

# Printing:

## How to Go Green and Save Green

### Think Before You Ink

Save and share documents, websites, photos, and presentations electronically and resist the urge to print unless absolutely necessary.

### When You Need to Ink...

- Set all margins at one inch or less.
- Consider whether or not you **need** to print in color, especially for drafts.
- When feasible, print multiple pages on each side of the paper.
- Print PowerPoint presentation slides on the “notes” setting (three-to-a-page).
- Set your printer/copier/fax machine default mode to duplex and print double-sided documents every time.
- Print to a networked copier device. These devices save energy, have duplex printing capability, and feature scan-to-e-mail capacity to deliver documents directly to your inbox.
- If you can't use a networked copier device, use a laser printer.
- As a last resort, use an inkjet\* printer. (See notes for best practices for inkjet printers.)

### Paper

- Look for paper with the highest percentage of post-consumer recycled content available. A good baseline is at least 30%.
- When possible, avoid paper that is treated with chlorine.
- Look for these third-party certifications when purchasing paper:
  - [Forest Stewardship Council](#)
  - [Chlorine Free Products Association](#)
  - [Sustainable Forestry Initiative](#)

### Printers/Copiers/Fax Machines

- Network as many workstations to a device as possible to maximize energy efficiency and reduce costs.
- When acquiring a new device, consider leasing rather than purchasing. When you are finished using a device or are considering an upgrade, a lease provider will have the responsibility of refurbishing or recycling the device, rather than disposing of it.
- Look for devices with duplex (double-sided) printing capability; use this feature to reduce the amount of paper consumed – and the cost to the university -- by up to 50%.
- Purchase [Energy Star](#)-rated devices whenever possible, which are generally more energy efficient than other similar devices on the market.

### Reduce, Reuse, Recycle – Close the Loop

- Think before you ink. The most sustainable document is the one that is never printed.

- Reuse any single-sided memos, papers, or faxes as scrap paper.
- Recycle all of your paper products.
- Contact Facilities & Campus Services at x4255 for proper disposal of obsolete university-owned printers and other electronic devices.
- Bring all of your empty printer/toner cartridges to the Office of Sustainability, Reynolda Hall Room 101, for recycling.

### **Spread the Word**

- If printing material for distribution, communicate the steps you have taken to reduce the impact of your print job. Encourage others to properly dispose of your publication.
  - “This publication was printed on post-consumer recycled paper.”
  - “Printed with plant-based inks.”
  - “FSC-certified” (You may only claim this if your printer has chain-of-custody certification for the process.)
  - “When you are finished, please pass along or recycle this publication.”

### **Think Before You Ink Checklist**

#### **Before you print, ask yourself these simple questions:**

- Do I need to print this document or can I view and share it electronically?
- Can I fit more content onto any page? Are my margins set conservatively?
- Do I need to print in color?
- Did I use *print preview* to make sure I am printing only what I really need?
- Did I select double-sided printing?
- If I am printing a presentation for distribution, can I print multiple slides on each page?

#### **\*Notes:**

If you have to use an inkjet printer:

- Purchase remanufactured cartridges.
- Look for soy or other plant-based inks over standard petroleum-based inks.
- Set your printer to “Fast Draft” under advanced printer settings to reduce the amount of ink used for each page.
- Bring empty cartridges to the University Bookstore to be refilled at the Ink-O-Dem unit.
- When a personal inkjet cartridge can no longer be refilled at the Bookstore, drop it in a TechnoTrash bin or bring it to the Office of Sustainability for recycling.