

# TIPS & TRICKS

## DADE COUNTY TECHNOLOGY

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Week of March 17, 2014

### Printing (From Basics to PDF's)

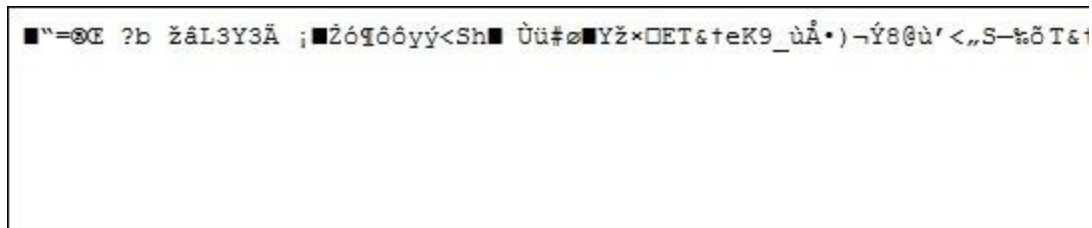
#### Printing Basics:

When printing, your computer needs to know two basic things to get the results you are hoping for:

1. where to send the print job (ie. to a printer connected with a parallel cable, to a printer connected with a USB cable, to a printer on your network, etc.)
2. what type of printer is at the location you are printing to.

If you are printing to a location you are not meaning to, it may be hard to find your completed print jobs (we had this happen one year when several teachers moved grade levels and took their computers with them... they were now a part of a different grade level but were still printing to their old grade level printers).

If you are printing to a different printer than what your computer thinks you are printing to (ie. your computer thinks you are printing to an **HP LaserJet P2015dn** but you are actually sending the print job to a **Lexmark X2600**, you will most likely receive pages and pages of something like the following image:



There are a couple of things to do if your printer starts printing out this type of garbled print:

1. Stop the printer from sending the data by opening the print queue on the computer (different in different versions of Windows) and clear out the job that is causing the issue.

2. If you are not fast enough, the entire print job may make it to the printer's buffer and need to be cleared there.

Buffer? What's that? A temporary storage area in the RAM (memory) of your printer. The fancier your printer, the more memory it will have... thus, the larger buffer to hold documents to print.

To clear out the printer's buffer, turn the printer off, wait a little bit, then turn the printer back on. If it continues to print, try resetting again.

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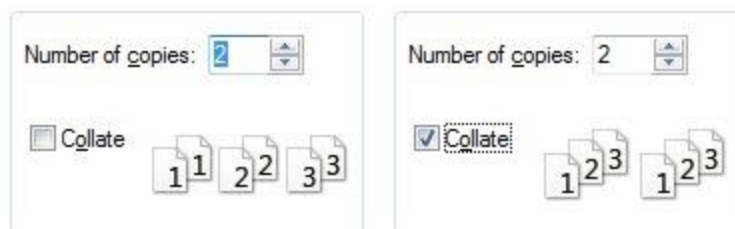
### Default Printers:

Your default printer is the printer that your computer will send to if you just tell it to print and make no printer selection. In older versions of Microsoft Word, this would usually happen if you just hit the Printer Icon instead of choosing File, then Print.

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### Collate:

You can tell your printer to print multiple copies in either sets or groups by page numbers. For example, if you have a document that is three pages long and you need two copies of it, you can have it print all of the page 1's together, the page 2's together, and the page 3's together OR you can have it print the three pages in sets. This can be accomplished using the printer's collation feature (different look for different printers) in the Printer Preferences (see the image below):



NOTE: Large classroom sets should be copied on the school's copier rather than printed on the grade level printers.

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### Formatting Issues:

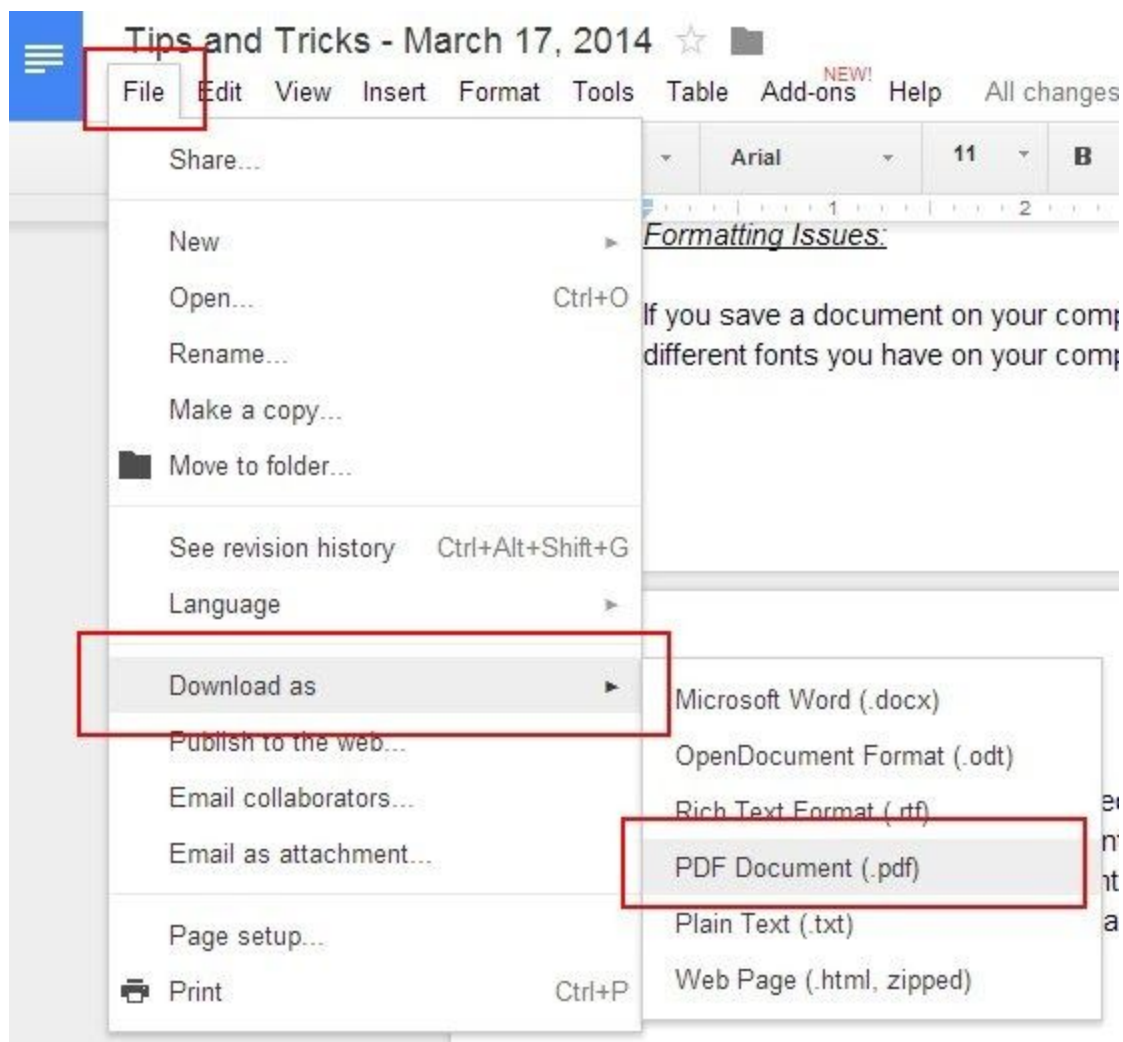
If you save a document on your computer then send it to a friend, it may look different due to the

different fonts you have on your computer compared to the fonts on your friend's computer. Also, having different printers installed can change the look and layout of a document. One way to fix this is to convert your document to a .pdf file first and then send to your friend. All your friend will need to view the document as you created it is the free Adobe Acrobat Reader found at <http://www.adobe.com> (free download).

How do you create a .pdf file?

Newer versions of Microsoft Office have a Save As feature that will allow users to save documents as a .pdf. Sometimes users may find other .pdf items listed with their printers on their computers (depending on other software that has been installed).

But probably the best way for dadecs.org users to convert files to .pdf format is to either create your document in Google Apps or upload it to Google Apps and use the Download As link under the File command to download the document as a .pdf file (see image below):



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Working with .PDF Files:

You can also purchase the REAL Adobe Acrobat software (not the reader) if you want to create, merge, split, password protect, etc... your .pdf files.

Here are some free web sites that will do some of those features for you at no cost and no downloads (always be weary of free software to download to do these type functions... they will many times have additional installs built into them - thus a good reason to run DeepFreeze :)

NOTE: I would not download any free software to manipulate your .pdf files. The following list contains web sites that can carry out the related functions with no downloaded software...

To merge two or more .pdf files together... <http://www.pdfmerge.com>.

To split a .pdf file into smaller sections (or even into separate pages)... <http://www.splitpdf.com>.

To password protect your .pdf file... <http://www.pdfprotect.net>.

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