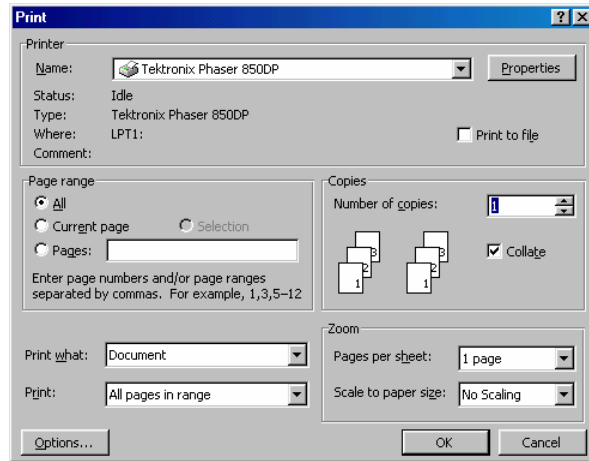


## SOME TIPS FOR PRINTING

### **Reverse printing**

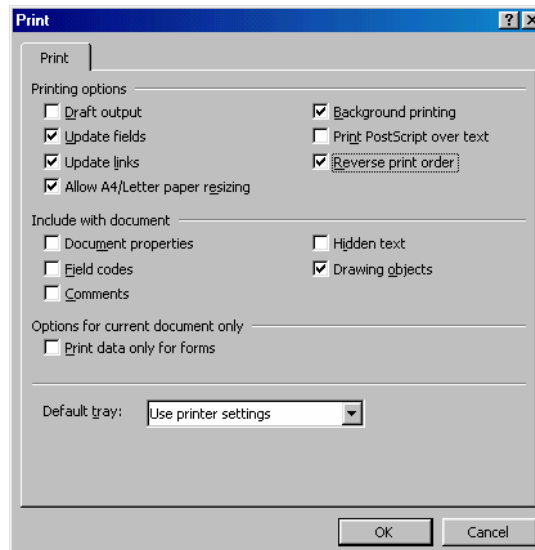
If you are going to print on both sides of a document, and your printer does not duplex for you, you may need this option. Here is an example of how I use reverse printing.

1. Print all of the odd pages by selecting  
*FILE*, then *PRINT*. At the lower left corner of the Print dialog box select the drop down arrow in the *PAGE AREA* and choose *PRINT ODD PAGES*. the bottom of the *PRINT DIALOG* box choose *PRINT ODD PAGES*
2. If the printed pages are resting on the printer face down with page one being on the bottom, you will want to find a way to print all of the even pages on the back of the odd number pages. For example, if the document is forty-five pages, then page forty-five is the last page that printed and is on the top of your stack.  
The challenge now is to print pages forty-four to page two on the flip sides of your printed pages.



Reverse printing will allow you to do this.

3. Select *FILE, PRINT, OPTIONS*
4. In the Options dialog box choose *REVERSE PRINT*
5. *SELECT OK*
6. At the lower left corner of the Print dialog box select the drop down arrow in the *PAGE AREA* and choose *PRINT EVEN PAGES*
7. Take the printed pages out of the stacker and place them in the paper draw. Pay careful attention the way the paper should be positioned (i.e. face up or face down, bottom edge first or top edge first).
8. *Select OK*



to

I recommend that you try this with a small document to get the feeling of how to place the papers in your particular printer.

## TIPS FOR WORKING WITH LARGE DOCUMENTS

### ***Use graphics wisely***

Graphics can greatly increase the size of a document. To include a graphic in your document without greatly increasing its size you can create a link to the graphics file.

For example, many of the letters that I sent to friends and family during the holiday seasons contain pictures of my family. Since I save those letters on my hard drive, I would be saving the pictures over and over as a part of my letter. Since these pictures can be quite large in size, saving them in multiple documents multiple times can take up a great deal of space.



To avoid that problem, LINK the picture rather than inserting it. Here is how:

1. *SELECT INSERT, PICTURE, FROM FILE*
2. Once you have selected the picture to insert, click on the drop down arrow by the *INSERT* button and choose *Link to File*.

This actually creates a link between your document and the picture. What did it save you? It saved you from increasing the size of your document by the size of the picture.

