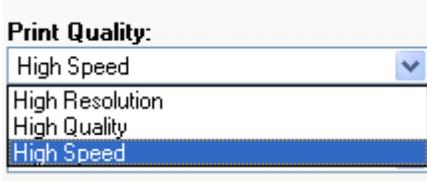


Printing Best Practices

- First things first: Consider whether or not you have to print at all, e.g., Can it be sent as an email attachment?
- Set your print defaults to low or draft resolution

Example:

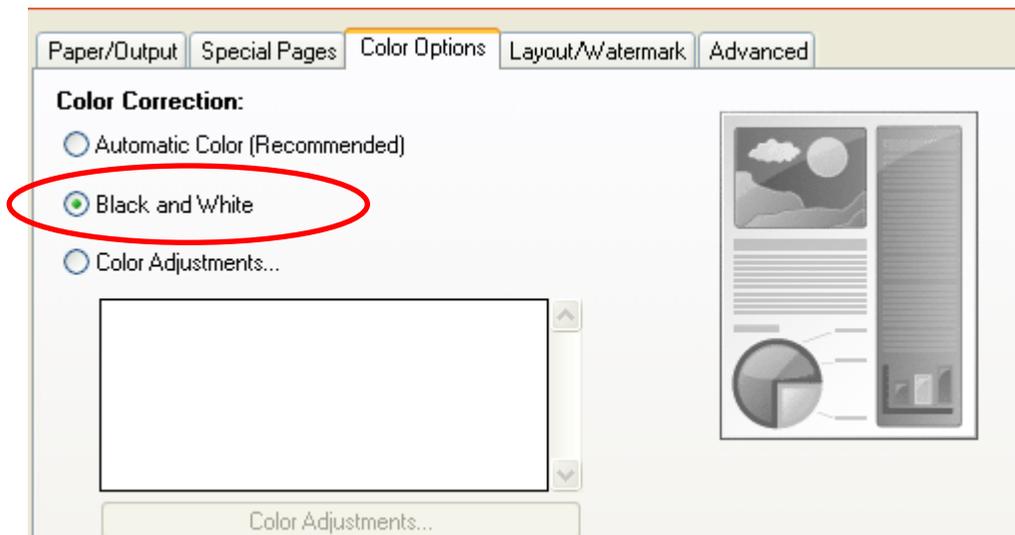


- The printer should be set to two-sided printing or duplex

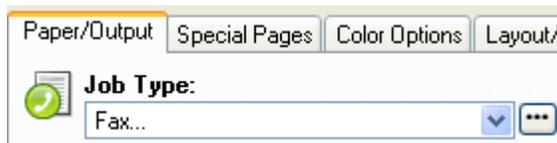
Example:



- Print in black and white whenever possible. Color printing costs much more than black and white.



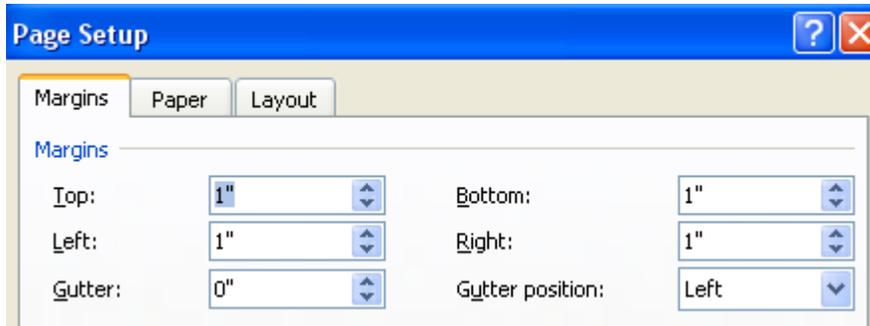
- Instead of copying documents, scan to email or fax where possible. There is no cost to scan a document.



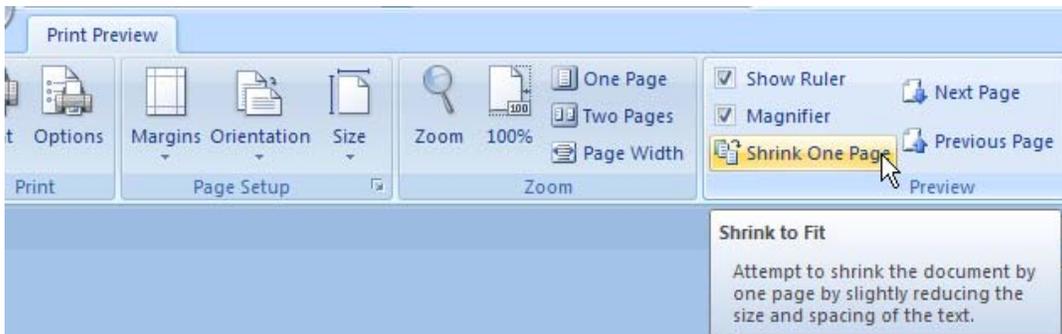
- Proofread, spell check and *Print Preview* documents on the computer before printing.



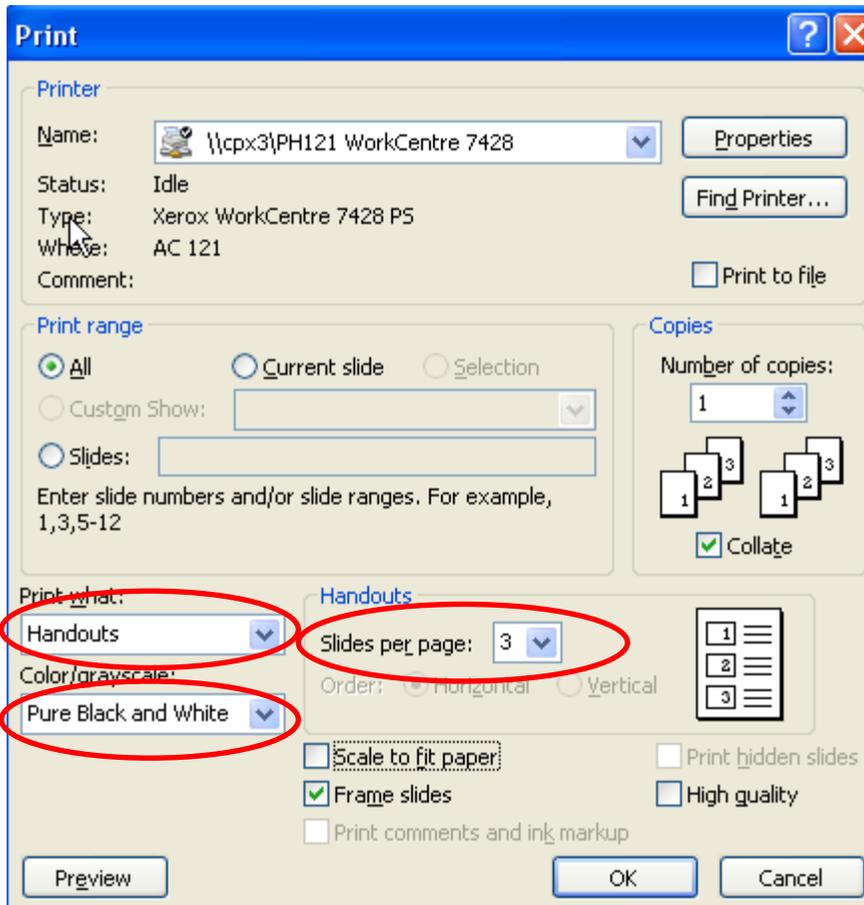
- Convert frequently distributed files into Portable Document Files (PDFs).
- Reduce margins and font size on less important documents.



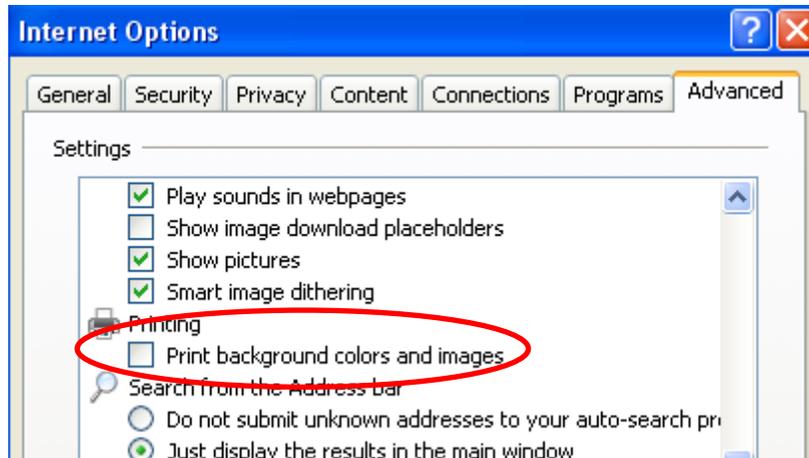
- Redesign document content to reduce length and save a page (e.g., bulleted list may replace paragraphs).
- Under print preview, consider using the Shrink to Fit function where available.



- When printing in PowerPoint, see how you can visually support printing more than one slide per page as handouts (make sure the content is not too small). You have the option to print 1, 2, 3, 4, 6, or 9 slides per page. Also, choose the “Pure Black and White” option to save on toner.



- Minimize printing from the Internet. When you need information from a website, save or print to a file. If you must print from the Internet, only print in black and white and use the following guidelines:
 - Do not print the background - If you are printing a webpage using Internet Explorer, select Tools->Internet Options, select the 'Advanced' tab and in the 'Printing' section remove the check box in the 'print background colors and images' option.



- o Just select the area you want to print - If you do not want the whole document and need only a few paragraph or a few pages then just select those paragraphs or pages and print them. To print selected paragraphs, select the paragraphs and then select File->Print and in the 'page range' section check the 'Selection' radio button.

