

# Paper Reduction Tips

## Paper Reduction Tips

- Don't print at all unless you have to and don't print more than you need
- **Stop being considerate** – Circulate documents (meetings minutes, agendas) via email and don't print for others unless you're specifically ask to
- **Always print double-sided** – This can immediately half the amount of paper you use. Contact IT for help if you don't know how to set up your printer double-sided printing
- **Use scrap paper** – If your printer can't do double-sided then save scrap paper and reuse the other side in your printer, photocopier, fax machine or as a note pad
- **Two pages on one sheet** – Depending on document content, try printing two pages on one side of sheet if possible
- **Remind yourself** – Stick a small notice on your printer (or computer) to remind you to print or copy double-sided – something like **"Two Sides are better than one"** or **"Make a double impression"**
- **Taking stock** – Take stock of the amount of paper you use by recording the number of reams of paper you open. (1 ream = 500 sheets of paper)
- **Let your target be your guide** – Setting a target for paper reduction helps you manage your paper use better.

