PRINTING: TWO EASY WAYS TO SAVE INK

Printer ink is one of the most expensive liquids (by volume) available to mankind. Per milliliter ink costs more than penicillin , vodka, Red Bull, bottled water or crude oil!

Many documents designed to be read online are not "*print friendly*" when it comes to ink usage. The truth is because of color, large graphics, highly readable fonts, etc. they can better be described as "*ink hogs*".

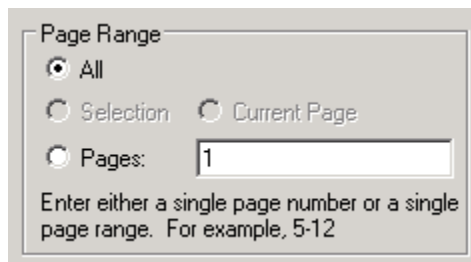Save Paper and Ink. Take print outs only when you have to.

But what if you need a printed copy?

Here are two ways to save ink that the majority of us can easily do. Both are performed at the same time from the same screen before printing.

PRINT ONLY THE PAGES YOU REALLY NEED

Decide if the entire document needs to be printed.   Most often the answer is "No".

Almost all programs that let you print will allow you to specify which pages to print. By that I mean you can typically choose to print only certain pages. When you select **File**, **Print** ,in most applications, you'll usually get a print dialog box (or screen) that includes something like this: Print Range

This example is from Outlook, but other applications are similar.
<Click Here To View Other Example Of Print Range>

The trick is knowing how to tell your computer which pages to print.

Example: Let's say you have a 25 page document but only wish to print ten pages which are pages 1, 5, 13,14,15,16,19 and 23 to the end. Select "**Pages"** and type in:

1,5,13-16,19,23-

Use a comma between page numbers. Use a hyphen to indicate a range of pages. A hyphen at the end of the list indicates "*print to the end the document*". (If you forget this

print range "shorthand" you can type each page number, with a comma between, for the same result. e.g. 1,5,13,14,15,16,19,23,24,25
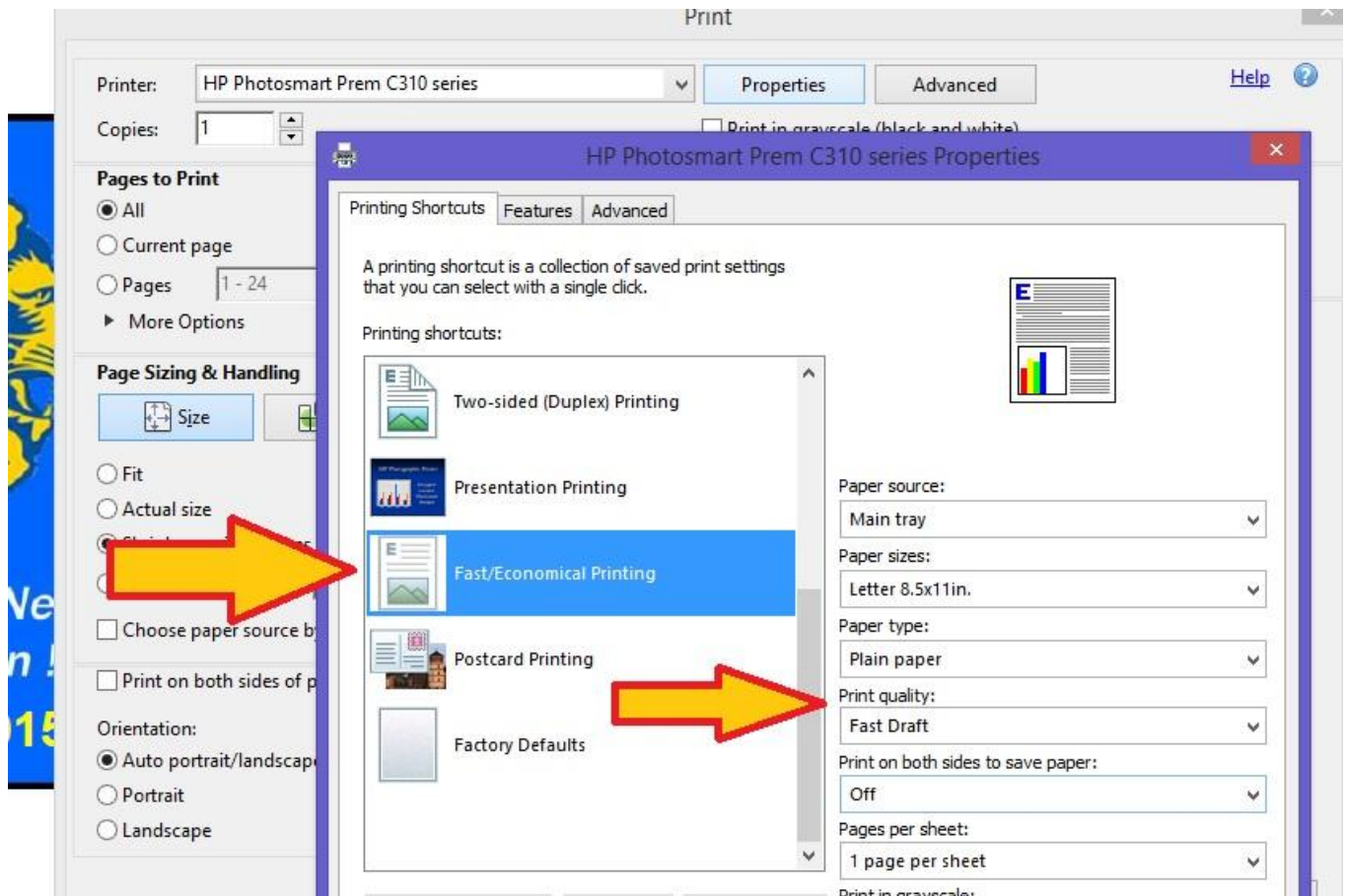
This two minute video shows how to enter page numbers plus other ink saving tips.
<[CLICK HERE FOR VIDEO](#)>

PRINT IN "DRAFT" MODE

"Draft" mode saves up to half the ink of regular print mode. Draft Mode is sometimes referred to as "Fast" or "Economical." Draft mode prints using less ink. Most times this is enough and the prints are of decent quality. This is usually sufficient for casual reading or for reference. Draft mode also prints MUCH faster than normal mode.

How do you select draft mode? Just as you did for printing specific pages select **File**, **Print** .Depending on your printer, find and look under either "Properties" or "Advanced" Properties for Print Quality, Color or Image Quality, or comparable verbiage. Then look for Draft, Fast Draft, Economical, etc. and select it. You'll be looking for options that look something like this:

Now when you "PRINT" only the pages you have selected will print and they will print faster using less ink!

These instructions are for printing on a 'per document' basis. If you wish to do all your printing in draft mode your printer preferences can be set-up to do so via the control panel. Consult your printer manual or try searching the web for "Your Printer Name/Model" + Set Print Preferences to find instructions. *There is one warning.* Bar codes printed in draft mode typically **DO NOT** scan correctly by barcode scanner machines. Shopping receipts for store pick-up, boarding passes and other pages where you have to print a bar code that will be scanned later using a laser barcode scanner will probably NOT be read properly by the scanner if printed using DRAFT quality. Make sure bar codes are printed in "Normal" mode.

And lastly, resist the urge to use a power bar, or any other method other than using the printers " ON/OFF" power switch to turn off your printer. Doing so can prevent the printer from "parking" the print head in the correct position (protective pad or cap inside the printer). Parking in the right position helps prevent ink from waste caused by drying and prevents clogging inside the print nozzles. (*Note: Newer printer models are "Energy Star Compliant" and automatically park the print head after a sustained period of inactivity.*)

Hopefully these few tips will save you time, paper, ink and money!

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* [Portions of the above are copied from this link](#).