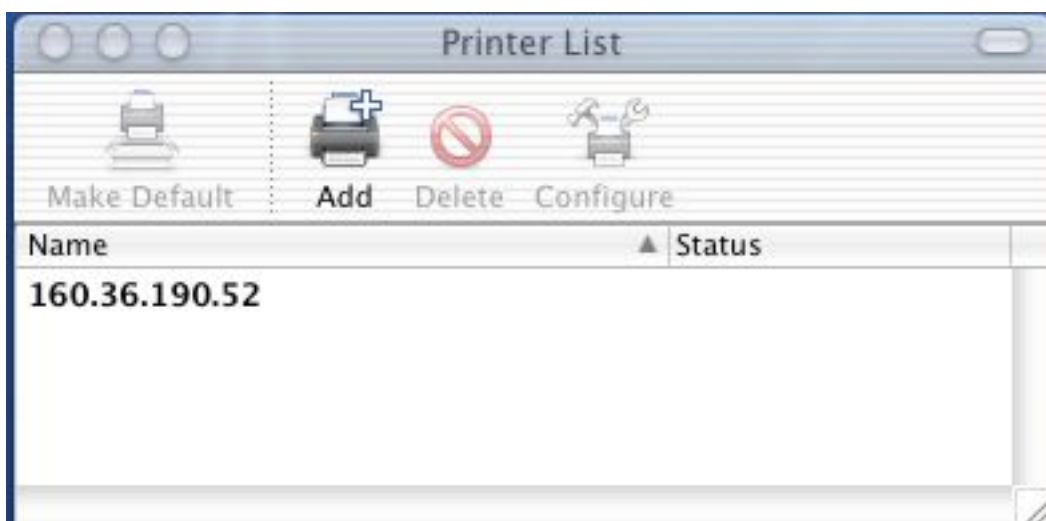


Figure 1. Printer list

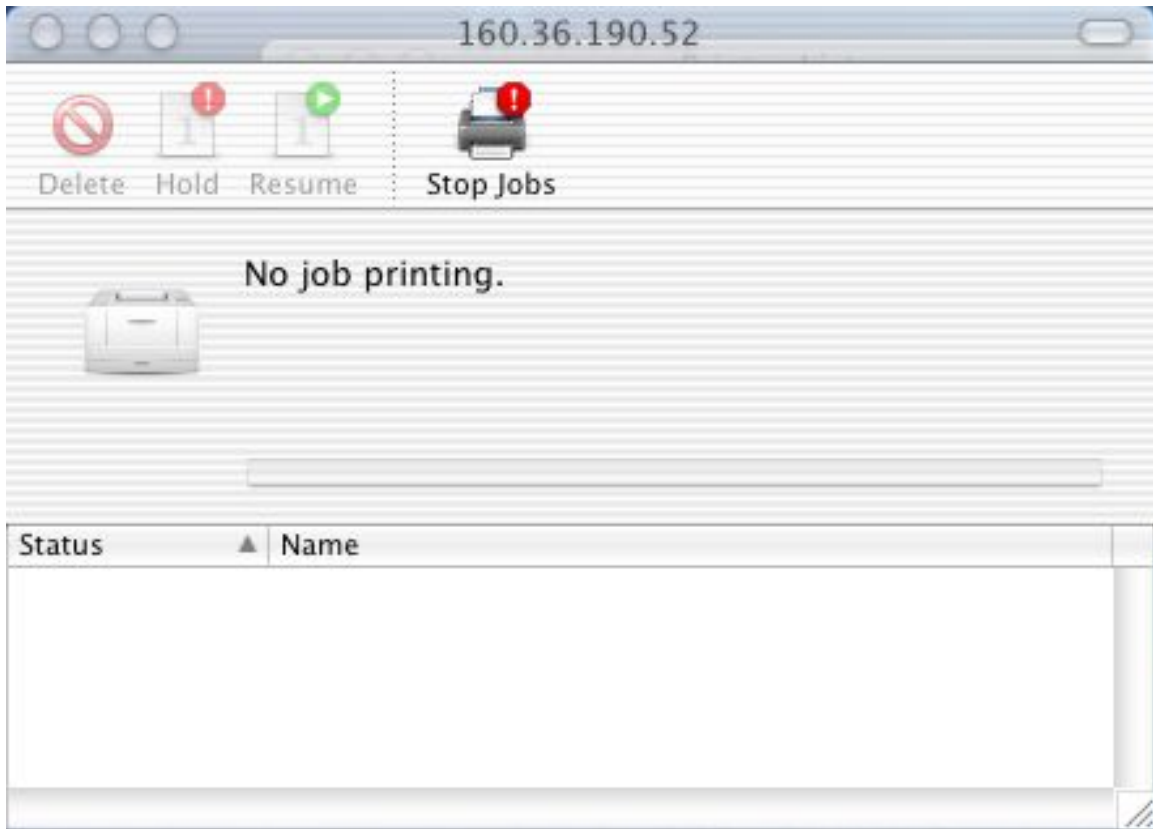


Figure 2. The printer dialog box