

To print or not to print?

There are many easy ways to an organization promote an environmental friendly behavior and, at the same time, reduce their paper use and costs.

These simply five tips will help you to think about next time before you print:

1. Before decide to print that 1000-page document, check if you could use a electronic copy for the same purpose.
2. Reduce number of pages printed by printing on both sides or printing multiple pages to one page.
3. Print on 100% post-consumer recycled paper is a very good idea, and environmental friendly too.
4. Change the printer settings to print on "Draft" or "Fast" mode, which uses less ink.
5. If you are printing draft versions of a color document, consider printing only in black and white to save on color ink.

