

Printing the Newsletter Text Only

If you do not want to print the newsletter in color, choose the black/white option on your printing preferences. Also, it will help save ink if you choose the “Draft” option in your printing preferences.

To print only the text in the newsletter:

Open Word or your word processing program. Pull up a blank page.

In a separate tab, open the newsletter.

Choose an article in the newsletter you would like to copy. Highlight the text. Select copy (hold the **CTRL** and the letter **C** keys at the same time.) That copies the text you highlighted.

Without closing the newsletter, click over to your Word program. Paste what you’ve copied (hold the **CTRL** and the **V** keys at the same time.) The text should appear on the page.

Print the Word page document you’ve just created.

Note that it’s not possible to highlight more than one article at a time because the text gets scrambled.