

Paper Use

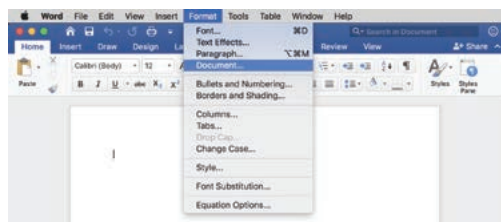
The average office worker is responsible for the use of **10,000 sheets of paper every year**. The best way to reduce this amount is to print as little as possible or only when necessary. By making simple changes, you can help to cut back on paper use!

What You Can Do

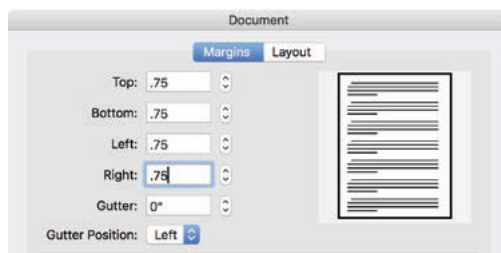
- When you need to print, **set printing to double sided**.
- Go digital as much as possible! You can use PDFs for sharing documents instead of printing.
- Instead of printing additional copies of a presentation, send the presentation digitally.
- Simply changing the margins from the standard 1" to .5", you can **reduce the amount of paper you use by up to 12%**.

Margins for Word on Mac

1.) Go to "Format" and click "Document"



2.) Change margins to .75" or less



Margins for Word on PC

1.) Go to "Layout" and click "Margins"
2.) Select "Narrow"

