

## A Modest Proposal on Printing

Be aware resources are limited, and we are short in supplies, but we all can do something to make them last a bit longer.

While the Ellender Memorial Library has been able to provide printing to students almost unlimitedly in the past—in part thanks to the students' technology fee—it is unlikely that we will be able to do so in the future.

We do understand that printing is an essential part of saving class notes, syllabi, and other course documents readily available for private usage. And with the increased use of Blackboard and internet sources, the need for printing has increased and will continue to increase.

A technological solution would be most appropriate response to this problem: Therefore, Nicholls has implemented a student account based system that allows each student to have an individual print account—with a certain number of credit units per month.

To help maximize your print account, we offer here a few tips:

Send one job at a time to the printer—and collect your print job before sending a new one. If something does not print, talk to the librarian. Don't try sending it again.

When printing PowerPoint presentations make sure that you select in **Print What: Handouts** (bottom left of the print screen). Do not select Slides. Slides will only print one per page, wasting *your* paper and *your* money.

Always use grey scale (located right beneath **Print What: Handouts** ) when printing handouts. We do not have a color printer, so choosing color will make your print job take longer, sometimes more than ten times longer, to get to the printer.

If you are printing from Blackboard, rather than print the version that is imbedded in the Blackboard website, save the document as Powerpoint or Word, whichever it was written in, and open it with that program. You can then manipulate the document to maximize paper. If you do not know how to save a document from Blackboard, ask a Librarian.

When printing articles or documents from the Web, always look for a link that says “printer friendly version.” If you see such a link, use it.

If given the choice of file format, choose to print PDF files over HTML files.

Understand what you need to actually print and keep for future reference, as opposed to what you just need to look at. If you are not sure, ask your instructors or fellow students.

Look at web link [How to Print Multiple Slides](#), before printing multiple slides in Powerpoint.

For instructors, we offer this advice: While many presentations look great on a screen with composite backgrounds and pictures, remember that such presentations use a lot of ink and paper when printed for the amount of information they actually contain. Please create a Printer Friendly version of your slides. This version should minimize color and use only images that are absolutely necessary.

And finally, do not print these words of advice. You now know where the link is, and it isn't going anywhere. ☺