

Tips for Paper Reduction

Printer & Computer Settings

- **Margins**
Reduce to .75" on all sides (Microsoft Word defaults to 1.25")
- **Duplexing**
Make sure you are printing on both sides of the paper if your printer has this capability.
- **Utilize print preview**
Preview items before you print to eliminate extra pages
- **Print screen**
By pressing ctrl + print screen, you may then go into a typing program, like Word or Notepad, and press ctrl + V and have a picture of your screen. Sometimes saving a copy of a screen shot will prevent you from having to print a document or website.
- **Increase the resolution on your monitor**
This will make it can read things on the computer more easily. If you are doing a lot of reading, change the font to Verdana – this is one of the easiest fonts to read on screen because it was specifically created for this purpose.
- **Use electronic letterhead instead of pre-printing it**
This way you are storing less paper as well as eliminating the risk of mis-printing on the letterhead.
- **When you print PowerPoints, adjust the print settings to get multiple pages on one sheet**
By doing this you can get up to 12 PowerPoint slides on each printed page!

Document Storage

- **Central filing cabinets**
For files that everyone shares, place a file cabinet in a central location so everyone can share information, thus not needing multiple copies
- **Saving e-mail in folders**
You can save e-mails like any other document on your computer. This saves you the time, effort, and paper of printing e-mails you will need to reference in the future.
- **Saving documents on shared drive**
Work with your IT personnel to develop a shared drive that everyone can access. Treat this as a central filing cabinet for digital files.
- **Circulate / route 1 copy instead of individual copies**

Policies

- **Second Chance Paper**
When you have paper that only has been used on one side, make a slash through the old information and use the other side of paper for scratch paper or in a printer for printing drafts and internal documents
- **Make sure collection of second chance paper is convenient**
Place containers for collection by all printers as well as in people's desk areas if they create a lot of single-sided paper. Designate a staff member to make sure the Second Chance Paper is being delivered to the print trays designated for this type of paper. Also make sure there are **no staples or paper clips in second chance paper**. Also, agree on a direction – should second chance paper be stored with the printed side up or down?

- “Think before you print mentality”
When staff work with this mentality, less stuff will be printed
- Analyze current items printed
Set standards for numbers of ‘pre-made’ copies based on past attendance
- Analyze current large print jobs – new employee handbooks, informational binders, etc.
Would it be more efficient to distribute some of this information electronically?
- Reduce the printer to employee ratio
Upgrade individual printers at people’s desks to fewer, higher functioning machines that are networked and duplex-capable

E-Mail

- E-mail
E-mailing gets things to people quicker and allows you to verify they received it, unlike paper copies that you need to hand deliver, mail, or fax.
- Make on-line copies available for customers
Staff and customers will be able to access information quickly if it is stored on-line. Consider making the documents able to be electronically filled in and submitted to further reduce paper.
- Track changes and edit documents on the computer
Utilize track changes under the Tools menu to collectively collaborate on a document without printing copies.
- Hold green meetings
Making agendas available ahead of time via e-mail. Have a designated note taker to e-mail employees general minutes.
- Clean out your mailing list
Prevent sending things to outdated addresses
- Reassess what you send via snail-mail
Try to send things via e-mail instead
- Public awareness
Make sure others are aware of your initiatives and encourage them to take a stance against unnecessary paper use as well. Consider placing a note in the signature of your E-mails like:



Please consider the environment before printing this e-mail.