University of Regina

Realize. A Greener Solution.

Tips to Print Green & Reduce Costs

- Use smaller, thinner fonts (Calibri or Times New Roman) to save on toner and ink
- Adjust page layout to use narrower margins to fit more content onto a page
- Use Print Preview to proofread your document for errors before printing
- When printing PowerPoint presentations, print "handout" and not "slides". Use Grayscale or B&W mode rather than colour if it is for your own use.
- When printing Excel spreadsheets, select the areas (or cells) that you want to print and choose "Print Selection" instead of printing full spreadsheets or the entire active spreadsheet page. Deselect the option to Print Gridlines.
- Specify the page numbers that you want to print instead of printing the entire document when it makes sense. That will save your printing time, paper as well as ink.
- Duplex (two side) your copies and print jobs to save paper
- Set print driver default settings on colour printer driver to black to avoid all pages being printed in colour
- Watch your file size. Documents with lots of pictures, charts and graphics consume memory and take longer to process.
- Consider sending large files (200 copies and up) to Printing Services for production.
- Choose the total number of copies of documents you need from your print dialogue box when you print, rather than printing off one copy, then taking it to your MFD to make multiple copies. This ensures that all documents are "first generation" quality.
- N-Up Printing: Selecting the "n-up" or "multiple pages per sheet" option within Printing Preferences can be an effective way of including two or more pages on one sheet of paper.
- Send documents electronically instead of paper or fax.

Interesting Facts – Did You Know

- A study conducted by Lexmark found that an average of 17% of everything printed was considered waste. Common examples of this are the page at the end of a Web printout with just a URL or banner ad at the top, multiple pages of legal jargon at the end of airline itineraries, or chain replies attached to an emailed meeting agenda.
- An additional 15% of print jobs are never picked up. By taking advantage of Print Release (Find Me a Printer) technology, you can send several print jobs to the network. When you are ready, walk up to one of our print devices and release the jobs you actually want. Any unwanted print jobs will simply disappear from the network after 4 hours.
- Most web pages have a "Print This Page" link that reformats the current webpage by removing all the banner ads, graphics, etc. If this option is not available, you may still select the portions with your mouse that you want to print and paste them in Notepad or Microsoft word. You'll save on paper as well as ink.

- Printing pictures consumes the maximum amount of ink or toner. Colour is produced by laying several layers of toner down – one each for black, cyan, magenta, and yellow. For some printers, additional colour layers are added for more realistic colour reproduction. To put this into perspective, the small colour photo to the right of this paragraph can consume as much as 150 times more toner than the text in this paragraph.