Introduction

Welcome to Week 12 of the 2018 Certified Green Office Program! This week we are continuing discussing our Waste Reduction Actions, with Elective Actions #15 & #16. Remember to catch up on any newsletters you might have missed here.

15. Set the default print setting on your printers to 2-sided, black-and-white.
16. Collect and reuse scrap paper for printing. Make sure all your coworkers know where to load scrap paper in the printer and which side should face up.

For a summary of these actions with pictures, please see the attached "Think Before You Print" document.

As a reminder, completion of five Elective Actions beyond the Required Actions will earn you Bronze level certification, completion of ten will earn Silver level certification, and fifteen Elective Actions will earn Gold level certification.

Instructions

Elective Action #15: Set the default print setting on your printers to 2-sided, black-and-white.

The benefits of printing your documents double-sided are not complicated to understand -- it effectively cuts your usage of printer paper in half! So besides the clear environmental good, that's a highly effective cost saving measure. Many of us have probably completed the painstaking process of manual, one-page-at-a-time doubled-printing before, which can be a major deterrent when printing long documents. Thankfully, most modern personal printers are now capable of duplex printing, and many of our offices probably have one of these or a multi-function printing machine -- both of which can very easily complete this task.

While all printing jobs can be made double-sided on an individual basis, it is also possible to make the default print setting on your printer double-sided.

Here is the standard procedure for enabling this setting with a Windows computer.

1. Click Start | Settings | Devices | Printers & scanners.
2. Locate your printer in the "Printers & scanners" list.
3. Click on your printer and select "Manage."
4. Choose the "Printer Properties" option.

5. The ensuing options may vary by printer manufacturer, but it is likely the correct setting can be found in the "Advanced" tab.
6. If available, select "Printing Defaults" and look for the "2-sided Printing" setting.
7. Change this setting from Off to Auto (long or short edge binding).

The exact number of steps may vary by operating system. If you cannot locate the setting, or have a different operating system or printer with which this procedure is not compatible, we recommend either checking the user manuals, Googling for further information, or asking your IT professional.

You can follow a similar procedure to set the default print settings to black-and-white only, something that will further reduce your printing costs as color ink is substantially more costly than black ink.

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2. Locate your printer in the "Printers & scanners" list.
3. Click on your printer and select "Manage."
4. Choose the "Printer Properties" option.
5. The ensuing options may vary by printer manufacturer, but it is likely the correct setting can be found in the "Advanced" tab.
6. If available, select "Printing Defaults" and look for the "Color" option.
7. Select "Black/Grayscale."

Elective Action #16: Collect and reuse scrap paper for printing. Make sure all your coworkers know where to load scrap paper in the printer and which side should face up.

This is another directive that's already a fairly standard practice. Of course, even with double-sided printing turned on, you're still going to end up with printed papers with only one side used when your document has an odd number of pages in it, or maybe someone in the office likes to use printer paper for handwritten notes. No matter the case, there's no reason to waste perfectly good printer paper even if one side is already used.

If this isn't something your office practices already, it's thankfully not too hard to start. Simply designate a container for unwanted half-used paper, and start spreading the message around the office to start both filling it up and using its paper! We would also recommend putting a sign by the printer explaining how to correctly load scrap paper so no one ends up with their document printed on the already used side.

Extra Tips

Double-sided printing and reusing scrap paper aren't the only ways to reduce the environmental impacts of your office's printing needs. Here is a list of further tips to continue to cut back!

1. When you need to replace your office's printer, be sure the replacement is an Energy Star model.*
2. Choose a font that uses less ink when printed, like Calibri or Cambria.
3. Set your printer to "draft mode" for documents that don't need to be printed in the highest quality, such as documents that won't be leaving the office.
4. An obvious one -- don't print extra pages you don't need!*
5. Always use Print Preview to make sure the last page isn't just a few extra lines of text, or anything else unneeded.
6. Use a smaller font size so more lines of text fit on one page.
7. Reduce margin sizes as well as header and footer size within a document so the print area is larger.
8. Recycle your empty ink and toner cartridges. There are a number of places in the Champaign-Urbana area that accept these cartridges -- to find them, use the recycling locator [on this site](). (Recycling these cartridges can also earn you a CGOP point: see Elective Action #21).
9. Buy recycled and sustainably-certified paper.*
10. Turn off your printer overnight and/or when it is not being used to reduce its energy consumption.*
11. Post our [Think Before You Print]() cheat sheet by your printer to remind the entire office of some of the ways they can reduce printer waste!

Indicates practices that we have detailed further in past newsletters.