# Green Printing

## Do you really need to print?

It is possible to save a document as a PDF from the Print dialogue box. This can often be emailed to an E-book reader such as a kindle. If doing so remember to make sure the text is large enough to read on your device.

## Who are you printing the document for?

If you are printing the document to have a hard copy to reference or to annotate, do you need to print the document full size? An option exists to print 2 or more pages on a single sheet of A4. Combined with double sided printing this can reduce the amount of paper needed for a 100 Page document down to just 25 sheets. Not only is this good for saving paper but it’s also easier to carry.

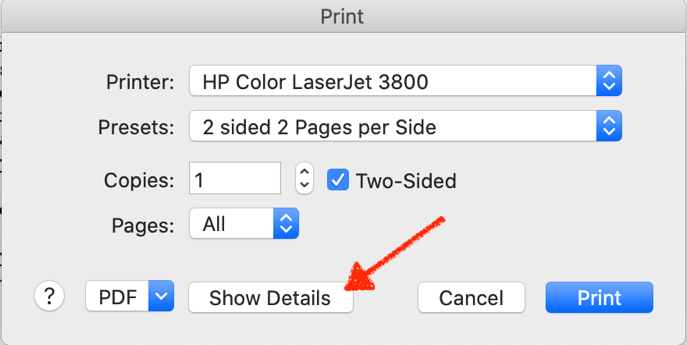
## Save your settings!

Rather than relying on remembering the correct setting every time you go print, save a couple of different sets of print options. You can then select the set you want to use depending on what you are printing the document for. A couple of suggestions for pre-sets might be.

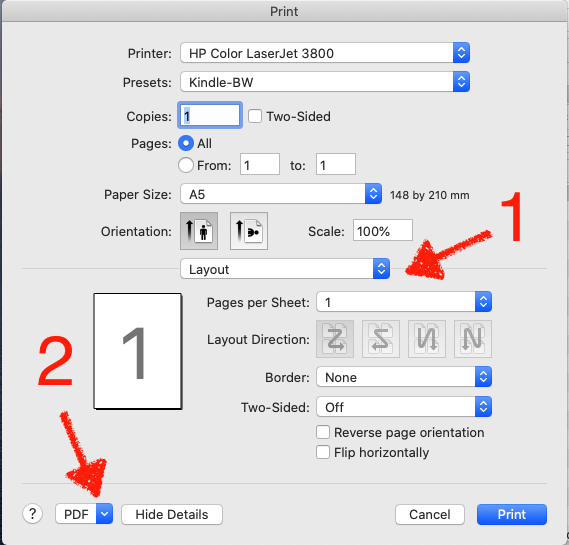
* E-Reader (A5 Paper Size of E-Reader, black & white to reduce file Size)
* Draft (Two Pages per Side, Double sided, A4, black & white, low ink)
* Double Sided (Double sided, Colour)
* Single Sided (Single sided, Colour)

## Where are all these options?

To create a simple user interface the printing options on OSX are generally hidden away.



Once expanded there are many more options available. Most are self-explanatory but some are not.

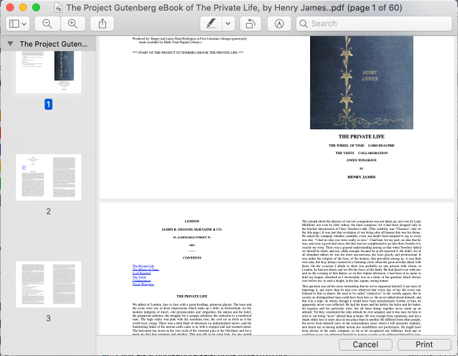


1 – (Layout)

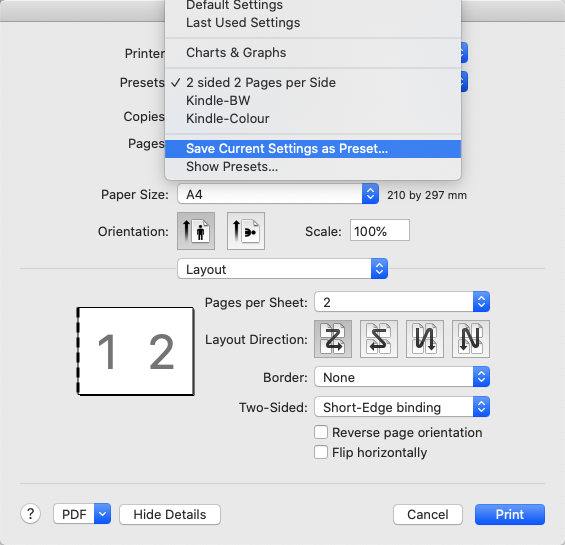
This hides a lot more options including Colour options and print quality.

2 – (PDF)

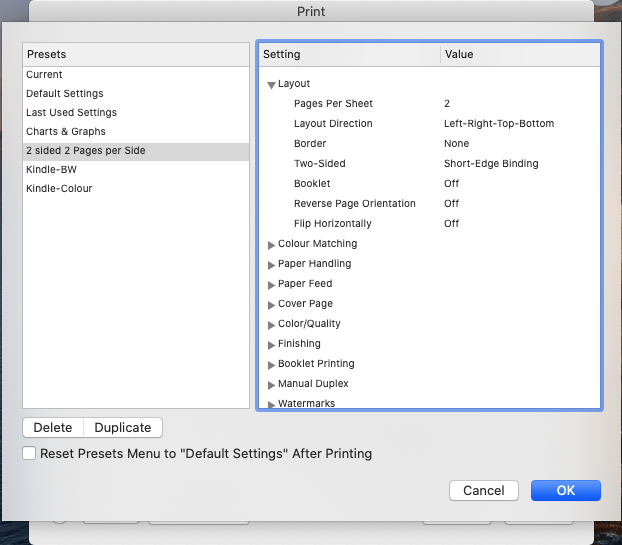
Allows you to preview the output before printing as well as saving as a PDF document.



Once you are happy with a set of print options you can save them as a “Preset”.



Note you can also select “Show Presets” from which you can review the settings of all of your saved presets.



## Document History

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| --- | --- | --- |
| Date | Who | Change |
| 27 Jan 2021 | Antony Nelson | Initial draft |
| 27 Jan 2021 | Andrew Raine | Formatting |