

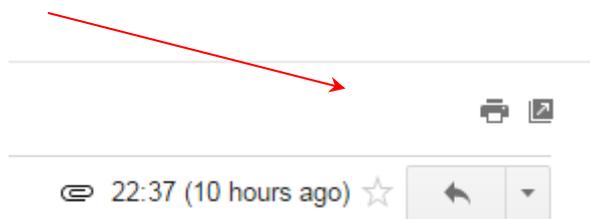
Reducing Departmental Printing Costs

Printing to PDF

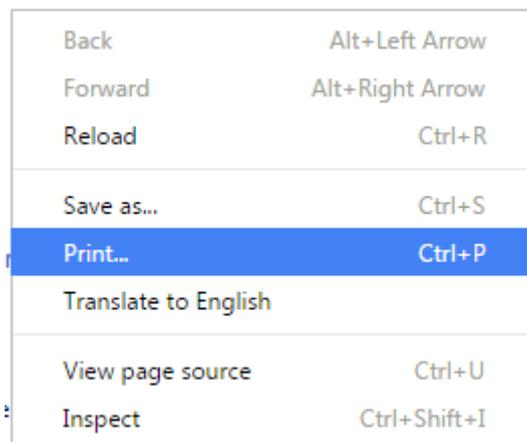
To help reduce the significant departmental printing costs, please find below tips on using PDF printing as an alternative to printing out on paper. PDF's can be viewed easily and is a more consistent way of sharing information.

Tip #1 Printing Google Email's to PDF

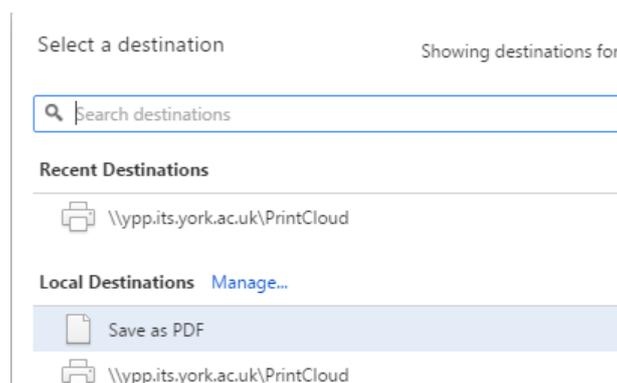
1. Open Email.
2. Click Print Icon.



3. Right mouse click and select print.

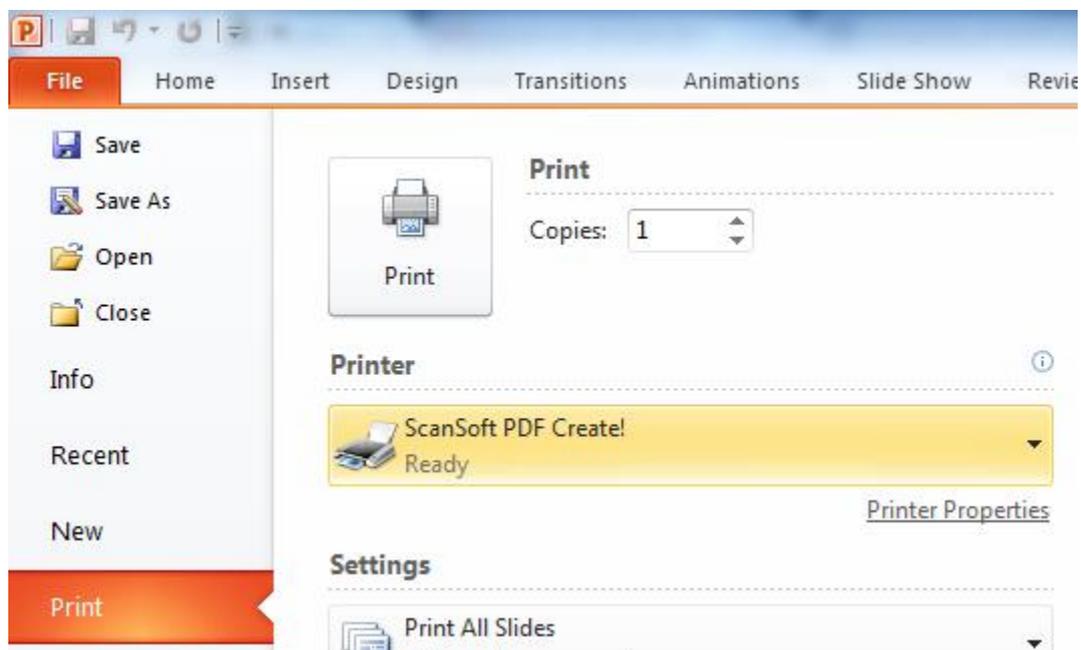


4. Select print to PDF and then select filename and location.



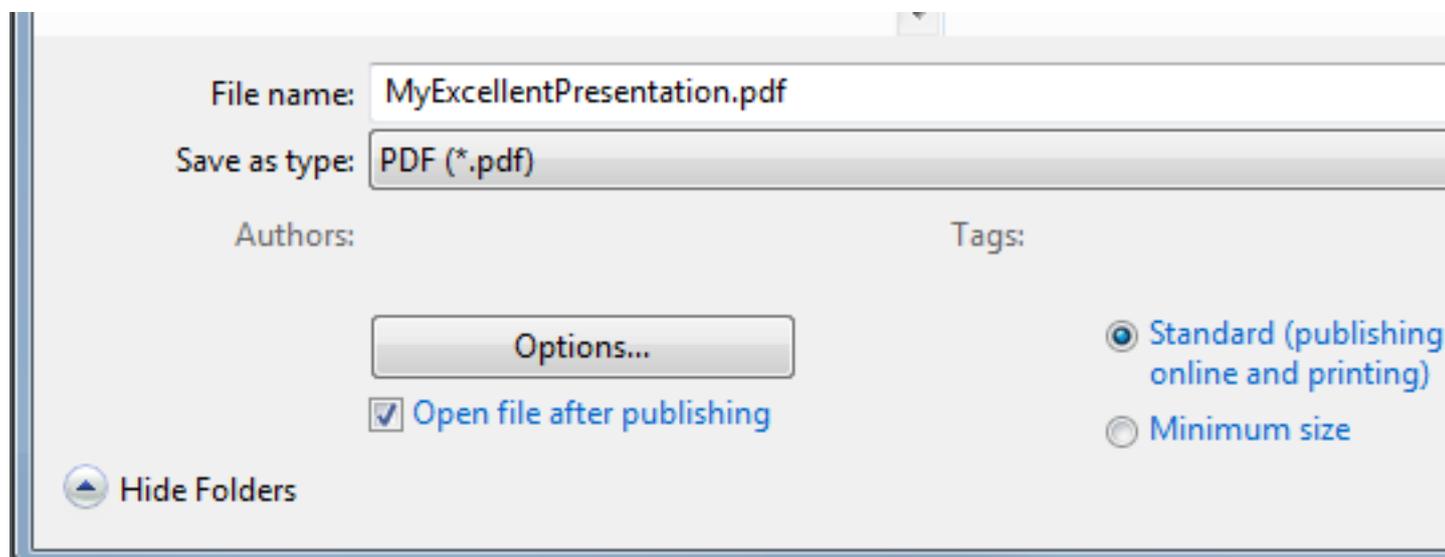
Tip #2 Printing Presentations to PDF

1. Open Microsoft PowerPoint (The same process will also work for Word and Excel).
2. Click File, Print on left hand side menus



3. Select PDF printer from Printer list and then click Print button.

Alternatively you can select 'Save As' and select Save as type PDF



Tip #3 Meetings, Minutes and Agenda's

If you are chairing a meeting and have access to a room with a computer and projector, then save printing by using the IT equipment to display the minutes and agenda.

A pool of laptop and projectors are available for short term loan from Health Sciences IT should you need them.

Tip #4 Student Information Sheets

Reducing the need for printing student information sheets, by creating a PDF version in advance and making this available on the VLE.