

Paperless Solutions

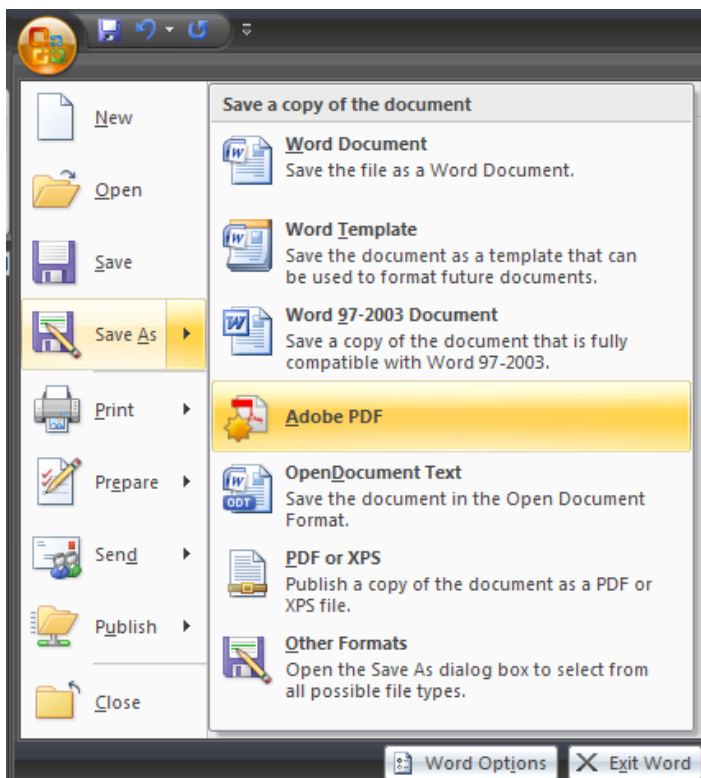
For the Office and the
Classroom

PDF documents

Portable Document Format represents the digital alternative to printed copies. PDF documents are secure, and prevent unauthorized changes. In terms of accessibility, they are flexible for Windows and Apple operating systems, small in size, and screen-reader friendly. The Microsoft Office 2007 allows documents to be saved directly to PDF format. If you have not installed the PDF Office plug-in, [you may download it here](#).



The PDF plug-in will install an additional tab on the Office Ribbon which will allow you to create and send PDF files. You may also edit the properties of your PDF files which include the document quality, bookmarks for your document, and password encryption.

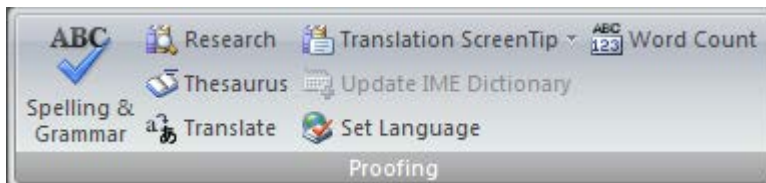


It will also create an additional entry under "Save As," allowing you to save your existing document to a PDF file. If you have not already done so, you will be first prompted to save your document as a Word file before creating a PDF copy.

MS Word Review Tools

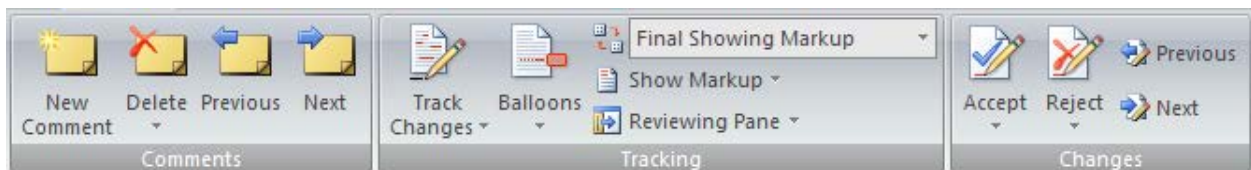
Whether you're grading essays or proofreading memos, Microsoft Word provides some easy-to-use tools for making comments, marking corrections, and more!

Spelling and Grammar



Spelling & Grammar errors are a common reason for excess printing. A quick grammar & spelling can catch *most* errors, but an extra pair of eyes can be helpful as well. You may also look up entries by highlighting the term and selecting either **dictionary** (under “Research”) or **thesaurus**.

Comments and Track Changes



The **Comments**, **Tracking**, and **Changes** features provide a clear and flexible alternative to written (or scribbled) comments on a print copy. Revisions made using the review tools

Comments appear in the right margin and are numbered in the order in which they appear. They may be deleted either by right-clicking and selecting “Delete Comment” or by selecting the comment and clicking “Delete” in the ribbon.

When “Track Changes” is toggled on, any additions to a document will appear in underlined red text, and deletions will either appear as red strikethrough or indicated in a margin balloon (preferences may be set by clicking the “Balloons” button on the ribbon). Deselect “Track Changes” to add text as normal.

Revisions edits in “Track Changes” mode are tentative, and the user may accept or reject these changes using either the buttons on the Ribbon in “Changes” or by right-clicking the balloons and selecting “Accept Change” or “Reject Change.”

February 21st, 2009

Commonplace Community College
98000 SE Jackson St.
Anytown, WA 98765

Ms. Sheryl Crow
1213 Winding Road
Los Angeles, CA 91501

Dear Mrs. Crow,

On behaf of Commonplace Community College, I would like to thank you for your generous donation. Your contribution makes it possible for us to continue to support and maintain the high-quality of the Commonplace Community College education as well as the campus environment. In the next year we anticipate the launching of our CCC Space Program, which will earn us the distinction of being the first community college to put a human being on Saturn.

Thank you for your generous donation.

Sincerely,

James T. Kirk
Directory of Orbital Operations
Commonplace Community College

Deleted: Mrs.

Comment [A1]: Spelling - behalf

Deleted: highly

Deleted: Once again t

Comment [A2]: Do you mean "Director?"

Compare and Protect

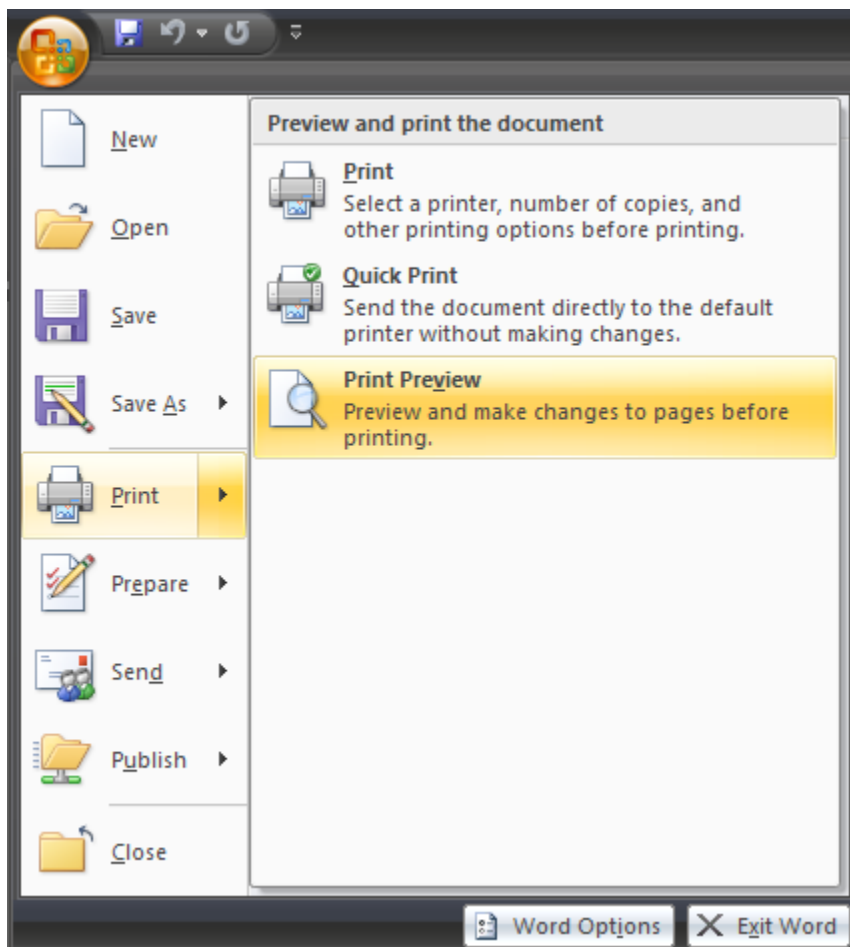


Compare may be used to quickly identify differences between two existing documents. You will be prompted for the location of both the original document and as well as the revised document, and Word will use revision annotations to identify changes. **Protect Document** will allow you to set up security permissions to prevent unauthorized changes to your document.

Print Handling

In many cases, printing is inevitable. While you may need to print eventually, you can reduce—if not eliminate—the number of printed pages before printing the final copy. Below are some tips for both reducing “scratch pages” and re-using existing pages.

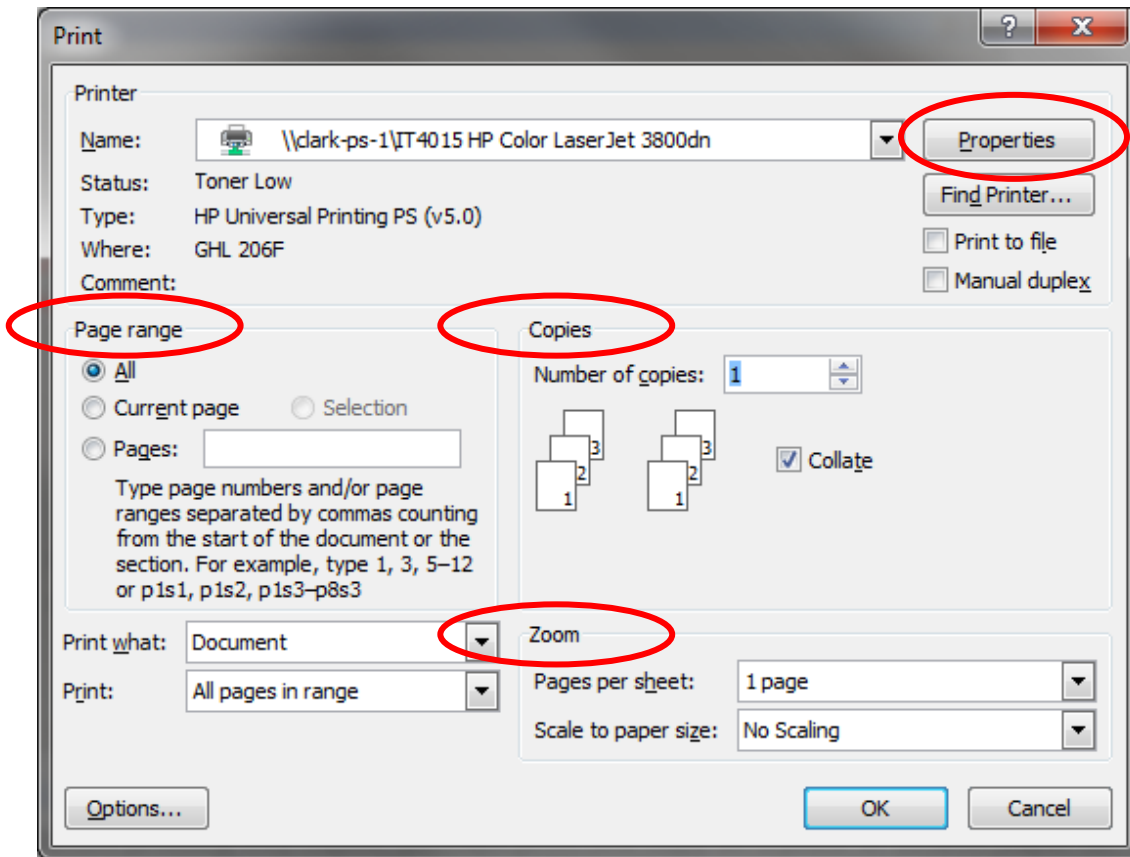
Print Preview



Simple proofreading can save ink and paper, not to mention time and energy. Use “Print Preview” to preview your document as it will be printed and catch general document layout errors that often lead to multiple draft copies. If a printed draft is necessary, consider using a scratch piece of paper in the manual feed tray.

Page Range

The print dialog box provides useful customization options for handling print jobs. The page range area allows the user to specifically print only the page currently being viewed or even specific, non-consecutive pages. This can be helpful if, for example, a single page of a multi-page handout must be revised or replaced.



Copies

Before printing fifty copies, perhaps print one copy on a piece of scratch paper to be sure your document layout is correct.

Zoom

As long as your eyesight can handle it, perhaps you'd like to fit four (or more) pages of notes on one front-and-back sheet of paper. Adjust the zoom level and squeeze your document to one page.

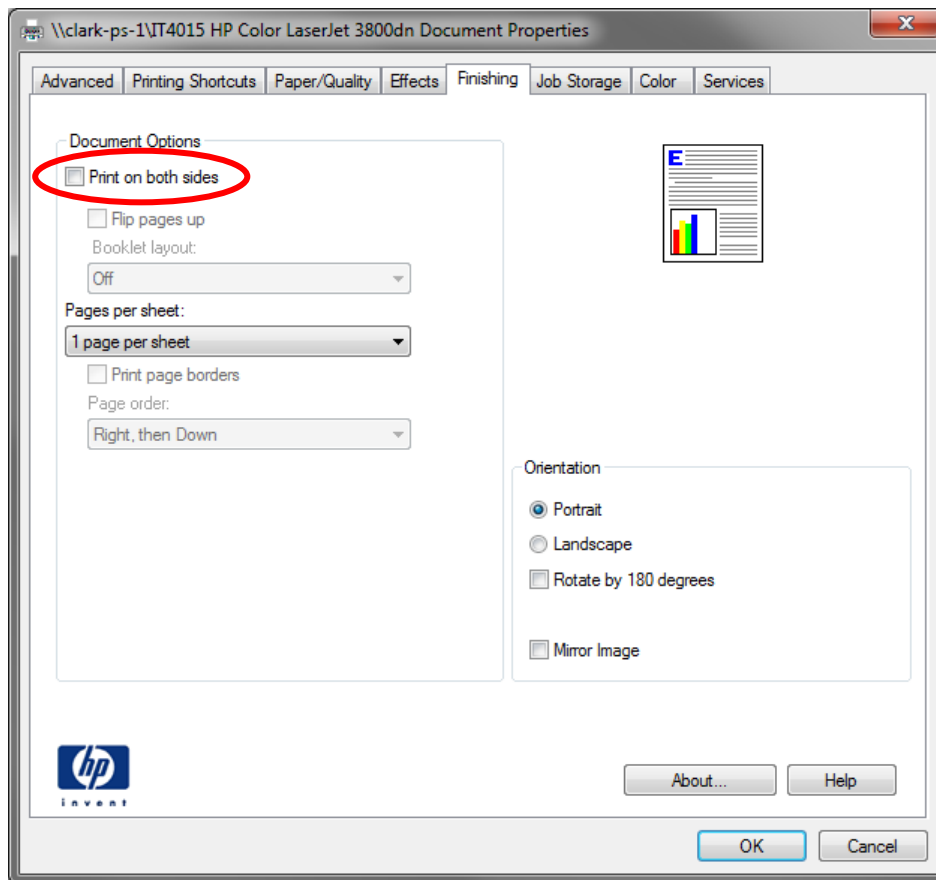
Print Properties

The “Properties” button brings up print handling options specific to the printer being sent to.

Two-sided printing

From within print properties, you may enable the option to print on both sides of a single sheet of paper.

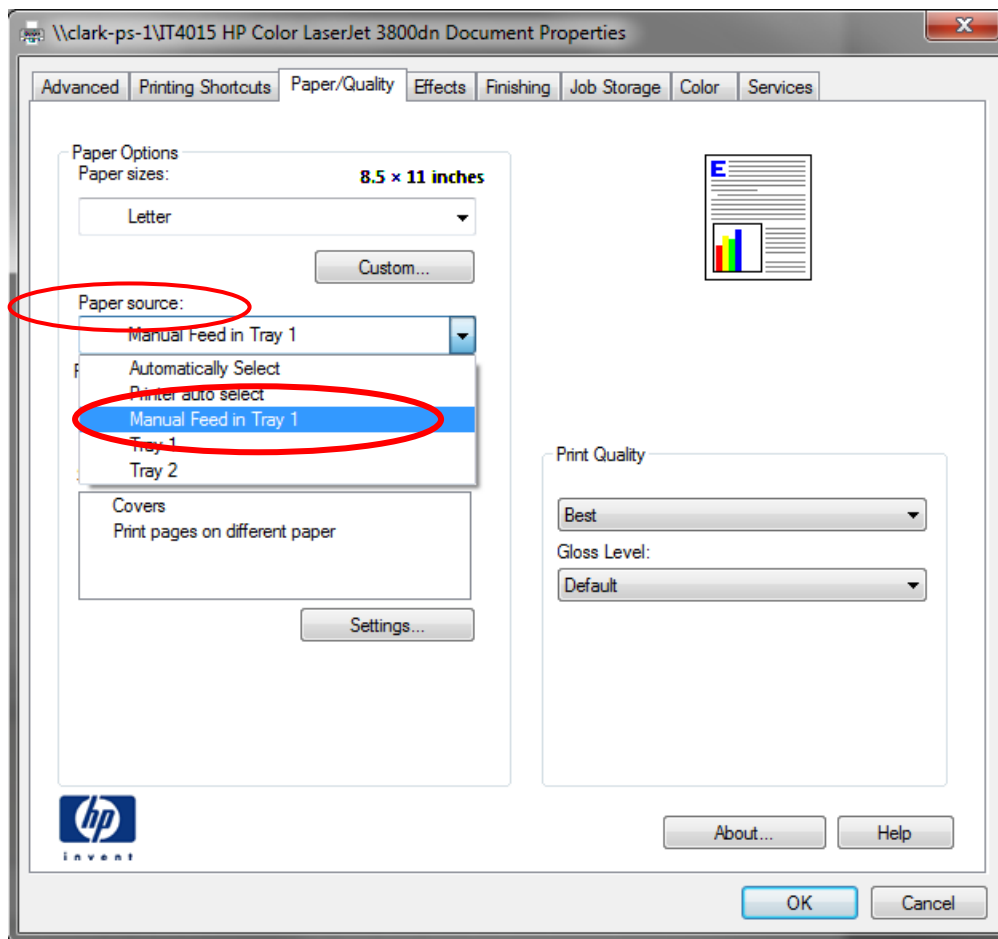
1. Select “Print” and click the “Properties” button.
2. Click the “Finishing” tab
3. Click the checkbox next to “Print on both sides”
4. Click “Ok”



Paper Source

Why use a fresh sheet of paper to print out test pages, meeting notes, or class outlines? Keep a stack of used paper in the manual feed tray and re-use the clean side. To print to paper in the manual feed tray:

5. Select “Print” and click the “Properties” button.
6. Click the Paper/Quality tab
7. Under the “Source is” dropdown box, select the “Manual Feed Tray.”
8. Click “OK”



Be sure to make sure that paper is oriented properly to print on the blank side. For most Lexmark printers, this is blank side down. If using re-used paper for informal meeting handouts, be sure that the printed side does not contain sensitive information, and perhaps draw a line across the “dummy” side to clarify which side you would like your recipients to read.

Other Tips

The [Cutting Paper](#) website operated by the U.S. Department of Energy provides a wealth of information on American paper consumption in the workplace as well as tips on how to reduce it.

For instructors looking for a flexible alternative to the textbook, *Open Education Resources* can be a cost-effective and green option. For more information consult the [OER Consortium](#), an OER resource specific to community colleges.

For those with Google Accounts, various document collaboration and sharing options are available using Google Docs. Take the [Google Docs Tour](#) for more information.

Leveraging eLearning for tests and quizzes and electronic submission reduces paper shuffling and also provides a cut and dry timestamp for submission deadlines. For instructors, multiple-choice and fill-in-the-blank questions may be graded instantly which streamlines the grading process. Students should direct grading and submission inquiries to their instructors, or contact Brendan Pust (bpust@clark.edu) for tech support. Faculty may contact Kathy Chatfield (kchatfield@clark.edu) for course design assistance and support.