

# Paper Conservation at UCOP

UCOP uses almost 12.8 million sheets of white office paper per year, at an annual cost of more than \$76,000—that's almost 9,500 sheets of paper for every employee.

UCOP has set a goal of reducing paper consumption by 10% by in 2010. Achieving this target will save approximately \$7,600 dollars (not including savings associated with reduced use of printer and copier toner) and prevent the release of 15 metric tons of greenhouse gasses.

For more on the environmental impacts of paper consumption and production, see:

- The California Integrated Waste Management Board: <http://www.ciwmb.ca.gov/Paper/Recycled/>
- The Environmental Defense Fund's paper calculator: <http://www.edf.org/papercalculator/>
- The US EPA's Resource Conservation – Comprehensive Procurement Guidelines <http://www.epa.gov/epawaste/conserve/tools/cpg/index.htm>

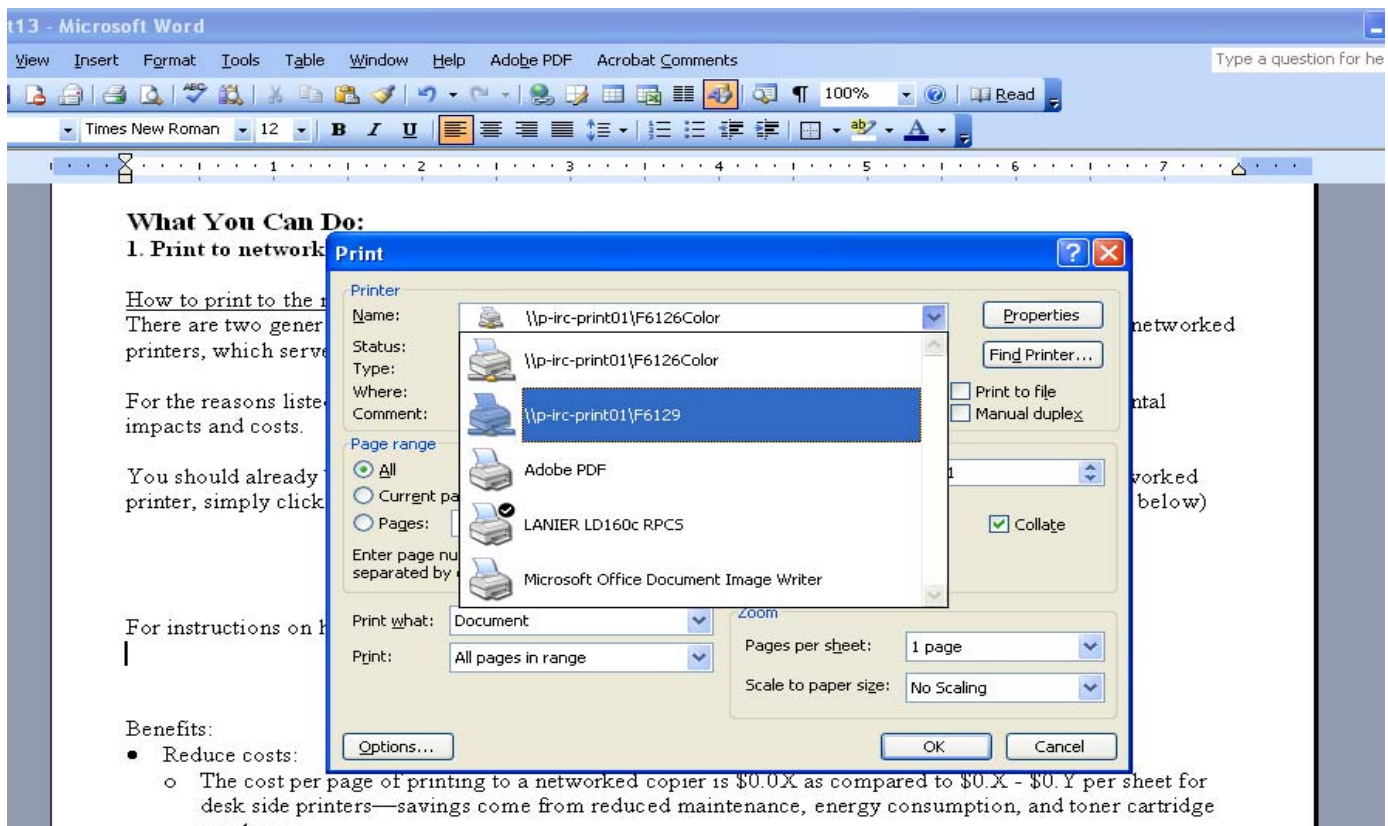
## What Can You Do?

### 1. Print to networked printers and copiers whenever possible.

How to print to the networked printer:

You can print documents directly from your PC to high-volume copy machines in common areas. For most of the printing that we do (reports, spreadsheets, e-mails, information from the web), printing to the local copier is easy, often faster, reduces the environmental impact, and is less expensive.

You should already be connected to one or more copy machines. To send your document to a networked copy machines, simply click "print" and select a copy machine from the drop down menu (see screen shot)



### Benefits of Printing to Copy Machines:

### *Reduce costs:*

- The cost per page of printing to a networked copier is \$0.025 or less, as compared to \$0.07 - \$0.09 per sheet for printers—savings come from reduced maintenance costs, energy consumption, and toner cartridge purchases. The savings increase when you print on both sides of the page for most of your documents.

### *Improve workplace environmental quality:*

- Printing to networked copy machines in ventilated shared spaces limits your exposure to fine-particle volatile organic compounds (VOCs, <http://www.epa.gov/iaq/voc.html>) that are released every time you print on desk-side laser printers.
- Taking breaks to collect documents from centrally located networked machines reduces the risk of repetitive motion injuries.

## **2. Print and Copy Double-Sided, Whenever Possible**

### How to print double-sided

The best way to always remember to print on both sides of the paper is to set your computer to default to that option. You will still be able to override the default setting and print single-sided when you need to.

To set the computer at your workstation to default to 2-sided printing:

1. From the Start menu, select “Settings”
2. Go to “Control Panel”
3. Choose “Printers and Faxes”
4. Highlight your desired printer
5. Choose “Select Printer Preferences”
6. Choose 2-sided (or “duplex”) Printing
7. Press Apply and then OK to save this setting

From now on when you press print in any application, your print job will be printed on both sides of the paper, unless you specify otherwise for individual print jobs.

### How to Copy Double-Sided

1. Make sure that you are at the Main Copying Menu
2. Choose 1 → 2 sided if your original document is one-sided
3. Choose 2 → 2 sided if your original document is two-sided
4. Press Start

NOTE: you may want to place a reminder on a sticky note for others to do the same! It’s a good habit to get into!

### How to set default print and copy settings to double-sided (duplex)

It is possible to change the default settings on high-volume printer/copiers so that documents will automatically print and copy double-sided.

Before changing default settings, it is important to ensure that everyone in your department understands how to override default settings if they must print single-sided. Do not change copier settings without first getting the approval of your Department head.

Instructions to set printer and copier default settings vary by make and model. You can find on the UCOP Purchasing Services Mater Agreements Database:

- Canon: Scroll down to the list of documents and click on the third document from the top.  
[http://www.ucop.edu/purchserv/psa\\_db/pubregisterindex.php?mode=1&id=171](http://www.ucop.edu/purchserv/psa_db/pubregisterindex.php?mode=1&id=171)
- Ricoh (Lanier) Scroll down to the list of documents and click on the third document from the top.  
[http://www.ucop.edu/purchserv/psa\\_db/pubregisterindex.php?mode=1&id=140](http://www.ucop.edu/purchserv/psa_db/pubregisterindex.php?mode=1&id=140)
- Xerox (Color Copiers)  
[http://www.ucop.edu/purchserv/psa\\_db/pubregisterindex.php?mode=1&id=210](http://www.ucop.edu/purchserv/psa_db/pubregisterindex.php?mode=1&id=210)
- Xerox (Digital Copiers)  
[http://www.ucop.edu/purchserv/psa\\_db/pubregisterindex.php?mode=1&id=141](http://www.ucop.edu/purchserv/psa_db/pubregisterindex.php?mode=1&id=141)

#### Benefits of printing double-sided (duplex):

##### *Reduced Costs & Environmental Impacts*

By printing double-sided, you will lessen your environmental impact and save money by drastically reducing the amount of paper you consume.

### 3. Shrink Default Margins in MS Word

In most cases, the margins in MS Word documents can be greatly reduced, increasing the printable surface area and reducing paper consumption. For example, reducing left and right margins to .5" and top and bottom margins to .75" will result in a 32% increase in the printable area of each sheet of paper.

#### How to change margins in MS Word

##### *On PCs:*

1. Open Microsoft Word. Select FILE from the Menu Bar, and then PAGE SET UP.
2. Click on the MARGINS tab, and fill in your TOP, BOTTOM, LEFT and RIGHT margin settings. (Recommended settings are .75" for TOP and BOTTOM margins and .5" for LEFT and RIGHT margins).
3. Then click on the DEFAULT button (it's on the bottom left).
4. You'll be prompted: "Do you want to change the default settings for the page set up? This change will affect all new documents based on the normal template."
5. Click YES.

##### *On Macs:*

1. Open Microsoft Word. Go to FORMAT, then DOCUMENT.
2. Once in DOCUMENT, click on MARGINS and you'll be able to fill in the settings for your margins.

#### Benefits of reducing margin size:

##### *Reduced Costs & Environmental Impacts*

By shrinking to margins in MS Word, you will lessen your environmental impact and save money by drastically reducing the amount of paper you consume.

### 4. Purchase paper with a minimum of 30% post-consumer recycled content

The UC Policy on Sustainable Practices commits the University to using office paper with a minimum of 30% post-consumer content. Strategic Sourcing at UCOP has negotiated a contract with Office Max that reduces the cost of 30% post-consumer recycled paper so that it is actually less expensive than paper with no recycled content. In other words, there is no price premium associated with purchasing 30% post consumer waste paper.

Using recycled content paper in networked printers and copiers **does not** degrade print quality or lead to equipment malfunction. In fact, many institutions, including the Government Printing Office, the US House of Representatives, The State of New York, Princeton University, and selected departments at some of our campuses all use paper with 100% post-consumer content.

#### How to purchase reduced-price recycled paper

OfficeMax Aspen 8 ½” x 11” paper with 30% post-consumer content accounts for over 90% of UCOP’s recycled paper purchases. As noted above, this paper is actually *less* expensive than the equivalent paper with no recycled content. For SKU numbers of office paper with recycled content, see Office Max section of the Purchasing Services Mater Agreements Database ([http://www.ucop.edu/purchserv/psa\\_db/pubregisterindex.php?mode=1&id=142](http://www.ucop.edu/purchserv/psa_db/pubregisterindex.php?mode=1&id=142)).

### Benefits of purchasing paper with post-consumer recycled content

#### *Reduced Environmental Impacts*

In addition to saving trees, paper made with recycled content uses less energy, produces less greenhouse gas emissions, less particulate emissions, less wastewater, and less solid waste than paper produced using virgin wood.

## **5. Think Before You Print**

The simplest way to conserve resources and reduce printing costs is to print less.

### How to print less:

There are innumerable ways to avoid printing documents unnecessarily. Here are couple tips:

- Whenever possible, adjust margins or font-size to avoid printing a page with only one or two lines of text.
- Electronically distribute meeting materials (especially PowerPoint presentations) before or after an event.
- If you must distribute hard copies of PowerPoint presentations, print more than one slide per page, print double-sided, and print in grayscale or black and white:
  - From the print menu, use the “print what” drop-down menu located in the lower left of the screen to select “print handouts.”
  - Using the drop-down menu immediately to the right, select more than one slide per page. If “notes” are not going to be taken and the level of detail is not too small, print 6 slides per page. If the detail is small, print 2-4 slides per page.
  - If the presentation is pure text use the drop down menu under “print what” to set the printer on “black/white” copies if color is not needed.
  - If you have graphs and pie charts in the presentation but prefer not to use color, print on “grayscale” for the best results.