

## Reduce Your Paper Dependence

### No Print Options:

- Use e-mail instead of distributing hardcopy messages and documents.
- View e-mail messages, documents and files on-screen and print only when necessary. Re-set view options, font sizes and text/background color to enhance on-screen readability. Suggestion, view documents at 125% with 12-point type using blue text on white background.
- Save messages, documents and files electronically rather than in filing cabinets. (Note: Establish a routine back-up schedule for electronic files using a network drive, CD, disk or tape)

### Printing Options:

- Buy recycled paper. Recycled office paper is now every bit as good in terms of quality and printability as 100% virgin paper. Look for a minimum of 30% post-consumer waste content. One ton of recycled paper saves approximately 17 trees.
- Print using both sides of the paper. Select duplexing or double-sided print properties. When possible, set printer defaults to duplexing or double-sided.
- Incorporate FAX headers into documents rather than using cover sheets.
- When printing is necessary, minimize "white-space" to the extent possible by reducing the margin widths and top and bottom spacing, and selecting smaller fonts.
- Use resealable "interoffice" envelopes rather than plain white envelopes for all internal mailings.
- Avoid excessive printing or copying by circulating or posting memos, documents, periodicals, and reports.
- Buy electronic subscriptions or one department subscription rather than individual subscriptions for periodicals, and reports.
- Keep hardcopy mailing lists current to avoid duplication.
- Make scratch pads or draft documents from used paper that has been printed on only one side.

### Recycle:

- Recycle waste paper. Whenever possible, separate white paper from mixed paper. Recycled white paper provides the highest grade recycled feed stock to the recycling stream from which recycled office paper is derived.