

# Sustainable Office

## *Top Ten Steps to Reduce and Reuse Paper*



1. Become conscious of your paper consumption.
2. Print and copy on both sides of the paper (duplex). Learn how this function works on your printer and copier and teach others.
3. Save space and paper by storing your documents electronically. Many copiers at Brandeis have a scan function. Store these files on computers- rather than have to deal with hardcopy storage.
4. Send, request, and circulate these electronic copies instead of paper.
5. Use Print Preview to only print the pages you need instead of an entire document.
6. Use the "Tools/Track Changes" function to edit and share documents electronically for review.
7. Give paper a "second chance" by using the back side of already printed, or to stock the paper tray in your fax machine.
8. If you have a lot of this paper- bring to the copy shop to make note pads, and save on buying new supplies.
9. Before printing, check to remove blank pages, consolidate with extended margins or smaller type-size, and print graphics on an "as-needed" basis.
10. Talk to your coworkers about saving paper. E-mail and post one copy of these tips ( on reused paper of course) by the copier!



*Use Less, Recycle the Rest!*

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