

10 GREEN TIPS ON REDUCING YOUR PAPER WASTE

HELP CUT G&B'S PAPER WASTE BY 30% THIS YEAR

DO YOU? Print emails?

TRY THIS. Flag these emails as “follow-ups” rather than printing each request. Don't print unless you need to.

DO YOU? Print the entire document when you only need one page?

TRY THIS. Specify the pages you need to print instead of printing all.

DO YOU? Print and distribute large amounts of documents in internal office meetings?

TRY THIS. Use the overhead projector. Ask Camilla if you need help setting it up.

DO YOU? Make copies of multiple-page documents?

TRY THIS. Unless you have a reason not to, set the copier to print double-sided/duplex.

DO YOU? Make copies of internal/non-formal documents?

TRY THIS. Set the copier to print on second-chance paper. Read instructions on the copy machines.

DO YOU? Print a lot of misprints and mistakes?

TRY THIS. Use spell check, review and edit drafts on screen and choose “print preview” before printing. Don't forget to set the print area in Excel.

DO YOU? Print pages from the internet?

TRY THIS. If you print a large number of web pages, consider copying the text and pasting it into a Word document before you print. In Word you can eliminate unnecessary content, alter the font size and fit more content on each page.

DO YOU? Fax a lot?

TRY THIS. Ask for an email address instead of faxing. Eliminate fax covers by using fax-post-it notes.

DO YOU? Print documents you file away?

TRY THIS. Consider filing documents electronically.

DO YOU? Receive a lot of unwanted magazine subscriptions?

TRY THIS. Reduce the amount of junk-mail by cancelling unwanted subscriptions.