

PAPER-SAVING TIPS

Paper Reduction Strategies

- ☐ Be conscious of your paper use. Think of ideas about changes you can make to use less paper.
- ☐ Save space and paper by storing your documents electronically.
- ☐ Eliminate unnecessary reports.
- ☐ Print only the pages you need instead of the entire document.

Interoffice Communication

- ☐ Use electronic mail for memos.
- ☐ If e-mail is not available for short memos, copy memos on half sheets rather than full sheets of paper.
- ☐ Use erasable markerboards to communicate within work areas.
- ☐ Circulate articles or other reading material with routing slips instead of making a copy for each person. Maintain a central file for this material.

Recycling & Reuse

- ☐ Place desk side recycling containers at each desk.
- ☐ Place larger containers for paper recycling at the copier machine and fax machine.
- ☐ Recycle the junk mail and magazines received in your office. Better yet, contact companies that send the unwanted mail and ask to be removed from their list.
- ☐ Give paper a "second chance" by using the back side of an already printed paper for notes. Convert scrap paper, outdated forms and letterhead into memo pads.
- ☐ Reuse large mailing envelopes.
- ☐ Use reusable envelopes for inter-office mail and continue to use until both sides are filled.
- ☐ Reuse file folders.

Making Copies

- ☐ Make double-sided copies.
- ☐ Don't make extras; copy only what you need.
- ☐ Practice preventive maintenance. This will reduce paper jams and save paper, time and money.
- ☐ Light or off-center copies can be used internally.
- ☐ Make sure the correct size paper tray is selected.
- ☐ Run a test copy before making a large run.
- ☐ Copy small items two or three to a page.
- ☐ Have a clearly marked recycling container for white paper next to each machine.
- ☐ Eliminate the banner page between print jobs. This can be done through central programming or on individual computers.
- ☐ Train employees regularly on the proper use of the machine.
- ☐ Proof documents carefully before copying.
- ☐ When loading paper into large copy machines, load the entire ream rather than just a portion. Humidity can warp leftovers and cause copier jams.
- ☐ Watch where you put the paper on the glass to be copied. There is not a standard and each machine may be different depending on whether you want letter, legal or larger copies.
- ☐ Be sure that the glass is clean when making copies.

Faxing

- ☐ Design your document so that it does not require a cover sheet.
- ☐ Use a rubber stamp with message lines for fax "TO" and "FROM" information.
- ☐ Use self-stick notes for fax information rather than full-page transmittal forms.
- ☐ Save and reuse self-stick fax notes for those people to whom you fax frequently.
- ☐ Use an electronic computer-based faxing program.

For more information call 974-9727, or visit www.austinrecycles.com

