Think Green Printing, Tarleton Students

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!

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

WHAT YOU CAN DO:

BE PATIENT

✓ After you click *Print* on campus lab computers, it can take up to 10 minutes for your job to be processed and received by the printer. Clicking *Print* again will not speed up your print job. It will slow the printer even more and waste paper.

USE PRINTING GREEN TIPS

✓ **Print only what you need.** If your professor posts class notes online, ask which notes should be printed and which ones can remain electronic.

✓ **Print selectively.** If you want to print part of a document or web page,
   -- Highlight the part you'd like to print.
   -- Choose *File* or the *Office Button.* Click *Print*.
   -- Look under the *Page Range* heading.
   -- Choose *Selection*. Click *OK*.

✓ **Select duplex printing (both sides).** You will save paper and lighten your load.
   -- 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*.

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

✓ **Use electronic handouts.** Rather than print handouts for everyone in class, use Blackboard or Google Docs to distribute them electronically. You will save paper and ink toner, as well as give your classmates handouts they can update.

✓ **Select** Century Gothic **font** when formatting your documents to save ink/toner.

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