## Sustainable INL News

Meeting the needs of the present without compromising the ability of future generations to meet their needs

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## **Print Smart**

id you know that last year each INL employee used an average of 6,000 sheets of paper? That's 12 reams each!

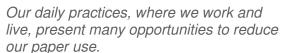
Reducing our paper usage provides many environmental and economic benefits, such as:

- fewer natural resources consumed
- reduced air and water emissions from the production of paper
- less money spent on paper, as well as supplies and maintenance for printers and copiers.
- decreased space requirements for the management and storage of paper documents.
- less paper waste to dispose.1

Decreasing paper usage supports our partnership in the Federal Electronics Challenge and contributes toward INL's Sustainability goals.

Here are some strategies to help you print smart:

- 1. Preview documents before printing. Use print preview to spot errors before you print.
- 2. Is this document sensitive or classified? Printing these documents increases your security risk; consider reviewing and storing them electronically.
- needed for a meeting and don't make extras. Send documents via email and only print out a report per request. Use revision features in word processing software.
- Try filing electronically. Use the print to file option under the print tab. It



- 3. If you do need to print, print double-sided. All eligible printers and copiers should be set to duplex as the default setting. Make this your default setting on your computer for each printer you use: change the setting under printing preferences, or call 6-1000 for assistance. Excess your old printer that doesn't duplex.
- 4. Promote a "think before you copy" attitude. Consider sharing documents with co-workers. Print only the number of copies

- cuts down on space and makes documents more easily searchable.
- Consider the Print Center for larger documents, such as presentations and reports. It costs less per page and saves you time. Contact Curtis Perucca (526-7768) for any questions.



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We're on the Web! www.inl.gov/sustainable





