

Befriending the Big Hairy Beast - Tip #1

Print Two Pages on One Page

by Tammy Schubert

January 2005

Happy New Year! I bet you have vowed to make better use of your time, learn more about the craft of writing, and become more productive this year. But do any of the promises you have made to yourself include becoming more familiar with technology? Has it occurred to you that by putting a little effort into such an endeavor, you will be working toward your other goals?

I've taken it upon myself to dub this year as "The Year of the Big Hairy Beast", otherwise known as technology. I will be your guide in a war against the time-sucking, energy-busting, creativity-zapping curses technology introduces into our lives. This article is the first in a series of twelve designed to make your life a little easier.

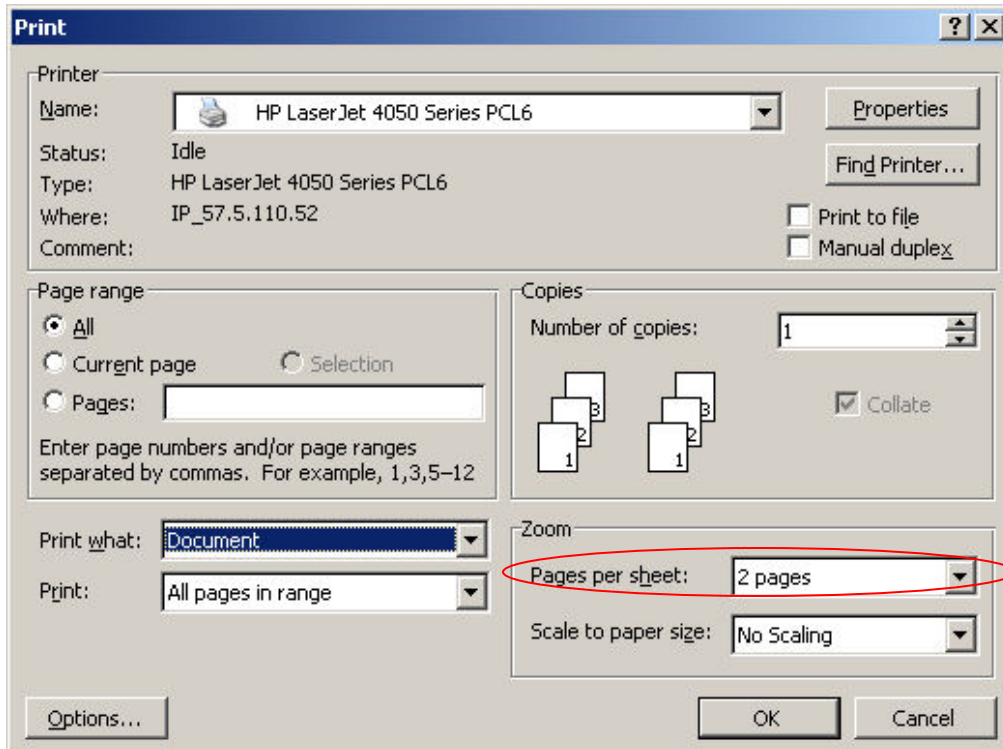
Am I qualified to be your leader? Well, I am a problem solver. I have spent several years in the army where I learned a lot about overcoming and adapting. But unlike the typical problems I encountered there, you cannot fix technological deficiencies by patching things up with duct tape (the military's recommended approach to solving problems). I am a technical writer who has spent an untold amount of time at my computer beating my head on the desk because I can't get my software program to cooperate. Through these experiences, I have gained knowledge that I would like to share.

You only need a few minutes each month and a very basic knowledge of computers. This includes turning the computer on, opening applications like Microsoft Word, etc. Who knows, aside from learning how to save time, you just might save some money. After all, headache medication isn't cheap.

So let's start with something easy. We are going to learn how to print two pages of your manuscript on one page. (Tuck away the pennies you save on paper and use them at the next Moonlight and Magnolias conference sponsored by Georgia Romance Writers.)

To print two pages on one page:

1. Open your manuscript in Microsoft Word.
2. Select **File > Print** (or a simple **Ctrl + P** will do).
3. In the **Print** dialog box, select **2** in the **Pages per sheet** box in the Zoom section.



4. In the **Print what** box, select **Document**.
5. Click **OK**.

This tip has been tested on Microsoft Word 2000, XP and 2003.

By the way, if you are interested in learning more about uses for duct tape, please refer to the following sites:

- Repairs: <http://204.255.212.10/~jthorsse/duct.html>
- Fashion: <http://www.ducttapedfashion.com/>
- Gifts: <http://www.octanecreative.com/ducttape>

A special thanks to my critique partners and Michael Schubert for testing this tip.

Tammy Schubert is a technical writer by day. But when the sun goes down, she writes Western historical romance novels and pursues her dream of becoming a published author. For additional tips, go to www.tammyschubert.com.