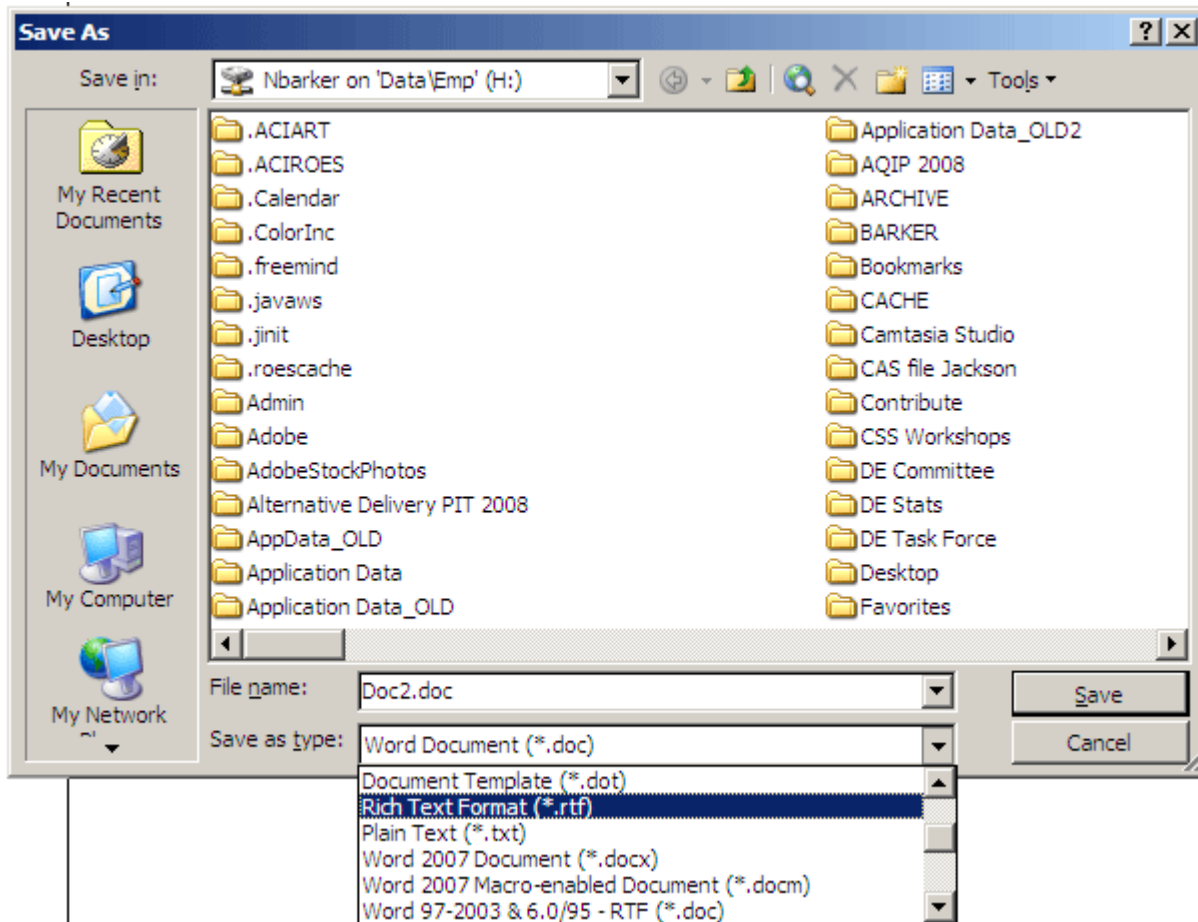


Saving Files at HCC

If you work on files from home, there's a good chance you don't have the same software that we have on campus. We currently use Office 2003 but will be transitioning to Office 2007. To avoid any problems associated with different file types, at home you should save your files as Rich Text Format. This is where you find that option:



Printing Files at HCC

Highland uses a software program to track the number of copies you send to the printers. Each semester, you begin with a 100 free copies. When you send a document to the printer, a small window pops up to confirm that you want to print and to tell you how many copies you have remaining on your balance. When you are close to 0 copies left, you may need to purchase more. You can do this either at the library or the bookstore in \$1.00 increments (equals 10 copies). Your balance does not carry over from semester to semester.

Therefore, be smart when printing. Use the Print Preview function to analyze if your document is going to print correctly. This is especially true when printing from the internet. You may only want to print page 3. If you use File... Print... you can tell the computer which pages you want to print.