

Notes for Presenter

Presentation provided by Emily Sadigh, Alameda County, CA. Please feel free to use it but cite us at the end if you use substantial portions of it.

Contact acsustain@acgov.org with questions.

Smart Printing to Save Paper





of sheets
used by
organization
per year



sheets
per employee

...to xxx ...and back



Why do you save paper?

- Save trees:
 - Takes water & energy to make
 - Forests absorb CO₂
- Save time:
 - Less file storage space
 - Searchable electronic files





Why do you save paper?

- Save trees:
 - Takes water & energy to make
 - Forests absorb CO₂
- Save time:
 - Less file storage space
 - Searchable electronic files
- Save money:
 - Cut use save money on paper purchases



How can we reduce paper use?

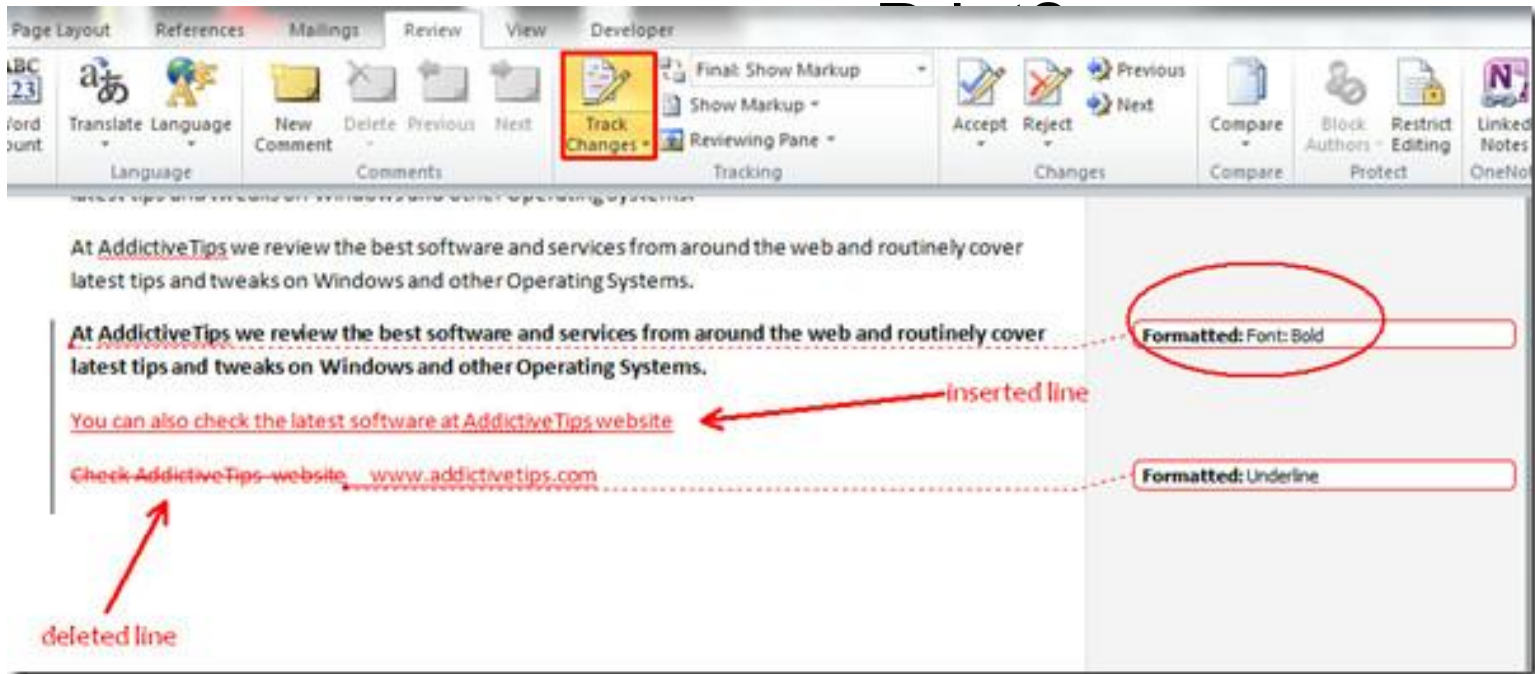
- Easy actions that add up
 - Printing double-sided
 - Editing on screen
 - Filing electronically
 - Not printing emails



Smart Printing Tips

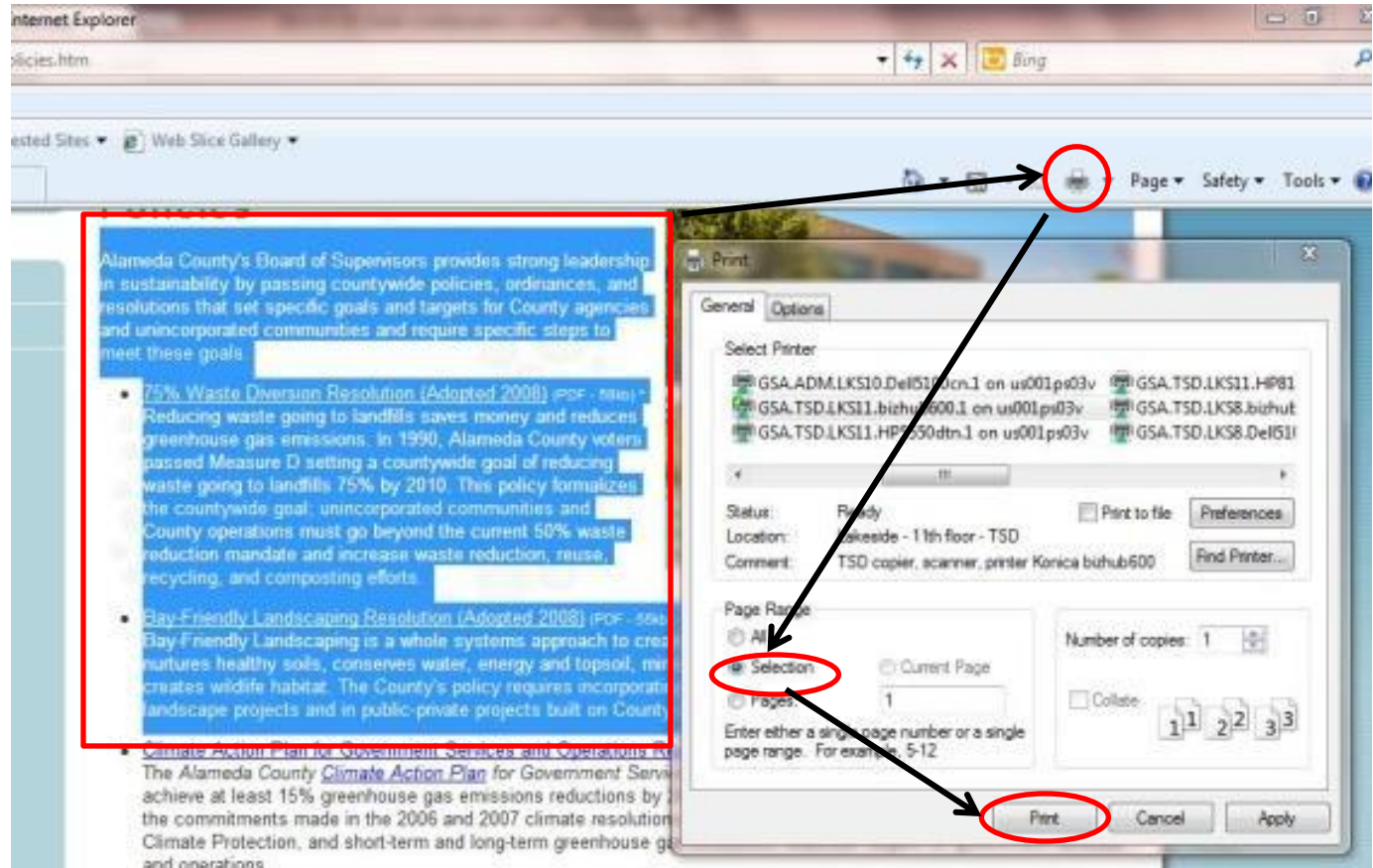
Think Before You Print

- Skim or glance Print?
- Read or study Print?
- Edit Print?



Web Page: Print Selection

- Highlight selection
- “Print”
- “Selection”



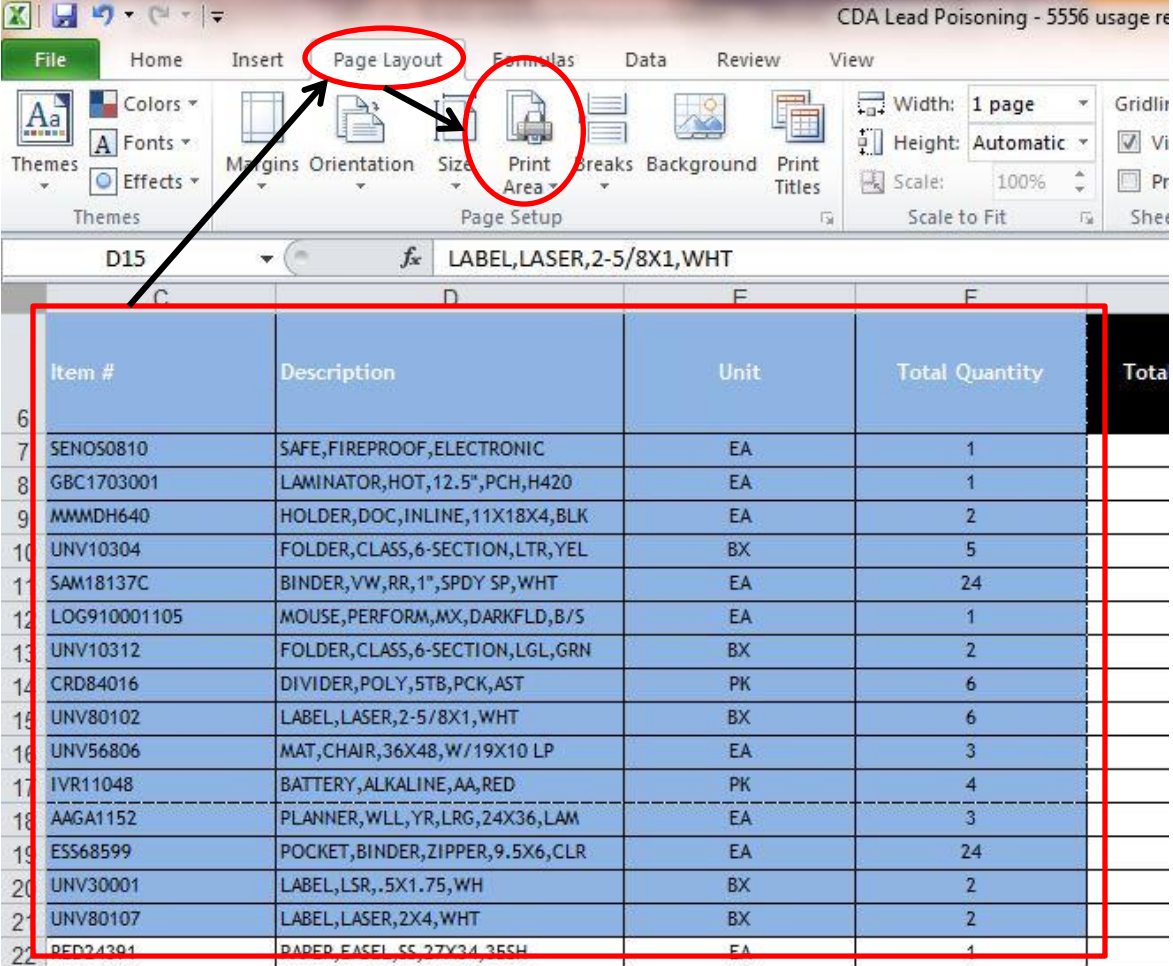
Excel:

Print Selection

- Highlight selection
- “Page Layout”
- “Print Area”
- “Set Print Area”
- “File”
- “Print”

Alternative

- “Print”
- “Print Selection”
(2010: Pull down
“Print Active Sheets”)

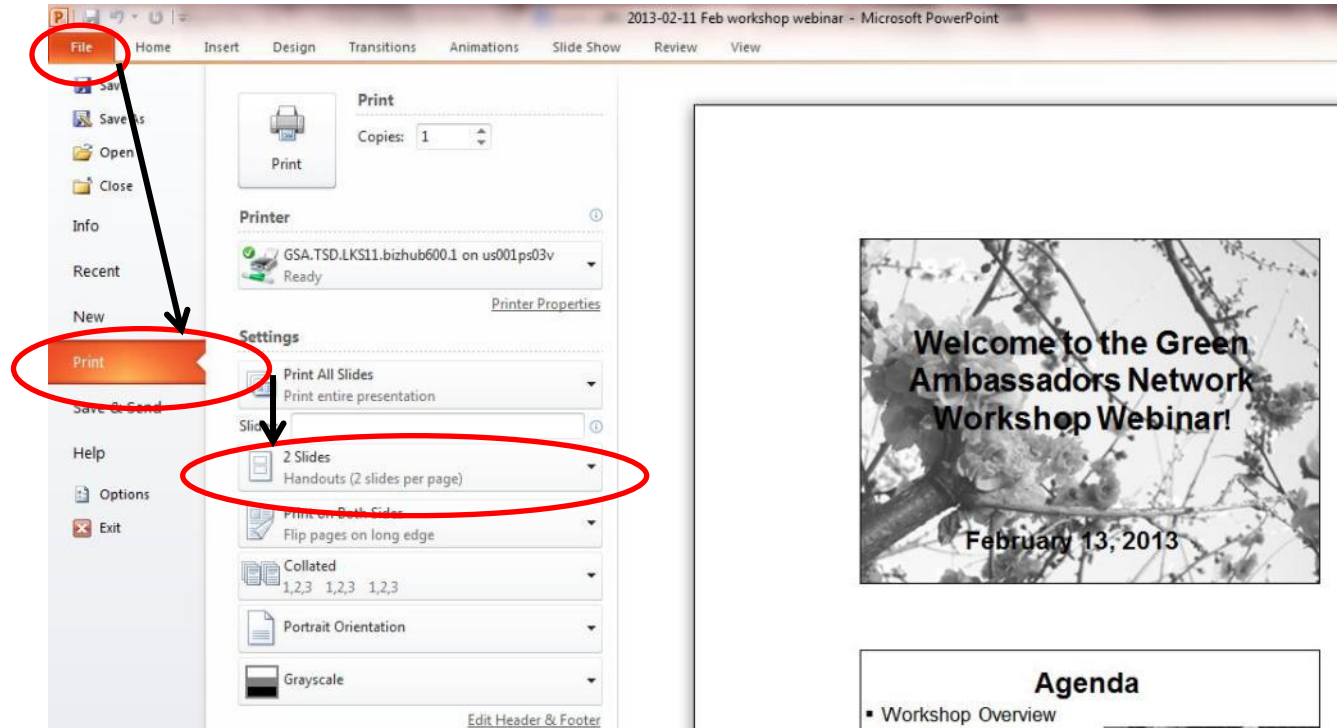


The screenshot shows the Microsoft Excel interface. The 'Page Layout' ribbon is selected and highlighted with a red circle. Within this ribbon, the 'Print Area' button is also circled in red. A black arrow points from the 'Print Area' button to the data table below. The data table is enclosed in a red border. The table has the following columns: Item #, Description, Unit, Total Quantity, and Total. The data rows are as follows:

Item #	Description	Unit	Total Quantity	Total
6				
7	SENOS0810	SAFE,FIREPROOF,ELECTRONIC	EA	1
8	GBC1703001	LAMINATOR,HOT,12.5",PCH,H420	EA	1
9	MMMDH640	HOLDER,DOC,INLINE,11X18X4,BLK	EA	2
10	UNV10304	FOLDER,CLASS,6-SECTION,LTR,YEL	BX	5
11	SAM18137C	BINDER,VW,RR,1",SPDY SP,WHT	EA	24
12	LOG910001105	MOUSE,PERFORM,MX,DARKFLD,B/S	EA	1
13	UNV10312	FOLDER,CLASS,6-SECTION,LGL,GRN	BX	2
14	CRD84016	DIVIDER,POLY,5TB,PCK,AST	PK	6
15	UNV80102	LABEL,LASER,2-5/8X1,WHT	BX	6
16	UNV56806	MAT,CHAIR,36X48,W/19X10 LP	EA	3
17	IVR11048	BATTERY,ALKALINE,AA,RED	PK	4
18	AAG1152	PLANNER,WLL,YR,LRG,24X36,LAM	EA	3
19	ESS68599	POCKET,BINDER,ZIPPER,9.5X6,CLR	EA	24
20	UNV30001	LABEL,LSR,.5X1.75,WH	BX	2
21	UNV80107	LABEL,LASER,2X4,WHT	BX	2
22	RED24391	PAPER,EASEL,SS,27X34,35SH	EA	1

PowerPoint: Print Handouts

- “File”
- “Print”
- Select # of Slides per Page



2013-02-11 Feb workshop webinar - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View

Print

Copies: 1

Printer

GSA.TSD.LKS11.bizhub600.1 on us001ps03v
Ready

Printer Properties

Settings

Print All Slides
Print entire presentation

Slides

2 Slides
Handouts (2 slides per page)

Print on Both Sides
Flip pages on long edge

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Grayscale

Edit Header & Footer



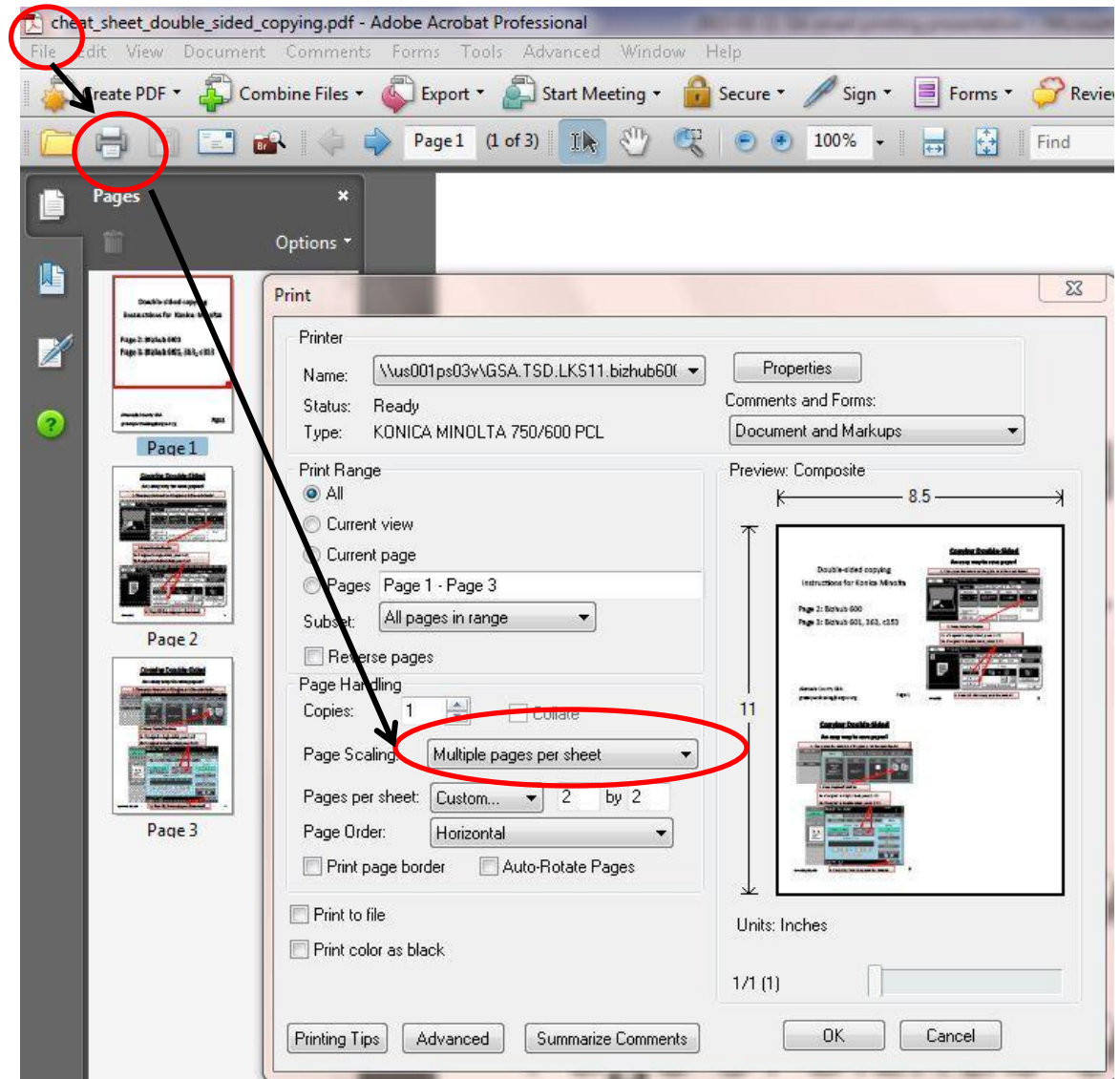
Agenda

- Workshop Overview
- First Campaign
 - Check-in
 - Outcomes & Reflections
 - Next Steps
- Designing Smart Printing Campaign
 - Background on Paper at the County
 - Input at Workshop
 - Revised Framework

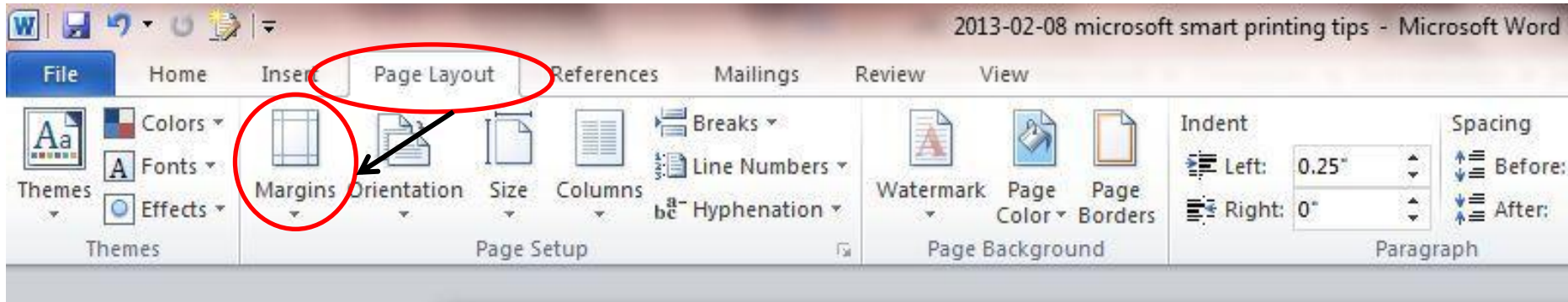


Most Programs: Print Multiple Pages/Sheet

- “File”
- “Print”
- Page Scaling:
“Multiple pages per sheet”



Word: Change Margins



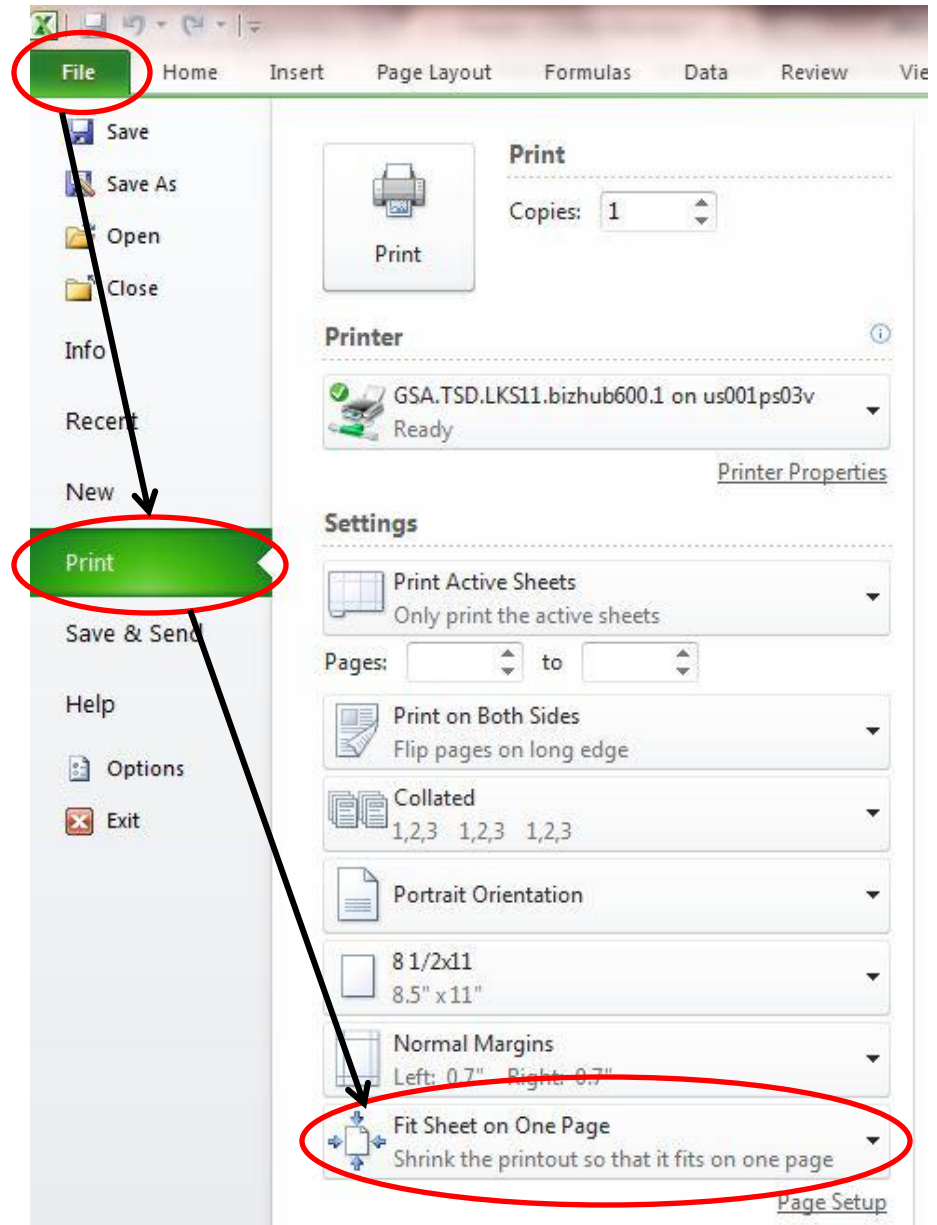
- Page Layout
- Margins
 - Narrow: 0.5" on all sides
 - "Custom Margins"

Excel: Scale to Fit

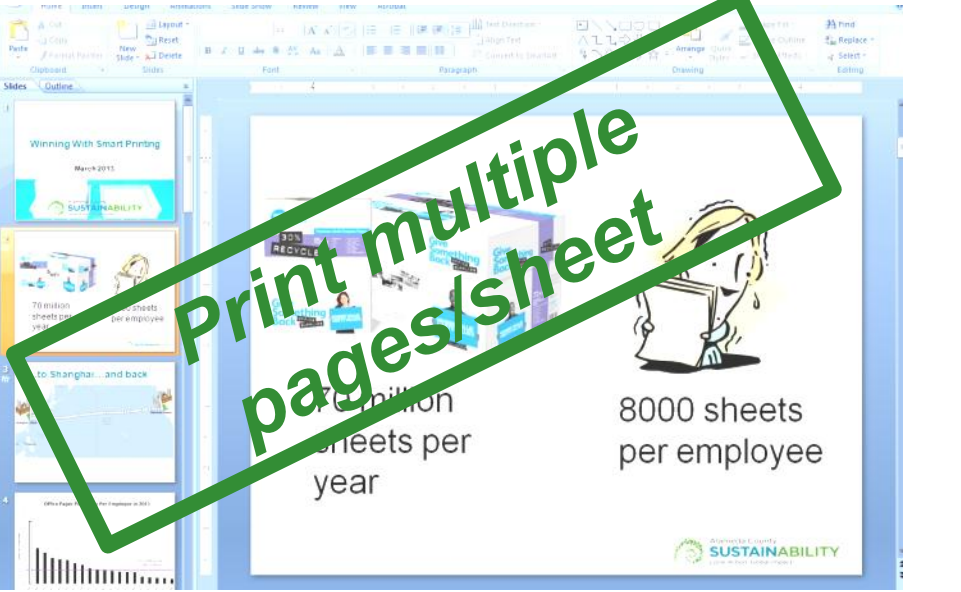
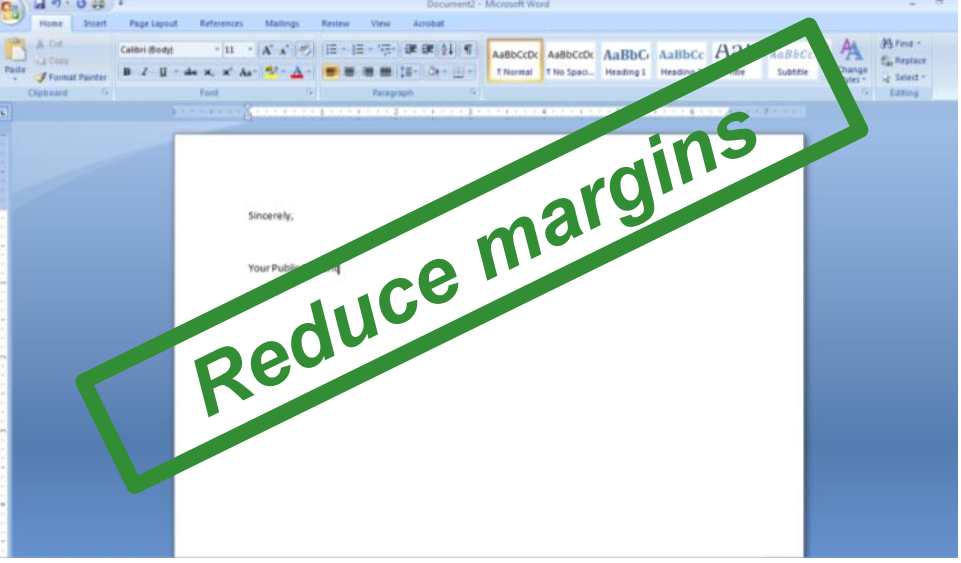
- “File”
- “Print”
- Select Scaling option:
 - Fit Sheet on 1 Page
 - Fit Columns on 1 Page
 - Fit Rows on 1 Page
- Preview to double-check

Excel 2007

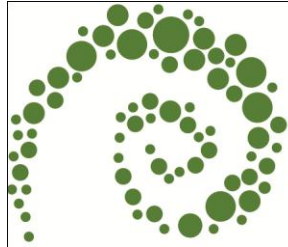
- “Print Preview”
- “Page Setup”
 - Fit to x pages wide by x pages tall



Smart Printing Quiz



Slides courtesy of



Alameda County

SUSTAINABILITY

Local Action, Global Impact.