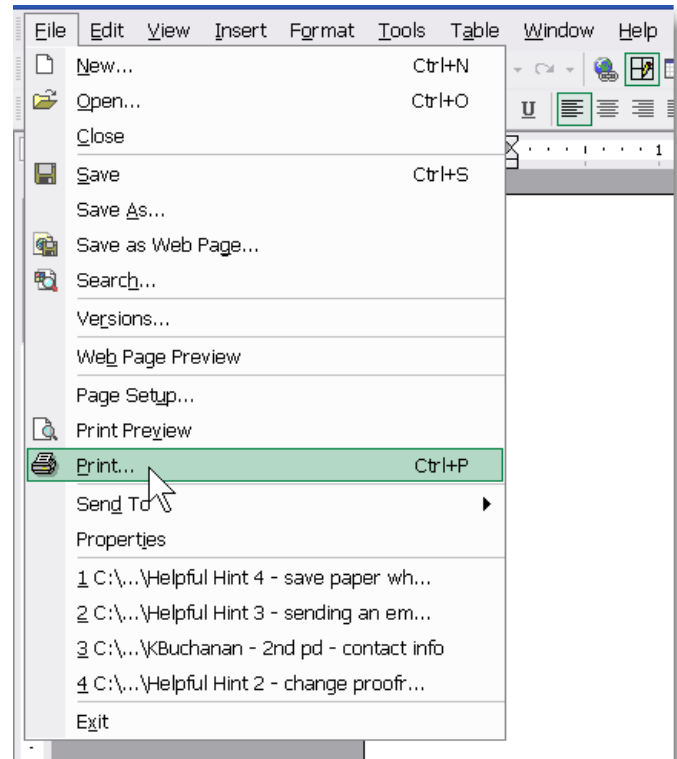


Tutorial – Save paper when printing in a version of Word earlier than 2007.

Step 1: When you are ready to print, click “File,” then click “Print.”



Step 2: When the “Print” dialogue box appears, change “Pages per sheet” from “1 page” to “2 pages.” Then click “OK.” Since the print size will obviously be smaller, make sure it will not be too much of a strain on your eyes.

