

Five Paper-Saving Tips

It's the International Year of Forests; together we can help preserve our forests by saving paper -- while reducing costs to our business. Reductions of 20 percent or more are possible in most offices. Below are practical tips to help you implement a cost-saving paper reduction program.

1) Use Paper More Efficiently

- **Set defaults on computers to double-sided**
 - ✓If you're not sure how to do this, ask your IT specialist.
 - ✓If your printer cannot be set for double-sided printing then see if it can be fitted with a duplexing unit to enable it to print double sided.
- **Change your computer's default settings so that you can put more text on each page**
 - ✓In Microsoft Word, go to >File >Page Setup >Reduce the Margins and set your margins to smaller numbers – you could use up to 14 percent less paper!
 - ✓Reduce font size to 10- or 11-point to decrease the amount of paper used.
- **Use your fax effectively**
 - ✓Send a fax or word document without printing first! Simply use the menus in Microsoft Word. Choose >File >Send to >Fax recipient, and then follow the instructions. This allows faxes to be sent straight from your computer. They can be received via email instead of as a printed copy, too. Help on this should be available from your IT specialist or from this link:
www.microsoft.com/windowsxp/using/setup/learnmore/crawford_02october21.msp
 - ✓When sending a paper fax, eliminate cover sheets and use fax stick-on labels instead.
 - ✓Program your fax to eliminate confirmation sheets.
- **Practice Image Reduction**

The ability to reduce or enlarge images is common on copiers. Image reduction is also possible with printing.

2) Think Before You Print

- **Track the personal printing footprint in your office.** Create systems that allow associates to measure how many print copies they are personally responsible for each month. Most people are shocked to find out their individual cumulative number of copies. This knowledge will motivate people to reduce their personal paper footprint. By tracking individual printing quantities, staff will be able to measure changes over time. One way to promote less printing is by running in-house competitions for "Paper Saving Champion" of the month – i.e. who printed the least copies.
- **Reduce print runs whenever possible**

Determine exact quantity needed for your print run to avoid wastage.
- **Review distribution lists frequently to avoid unnecessary printing and mailing**
- **Post in-house reminders about efficient paper use near the copy machine and/or each workstation**
 - ✓Use both sides of the sheet of paper, whether for copying or printing.
 - ✓Print only the pages you need by using the "Print Selection" function.
 - ✓Customized software can increase the document-per-page capabilities of your printer.
 - ✓Use the print preview function before printing any Word or Excel document to avoid copy mistakes.
 - ✓Use efficient fonts like Times New Roman or Arial; these fonts use far less space than others.
- **Conduct paperless meetings**
 - ✓ Do you really need to have hard copies of preparatory materials available for each participant?
 - ✓Encourage people to use their computers for reviewing documents and note-making

- ✓ Make sure meeting participants have electronic access to all the materials beforehand and encourage those using computers not to print out copies. If you must supply additional materials at the meeting, consider using CDs or memory sticks to distribute information.
- ✓ Make copies “as needed” rather than in large batches at one time. Frequently, extra copies of important internal documents become outdated quickly and only end up being discarded. Making copies as needed can reduce this problem significantly.

3) Reduce Unwanted Mail to Your Office

Contact mail senders to take your company's name off their mailing lists, or mark unwanted first class mail "Refused, Return to Sender." For the best way to reduce unsolicited mail (by country), type « unsolicited mail » into a Google search.

4) Reuse and Recycle Paper

- **Encourage staff to reuse papers**
 - ✓ Use the blank sides of unneeded single-sided copies for printing drafts.
 - ✓ Use outdated letterhead for in-house memos.
 - ✓ Designate a printer for draft printing, and use only used paper in its paper tray.
 - ✓ Collect single-sided paper, cut into quarters, staple, and use as scratch pads.
- **Put adequate paper collection systems in place**
 - ✓ Provide clearly labeled recycling bins near copiers, shipping and receiving areas, and in associate eating areas to collect white paper, mixed paper, newspaper, magazines, cardboard as well as non-paper products (glass, aluminum, plastic, etc).
 - ✓ Provide desktop recycling containers for employees.
 - ✓ Advise your cleaning staff on where to place collected paper without polluting it in contact with other waste.
 - ✓ Estimate how much waste paper your office produces and arrange to have it picked up by your waste hauler or a recycler.
 - ✓ If your office is small, consider combining your recyclables with other department offices.

5) Use Less Paper by Effective Use of Computers

- **Special paper saving features in Microsoft Excel.** Use the Fit to Page feature in Microsoft Excel: This feature automatically re-scales output to print evenly on one or several pages. For example, if you have a spreadsheet that is 10 columns wide, but when selecting Print Preview it shows that nine columns will be printed on one page and one column on the next page, use the Fit to Page feature. From the File Menu, select >Page Setup >Scaling-Fit to. You can force the document to print out on a single page or multiple pages in a specific width or length. You can then use the Print Preview feature to make sure the document prints on just one page. You may also want to change the paper orientation (portrait vs. landscape) for large spreadsheets to get more columns on a page.
- **Special paper saving features Microsoft PowerPoint.** In PowerPoint, print Handouts not Slides. Text in PowerPoint is generally large, so if you print using the Slides option, it will print one slide per page. Using the Handout option, the default setting prints six pages/handouts. If a presentation has 60 slides, printing handouts will save 83% of the amount of paper, and it will print six times faster -- printing it in duplex as well would save 92% of the paper.

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