



5 QUICK WAYS TO SAVE TREES TODAY

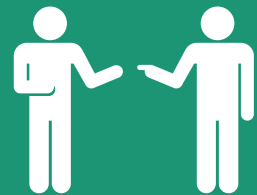
DO YOUR BIT TO HELP THE PLANET

Do you really need to print single-sided? By setting your PC's default print settings to double-sided you can save your business up to 50% in paper costs and reduce your impact on the environment



Practice preventive Copier/Printer maintenance – Keep all devices in good repair and make it your company's policy to only purchase genuine consumables in order to maximise toner yields & maintain warranty terms. Default devices to double-sided output where possible. Report poorly performing devices ASAP.

'Nudge' your co-workers by posting reminders like this one near your office print device. Generally people want to do the right thing, but often are too busy to take the right action. Having these 5 quick tips to saving trees and 'Think before you print' stickers on desks/screens can act as a handy reminder



Remember to check the print area before printing in Excel – who hasn't hit 'print' only to have page after unnecessary page of a spreadsheet pour out of the printer. Select print area and check, where feasible click 'fit to one page wide / high'

Change your computer's default settings so that you can put more text on each page. Click into 'Page Layout' on the ribbon bar and check the 'Print Area' settings to ensure you are only printing the sections on the worksheet that you require. It can also be handy to check the 'fit to one page high / wide' option.

