



TIPS TO CONSERVE OFFICE PRINTER PAPER

Following are a few simple steps every employee can take to reduce daily paper use. Portland BlueWorks is happy to help you implement these tips. Contact Pete Chism with any questions, pchism@ci.portland.or.us, 503.823.7652.

BEFORE YOU PRINT

- Use spelling and grammar check
- Consider reducing margin and font size
- Use **Print Preview** to check margins and avoid printing unwanted pages
- Use **Page Setup** to adjust margins and layout

SHARING DOCUMENTS

- Share documents through e-mail or by posting them on Portland Online.
- File documents electronically; save old files on disk or CD
- Create a central file for paper documents instead of maintaining duplicate personal files

FAXING

- Send and receive faxes from your computer
- Program your machine so it doesn't print confirmation sheets
- Eliminate fax cover sheets by using fax Post-it Notes

WHEN YOU PRINT

- Set up printers to print double-sided by default
- Print multiple pages to a sheet
- Learn how to cancel print jobs from your computer and the printer
- Print one copy as a test before printing multiple copies of a document

