

Tips to Copy & Print Green

Before you print or copy

- ◆ **Share paperless:** Can you scan & email the document instead?
- ◆ **Review/store paperless:** Can you read it online and store it electronically?
- ◆ **Preview first:** Fix typos and adjust formatting to minimize pages when appropriate.

Questions? Contact Help Desk at xxx-xxx-xxxx

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When printing or copying

- ◆ **Black and white is better:** Black and white printing is a lot cheaper. Do you need to print the document in color?
- ◆ **Print only what you need:** Use “print selection” or select the page range you want.
- ◆ **Double-side:** Use both sides of the paper.

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