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 <u>acsustain@acgov.org</u> with questions.

Smart Printing to Save Paper

11.4

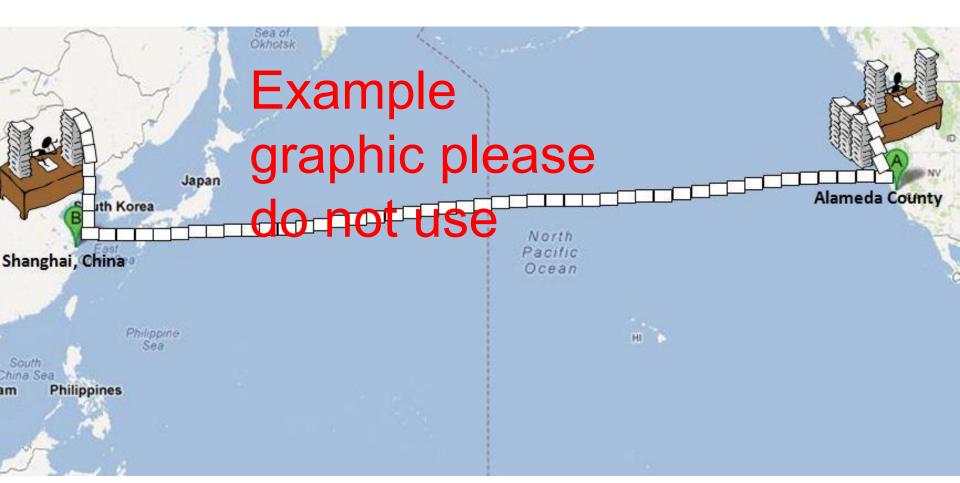


of sheets used by organization per year

sheets
per employee



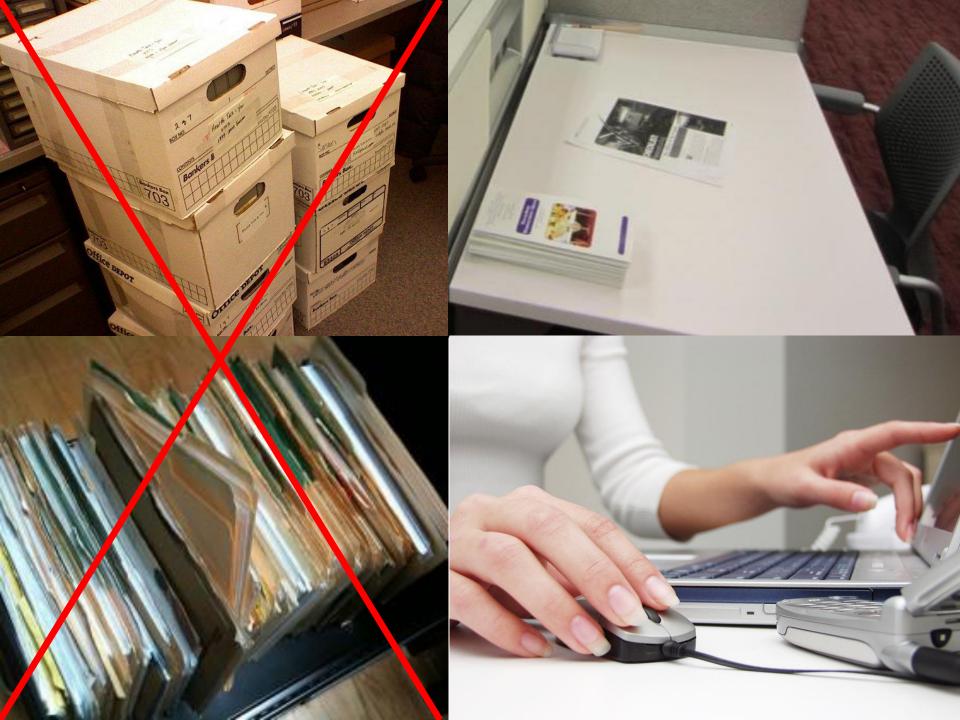




Why do you save paper?

- 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

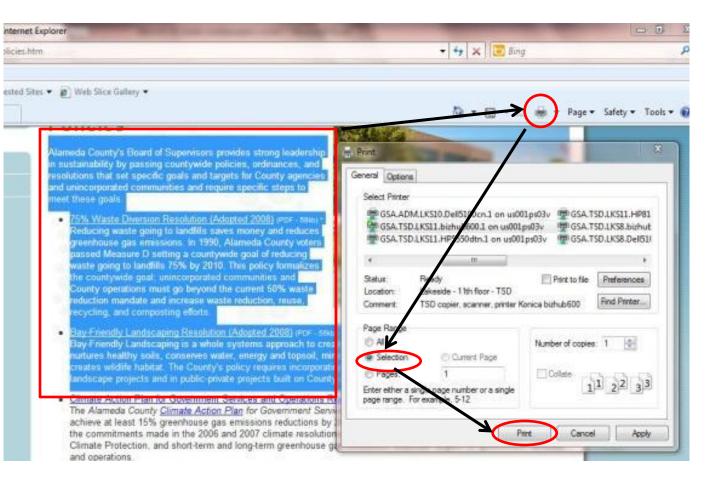
- Skim or glance
- Read or study
- Edit

Print? Print? Print?

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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")

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6	item #	Description	Unit	Total Quantity	Tota
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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	РК	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	РК	4	
18	AAGA1152	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	
2	UNV80107	LABEL,LASER,2X4,WHT	BX	2	
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PowerPoint: Print Handouts

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- "File"
- "Print"
- Select # of Slides per Page

Most Programs: Print Multiple Pages/Sheet

- "File"
- "Print"

 Page Scaling: "Multiple pages per sheet"

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Word: Change Margins

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

Excel: Scale to Fit

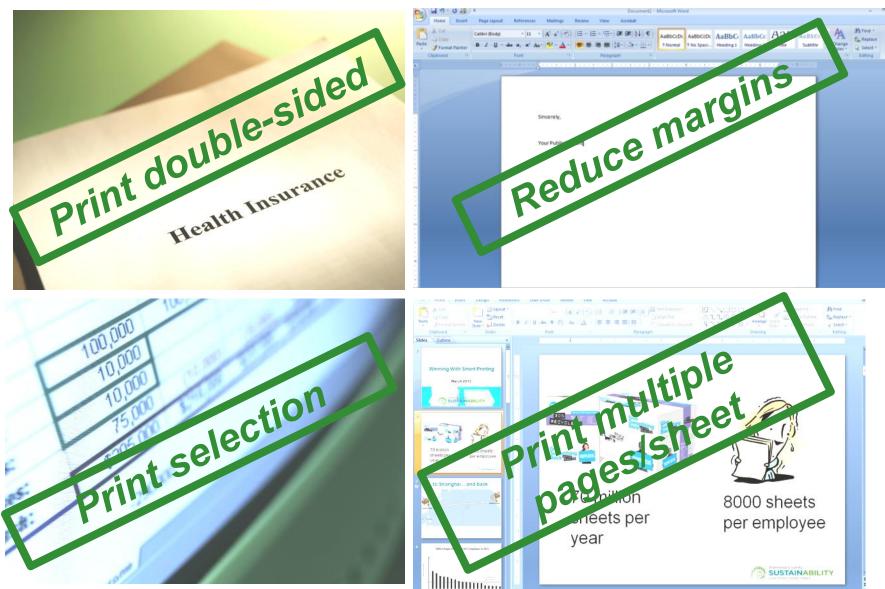
- "File"
- "Print"
- Select Scaling option:
 - Fit Sheet on 1 Page
 - Fit Columns on 1 Page
 - Fit Rows on 1 Page
- Preview to double-check

Excel 2007

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

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Smart Printing Quiz



Slides courtesy of

