Printing Procedures

Do I need to print this?

• By reducing the amount you print, you can protect the environment and save money for our schools!

• If you are sharing an email, consider forwarding it instead of printing it.

• Sharing a document? How about putting it in Google Docs? Collaboration is a breeze and you'll never have to wonder who has the latest version.
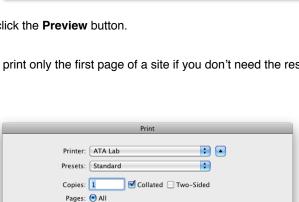
Getting Ready to Print

• **Log into the wireless**. Open a new window in Firefox or Safari and make sure you don't get the orange Aruba login.

• Make sure the correct printer is selected from the **Printer** menu.

• **Preview** your document:

    • If you don't see a thumbnail of your document in the printing window, click the **Preview** button.

    • In the preview, notice **how many pages** will be used.

• **Select Print Range:** Print only the pages that that you need. For example, print only the first page of a site if you don't need the rest.

Other Tips

• Printing a **website**?

    • Copy the part of the web page you want to print and paste it into a Pages or Word file to remove ads, sidebars, and other things that waste paper and toner.

    • Did you know Firefox allows you to highlight part of the page and print only that section? Just highlight the text you want to print. Go to the **File** menu, then **Print**. Select **Firefox** from the third drop-down menu. Check the box that says **Print Selection Only**.

• **Save trips** walking between your computer and the printer: After you print, click on the **printer's icon** in the Dock to see when your document has finished printing. This will save you from checking again and again and tell if there are any issues.

Troubleshooting

• Remember to be patient. If you are printing a large document with graphics, it may take some time. If the green light on the printer is flashing, this means it is still working. Give it a minute or two.

• If it doesn't print or you get an error on the computer, double-check that the printer is on and cables are plugged in.

• Double-check that you're still logged into the wireless network.

• Watch for yellow or red warning lights on the printer.

• Check that the correct printer was selected. Did it print somewhere else?

• Check for a paper jam, empty paper tray, or low toner.

• If the printing is faded or messy, try taking out the toner cartridge and gently shaking it to make sure the toner is evenly distributed throughout the cartridge.