



# Green Tip of the Month

# Lighten your paper load.

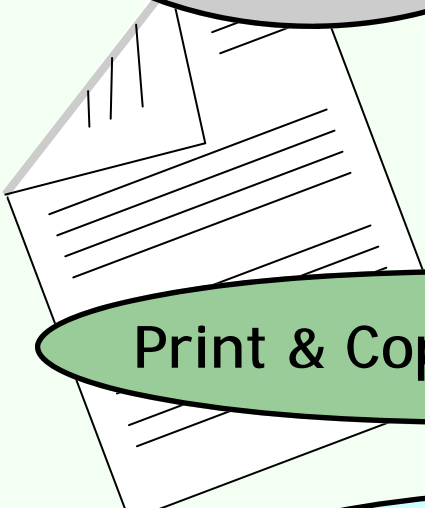


The average office worker uses 10,000 sheets of paper a year. Double siding half the time would save 2,500 sheets, or 5 reams!

Print PowerPoint handouts w/ more slides per page



Print & Copy double-sided



Print > pages per sheet





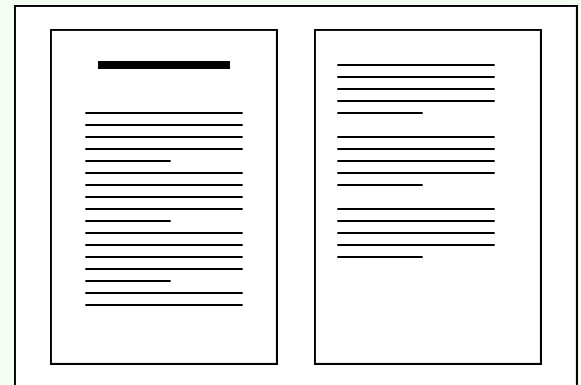
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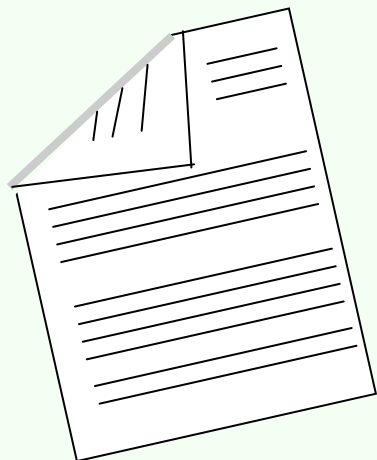
THINK  
BEFORE  
YOU PRINT.

1. Start menu > Printers & Faxes
2. Right click on your printer
3. Choose Printing Preferences\*
4. Choose Finishing tab



To print double-sided:  
5. Check "Print On Both Sides"

To print > pages per sheet:  
5. Increase "Pages per Sheet"



\*you can also click on the Preferences button in the print dialog box for any single job.