Think Green Printing, Tarleton Faculty

DID YOU KNOW: 60 trillion pages are printed annually worldwide, and the average organization <u>wastes 88 million sheets</u> in the process. That's the equivalent of each organization wasting **1,093 trees a year**!

Help Tarleton State University rise above the average organization!

Help preserve trees and our wonderful planet! Use these tips to reduce printing waste.

WHAT YOU CAN DO:

HIT SAVE, NOT PRINT

- ✓ Consider what you require students to print. Will an electronic copy suffice? When possible, use electronic documents rather than print (i.e. use e-mail, Google Docs, Blackboard, thumbdrives, your T:drive, etc.). Electronic documents are easier to organize, transport, and share than print documents.

- ✓ Post PowerPoint slides as pdf handouts:
  - -- Choose *File* or the *Office Button.* Click *Save As*.
  - -- Click *PDF* or *XPS*. Name the file.
  - -- Click *Options*.
  - -- Under the *Print What* heading, choose *Handouts*.
  - -- Specify the desired number of slides (2-9) per page.
  - -- Click *OK*. Click *Publish*.

GREEN TIPS WHEN PRINTING IS NECESSARY

- ✓ Encourage your students to print their papers, projects, and handouts on both sides of the page (duplex print). Tell students to use these steps:
  - -- Choose *File* or the *Office Button.* Click *Print*.
  - -- Click *Properties* or *Preferences*. Click the *Finishing* or *Layout* tab.
  - -- Look under the *Document Options* or *Print on Both Sides* heading.
  - -- Make sure the *Print on Both Sides* box is checked. Click *OK*.

- ✓ Remind students to print PowerPoint class notes as handouts:
  - -- Choose *File* or the *Office Button.* Click *Print*.
  - -- Under the *Print What* heading, choose *Handouts*.
  - -- Specify the desired number of slides (2-9) per page.

- ✓ Use a light background on your PowerPoint slides. A dark background uses 80% more toner on your printer.

- ✓ Select Century Gothic font to save ink and toner.

Tarleton State University <u>Can</u> Make A Difference!