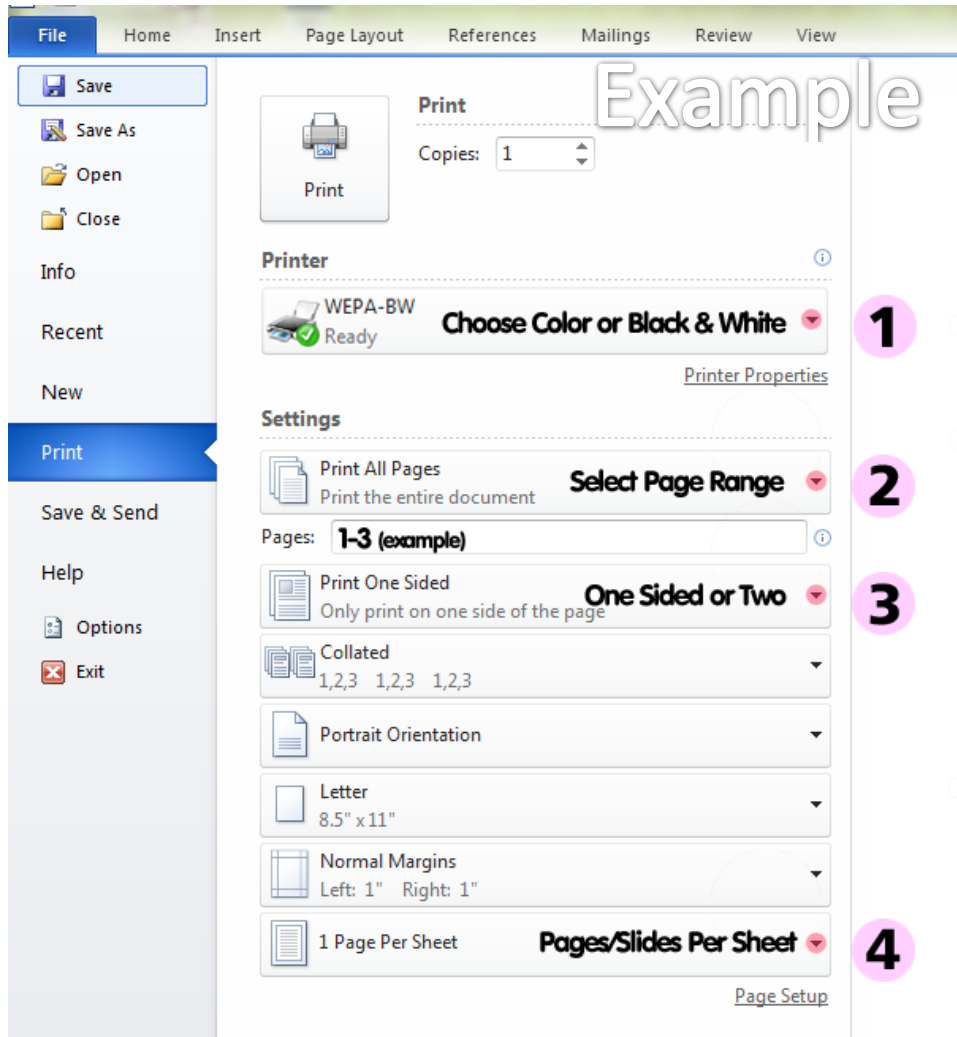


Print Less: Select Options Before Printing

Review the print options before printing. These options will vary depending on the software you are using.



1. Color or Black and White

- Select black and white or color.

2. Print Range

- Specify the pages you wish to print. If the last page of the document is blank, you can avoid printing it by selecting a range such as 1-3 of a four page document.

3. One Sided or Two

- Choose to print on one or both sides of the sheet.

4. Pages/Slides Per Sheet

- You can select to have multiple pages or slides printed on a single sheet to save paper.

5. Print Preview

- Review the print preview from the print options before selecting the print button.