**Tips and Suggestions**

**Eliminate Unnecessary Copies and Printouts:**

* **If you only need a small piece of information from an e-mail or website (e.g., a name and phone number), write down that information instead of printing off the entire document.**
* **Post announcements in central locations.**
* **Substitute e-mail or phone messages for written memos.  
  Share and circulate longer documents (use "routing slip" with check-offs).**
* **E-mail online journal articles or webpages to yourself, and review for relevance and importance before printing.**
* **Don't automatically print "all" pages of a document if you aren't sure of its length. Use "print preview" and then decide whether and how much of the document you need to print.**
* **Be patient while waiting for a job to print. If you hit the print key again, you will get two copies, etc.**

**Further reduce paper use:**

* **Single space documents whenever possible.**
* **Set narrower margins (1" all around or less).**
* **Use "print preview" and adjust margins to avoid pages with little text.**
* **Try to do as much "online" editing of documents as possible, and then only reprint the pages that have changes on them.**
* **Use both sides of paper:**
* **Always request two sided copying**
* **Use duplex printers where available (e.g., Ryan Library)**
* **Print rough drafts on the blank side of paper that would otherwise be discarded. NB: Printed paper can safely be re-used in inkjet printers, but NOT laser printers.**
* **Turn your ordinary inkjet printer into a duplex printer! It's easy:**

**\*Go to File: Print (as you normally would). A gray "box" will open, with printer, print style, print options, etc.**

**\*Click on the "properties" button in the upper right hand-side of the gray box.**

**\*Click on the file folder tab along the top that says "Features." You will see a Two-sided printing option: none, book or tablet.**

**\*Click "Book" and "OK" and return to the Printer box. Proceed as you normally would (pages, number of copies, etc.).**

**\*The printer will print the odd numbered pages, and then pause, and a diagram will pop up instructing you to remove the printout and re-feed (print side up) to print the second sides (even numbered pages).**