

DOUBLE-SIDED PRINTING AND COPYING

Most offices use a lot of paper. Australia uses approximately 210,000 tonnes of office paper each year. But the amount of office paper used and sent to landfill is currently unsustainable. Using only one side of the paper is essentially only using half of the sheet of paper, and is equivalent to throwing out pens when they are half full, or throwing out note pads when they are only half used. Using the double-sided printing option for your documents saves paper, which saves money, and also saves labour in filling up the printer, ordering paper, storage and handling.

Quite often, printers are set to print single-sided as a default. Some less expensive printers are not equipped to print double-sided at all. Older photocopiers either can't, or have trouble, copying double-sided. However, newer office machines are generally equipped to print/copy double-sided with no problems. By setting computers and printers to print double-sided by default, the office can save an enormous amount of paper – and money. Using both sides of your paper will cut your paper bill in half!

You'll be surprised how easy it is to reduce your paper use with a bit of effort and co-ordination in your office.

WHAT CAN I DO?

- Print and photocopy on both sides of the paper
- Use page layouts, line spacing and font sizes to maximise the information on each page before printing
- Reduce information on each page when photocopying
- Use email as much as possible – and only print whenever absolutely necessary
- Set printers to print double-sided as a default
- If your printer does not print double-sided, use the printer option that allows you to print two pages on the one sheet
- Place signs near your photocopier and printer to remind staff to print double-sided
- Don't print out draft copies – make changes and read them from your computer, then e-mail them back
- Let other people know what you are doing – you never know, saving paper might just catch on!

MORE INFORMATION

- www.fujixerox.com.au/about/environment.jsp - For information about creating a green office.
- www.ecooffice.com.au
- www.environment.nsw.gov.au/education/recyclingandwaste.htm
- Follow the link on; 'Waste reduction in office buildings'
- www.wrapp.nsw.gov.au/office - NSW State Government Waste Reduction and Purchasing Policy
- www.ns.ec.gc.ca/udo/office/office.html - 'Working Your Way to a Green Office'