

# 5 Cost-cutting Tips to Help You Reduce Printing Costs

## Print Multiple Pages Per Sheet

This is especially useful when printing Microsoft PowerPoint® presentations, MS Word® documents, PDFs—and even web pages. In the printing dialog box, look for an option to print multiple pages on one sheet. Also check to see if your print driver allows “N-up” printing, which lets you manually set the number of pages you’d like to print on a single page.

## Use Print Preview and Shrink to Fit

One way to eliminate unnecessary pages at the end of a document, and avoid wasting valuable ink is to use the Print Preview option. Look for inefficient gaps in the document, misplaced page breaks, and too many spaces. Modify your document to get the most out of your printing.

## Print Duplex

This simple idea—printing on both sides of the page—is one of the easiest ways to print more efficiently and cut down on paper use. Make sure your default print setting enables two-sided printing and start saving!

## Print a Draft Copy

If you’re using Microsoft Word or other word processing software, save ink as well as print time by printing draft copies of your document as you edit them. In “Draft Output,” not all formatting, graphics, and other features are printed, however this feature is useful when you just need to check grammar, spelling, and content in a hard copy. Check to see if your printer supports this feature. Click “Options” in the print dialog box and check “Draft Output,” then click “OK.” Note these steps may vary slightly based on which version you’re using.

## Print Greener

GreenPrint™ software automatically highlights and removes unwanted pages prior to printing by analyzing each page sent to the printer and looking for typical waste characteristics (like the last page with just a URL, banner ad, logo, or legal jargon). Download GreenPrint software for free if you own a Xerox Phaser 8560 or 8860 solid ink color printer or multifunction printer. To learn, more visit <http://www.office.xerox.com/solid-ink/save-paper/enus.html>

