BILL'S HOME TECH

Home & Small Business Tech Solutions

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Two-Sided, Shrink-to-Fit & Other Settings You Never Use

A friendly tour of the print-window options that save paper, ink, and frustration

Plain-English printer help from:
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Tech Made Simple. Service Made Personal.

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SUMMARY

The 60-Second Version

The print window that pops up every time you print hides simple money-savers. Expand it (look for "More settings," "Preferences," or "Show Details") to reach them. Turn on two-sided printing to halve your paper, and set quality to "Draft" or "Economy" to slash ink use on everyday pages.

Use "Fit to page" to stop a document spilling onto an extra sheet, and type a page range to print only the pages you want. Choose "Black and white" to save color ink, or "Save as PDF" to keep something without printing at all. Finally, save your favorite choices as the default so you get the savings automatically.

- Landscape plus fit-to-page rescues a wide spreadsheet that keeps cutting off.
- Reserve "Best" quality for photos and anything you mail or frame.

1 The Short Version

Every time you print, a little settings window appears — and most people click "Print" without ever looking at it. Tucked inside are a handful of simple options that save paper, save ink, and make your documents look far better: printing on both sides, shrinking a big page to fit, printing just the pages you want, and more. None of them are complicated once someone shows you where they live.

This guide is a friendly tour of those settings, one at a time, with exactly where to find each. Learn a few and you will print less paper, spend less on ink, and stop wasting pages on documents that come out wrong.

- The print settings window appears every time you print — it is worth a look.
- Two-sided printing halves your paper use; draft mode slashes ink use.
- "Fit to page" rescues documents that would otherwise spill onto extra sheets.
- You can set your favorite options as the default so you do not redo them each time.

TIP

You rarely need to memorize anything. Most of these settings sit in the same print window, and once you have used one a couple of times, it becomes second nature. Start with two-sided and draft mode — they save the most.

2 Where the Print Settings Live

Whenever you print — from a web page, an email, a letter, or a photo — a window pops up before the printing starts. That window is your control panel, and it is the same idea on both Windows and a Mac, just arranged a little differently.

1. Open whatever you want to print and choose Print (from the File menu, the three-dots menu, or by pressing the Ctrl and P keys together, or Command and P on a Mac).
2. Look for your printer's name at the top — make sure it is the right printer.
3. Look for "More settings," "Preferences," "Show Details," or a small arrow to expand the full list of options.
4. That expanded area is where two-sided, fit-to-page, color, and the rest live.

GOOD TO KNOW

On a Mac, if the print window looks bare, click "Show Details" to reveal everything. On Windows, the richest options are often behind a "Preferences" or "Printer properties" button. Expanding that is the key that unlocks the rest of this guide.

3 Print on Both Sides (Two-Sided / Duplex)

Printing on both sides of the paper — called two-sided or duplex — is the easiest way to halve your paper use. Most modern printers can flip the page for you automatically; older ones ask you to turn the stack over by hand, which the printer guides you through.

1. In the print window, look for "Print on both sides," "Two-sided," or "Duplex."

2. Choose it; if offered, "flip on long edge" is the normal choice for letters and documents.
3. If your printer does both sides automatically, that is all you do.
4. Print, and check that the pages read in the right order.

> **TIP**
> "Flip on long edge" makes pages turn like a book; "flip on short edge" makes them turn like a calendar or notepad. For ordinary letters and documents, long edge is what you want.

4 Two-Sided by Hand, If Your Printer Can't Flip

If your printer does not flip pages on its own, you can still print two-sided with a little help — the printer pauses and tells you when to reload the paper.

1. Choose "Manual duplex" or "Print on both sides manually" in the print window if it is offered.
2. The printer prints all the odd-numbered pages, then pauses.
3. Take that stack and put it back in the tray as the on-screen instructions show — the orientation matters, so follow the picture.
4. Let it print the even pages onto the backs.

> **WATCH OUT**
> The reloading direction is the only tricky part, and it differs by printer. Print a two-page test first so you only risk one sheet while you learn which way your printer wants the paper turned.

Rather not do this yourself? I'll come to your home and set it up for you — a flat $99 first visit across Portage County, Ohio and nearby communities. Outside the area? I also help remotely by phone or screen-share. Book at billshometech.com/book or call (330) 200-8042.

5 Shrink or Enlarge to Fit the Page

Sometimes a document or web page is built for a different paper size and spills a sliver onto a second sheet, or prints too large and cuts off at the edges. "Fit to page" (or "scale") rescues both situations by resizing everything to fit neatly on your paper.

1. In the print window, look for "Scale," "Fit to page," or "Shrink oversized pages."
2. Choose "Fit" to make the content fill one sheet without spilling over.
3. Or set a specific percentage — 90% often pulls a document back onto a single page.
4. Check the little preview, if there is one, before printing.

> **GOOD TO KNOW**
>
> This is the cure for a web page that insists on printing a nearly-blank second or third sheet. Setting it to "Fit to page" or lowering the scale a touch keeps the whole thing on one sheet and saves the extra paper.

6 Print Only the Pages You Want

You rarely need every page of a long document or email thread. Telling the printer to print just the pages you want — or just the part you selected — saves paper and ink and spares you digging through a thick stack.

- In the print window, find the "Pages" box and type the range you want, such as 1-3, or single pages like 2,5,9.
- To print just a highlighted portion, select the text first, then choose Print and pick "Selection" if offered.
- For a web page, this is how you avoid printing the ads, menus, and comments you do not want.

> **TIP**
>
> When printing from a web page, look for a "Print" link on the page itself or a "reader" view first — these strip away the clutter and give you a clean, paper-friendly version before you even reach the settings.

7 Draft Mode: Save a Fortune in Ink

This is the single biggest ink-saver, and almost nobody uses it. "Draft" or "Economy" mode prints using much less ink. For everyday pages — recipes, directions, emails, anything you are just going to read — it looks perfectly fine and makes your cartridges last far longer.

1. In the print window, open the quality or paper-type settings (sometimes under "Preferences" or "Media & Quality").
2. Look for a quality setting and choose "Draft," "Economy," or "Fast."
3. Save it as your everyday default (covered at the end) and switch to higher quality only when you need it.

> **GOOD TO KNOW**
>
> Reserve the "Best" or "High" quality setting for photos and anything important you are mailing or framing. For the ninety percent of printing that is just for reading, draft mode cuts ink use dramatically with no real downside.

8 Print in Black-and-White Only

If you have a color printer, it often sips color ink even on pages that look black-and-white. Forcing grayscale (black-and-white only) saves your expensive color cartridges for when you actually need them.

1. In the print window, find the color setting.
2. Choose "Black and white," "Grayscale," or "Black ink only."
3. Print your everyday documents this way and keep color for photos and special pages.

GOOD TO KNOW

Printing black-and-white also lets you keep going when your color ink runs out — handy for boarding passes and forms when a color cartridge is empty but the black one is fine.

9 Two (or More) Pages on One Sheet

For reference material, handouts, or anything where you do not need full size, you can print two — or four — pages side by side on a single sheet. It saves paper and makes a compact copy you can keep by the phone or in a drawer.

1. In the print window, look for "Pages per sheet" or "Multiple" (sometimes under Layout).
2. Choose 2 to put two pages on each sheet, or 4 for four.
3. Print and check the text is still large enough to read comfortably.

WATCH OUT

Fitting more pages on a sheet makes the text smaller, so it is best for things you only need to glance at. For anything you will read closely, stick with one page per sheet — your eyes will thank you.

Rather not do this yourself? I'll come to your home and set it up for you — a flat $99 first visit across Portage County, Ohio and nearby communities. Outside the area? I also help remotely by phone or screen-share. Book at billshometech.com/book or call (330) 200-8042.

10 Turn the Page Sideways (Landscape)

Most things print upright (portrait), but wide content — a spreadsheet, a certificate, a wide photo — often fits better turned sideways (landscape). It is a one-click change in the print window.

- Look for the Orientation setting and choose "Landscape" for wide content, "Portrait" for normal documents.
- If a spreadsheet keeps cutting off columns, landscape plus "fit to page" usually captures the whole thing.
- Check the preview to confirm it looks the way you expect before printing.

> **GOOD TO KNOW**
> Landscape paired with "fit to page" is the classic rescue for a wide spreadsheet that will not fit — together they pull the whole sheet onto one page you can actually read.

11 Save It as a PDF Instead of Printing

Sometimes the best print is no print at all. Every computer can "print" to a PDF — a digital copy you can save, email, or print later — without using a single sheet of paper. It is perfect for keeping receipts, confirmations, and records.

1. Choose Print as usual, but in the printer list pick "Save as PDF" (Mac) or "Microsoft Print to PDF" (Windows) instead of your printer.
2. Click Print or Save, choose a folder, and give it a clear name.
3. The PDF is saved to your computer — open it any time, email it, or print it later.

> **TIP**
> This is the tidy way to keep an order confirmation or a boarding pass without a drawer full of paper. Save it to a folder you will remember, like Documents, with a name like "Flight to Florida March."

12 Set Your Favorite Settings as the Default

Once you know which settings you like — say, two-sided, draft quality, black-and-white — you can make them the default so every print uses them automatically, without redoing the choices each time.

1. Windows: Settings Printers & scanners your printer Printing preferences, set your choices, and save.
2. Mac: your choices in the print window can be saved as a "Preset" from the Presets drop-down — name it and reuse it.
3. Test with one document to confirm your new defaults took effect.

> **GOOD TO KNOW**
> Setting two-sided and draft mode as your everyday default is the lazy person's path to saving the most paper and ink — you get the savings automatically and only switch to higher quality on purpose, when a page really calls for it.

13 Collate, Reverse Order, and Booklets

A few more settings quietly save you sorting and shuffling, especially when you print several copies or a long document. They are worth knowing even if you use them only now and then.

- "Collate" prints complete sets in order (1-2-3, 1-2-3) rather than all the page ones, then all the page twos — turn it on when printing multiple copies of a multi-page document.
- "Reverse order" prints the last page first, so the stack comes out in reading order on printers that pile pages face-up — handy if you always find yourself re-sorting.
- "Booklet" mode arranges pages so you can fold the stack into a little booklet — lovely for a program, a recipe set, or a large-print handout.
- "Borderless" lets photos print right to the edge of the paper, with no white margin, if your printer supports it.

> **TIP**
> If your printouts always seem to come out in backwards order, turning on "reverse order" once (and saving it as a default) fixes it for good — a small annoyance quietly solved.

14 When to Call Bill

These settings are genuinely simple once you have been shown where they hide, and most people pick up their favorites quickly. But print windows differ from printer to printer, and if yours does not show an option you want — or you would just like someone to set up your everyday defaults so printing is effortless — I am glad to help.

On a visit I will walk you through the settings on your own printer, set sensible defaults that save paper and ink, and leave you a simple note of how to switch to high quality when you need it. It is a small thing that quietly saves money every week.

- Your print window does not seem to offer two-sided, draft, or fit-to-page.
- You would like your money-saving defaults set up once and for all.
- A document keeps printing wrong — cut off, oversized, or on too many sheets.
- You want to learn these on your own printer with someone beside you.

CHEAT SHEET

Everyday Cheat Sheet

Keep this by the computer. Expand the print window to find these.

I want to...	Do this...
Use half the paper	Turn on "Print on both sides" (two-sided / duplex)
Save lots of ink	Set quality to "Draft" or "Economy" for everyday pages
Stop the stray extra sheet	Choose "Fit to page" or lower the scale to about 90%
Print only part of it	Type a page range like 1-3 in the Pages box, or print the Selection
Save color ink	Choose "Black and white" / "Grayscale"
Keep it without paper	Pick "Save as PDF" (Mac) or "Microsoft Print to PDF" (Windows)
Get help	Call Bill: (330) 200-8042

BEFORE YOU GO

A Note From Bill

A quick note from Bill. I write these guides to make home tech a little less frustrating, and I do my best to keep every step accurate and up to date. Still, every home, device, and setup is a bit different, so I can't promise a guide will match yours exactly or fix your particular problem. These guides are for general information only — they're not professional, legal, or financial advice, and they don't replace your device's own manual or the manufacturer's instructions. Please go slow, use your own good judgment, and use everything here at your own risk. If a step involves electrical wiring, a gas appliance, a water heater, plumbing, or climbing a ladder — or if anything just doesn't feel safe — please stop and call a licensed professional (or give me a call at 330-200-8042). Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results.

HOW I CAN HELP

Your Visit — and My Promise

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KEY SPECS

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GOOD TO KNOW

My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full $99. No questions, no awkwardness. That's how I'd want to be treated.

Whenever you're ready, I'll come to your home anywhere in Portage County, Ohio and nearby communities, at your pace. Too far for a house call? I also help remotely. Book at billshometech.com/book or call (330) 200-8042. — Bill

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