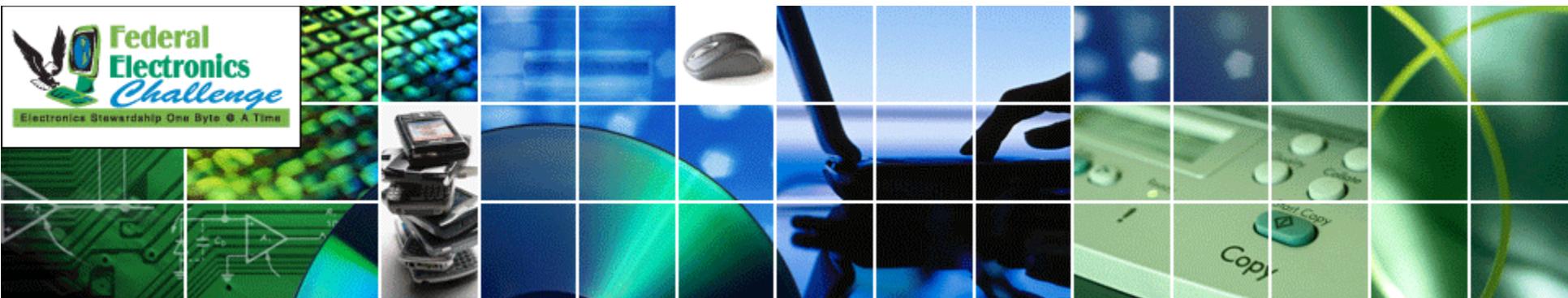


# Duplexing and Print Management

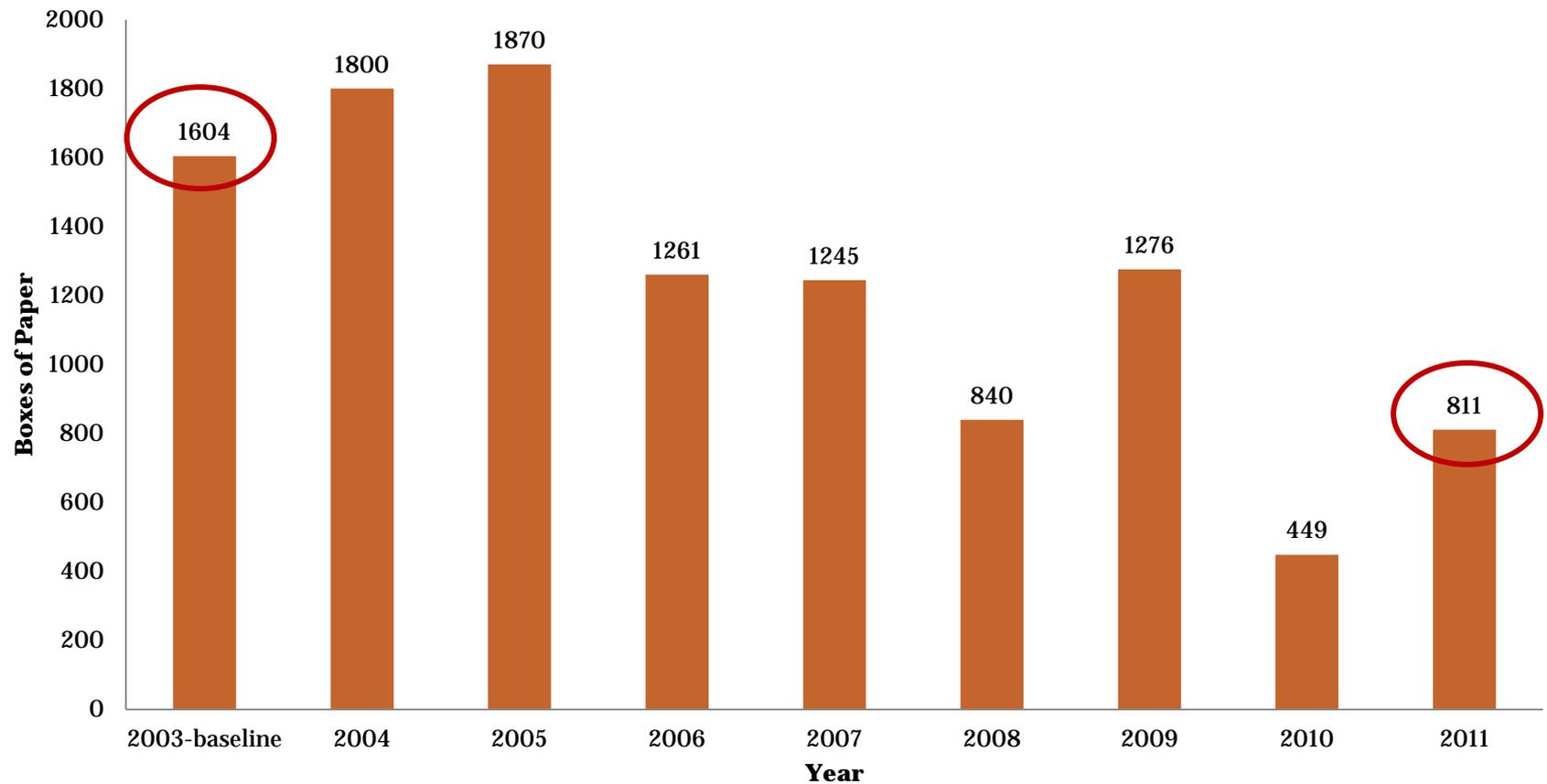
Federal Electronics Challenge  
October 2012 Partner Call



# Why Manage Your Printing?

- **Executive Order 13514**
  - “Establish and implement...duplexing” [Sec. 2(i)(ii)]
  - “Reduce paper use and acquire paper containing at least 30% postconsumer fiber.” [Sec. 2(e)(iv)]
- **Save Money or Maximize EPP**
- **Co-Benefits**
  - Environmental Protection
  - Efficient Space Utilization
  - Move closer to the “Paperless Office”

# EPA Region 9's Paper Use



# What to Do Next?

- **Work with your Management & IT department**
  - Integrate Paper Reduction with your facility's Environmental Management System (EMS)
  - Find & use tools to make using less paper easy.
- **Establish baseline metrics & periodic checks**
  - Measure progress, Report successes
- **Educate your staff**
  - Every individual chooses to click "Print" – help them help you.

# Think before you print

- Do you need a copy of that email?
- Can you take notes on laptop instead of paper?
- Can you attach a draft electronically instead of printing out a copy?
- Can you work one document as a group with track changes?
- Can you print 4 pages on a 8.5x11 sheet for composition?
- Can you use a LCD projector to show documents instead of paper?

# EPA Region 9 and FinePrint

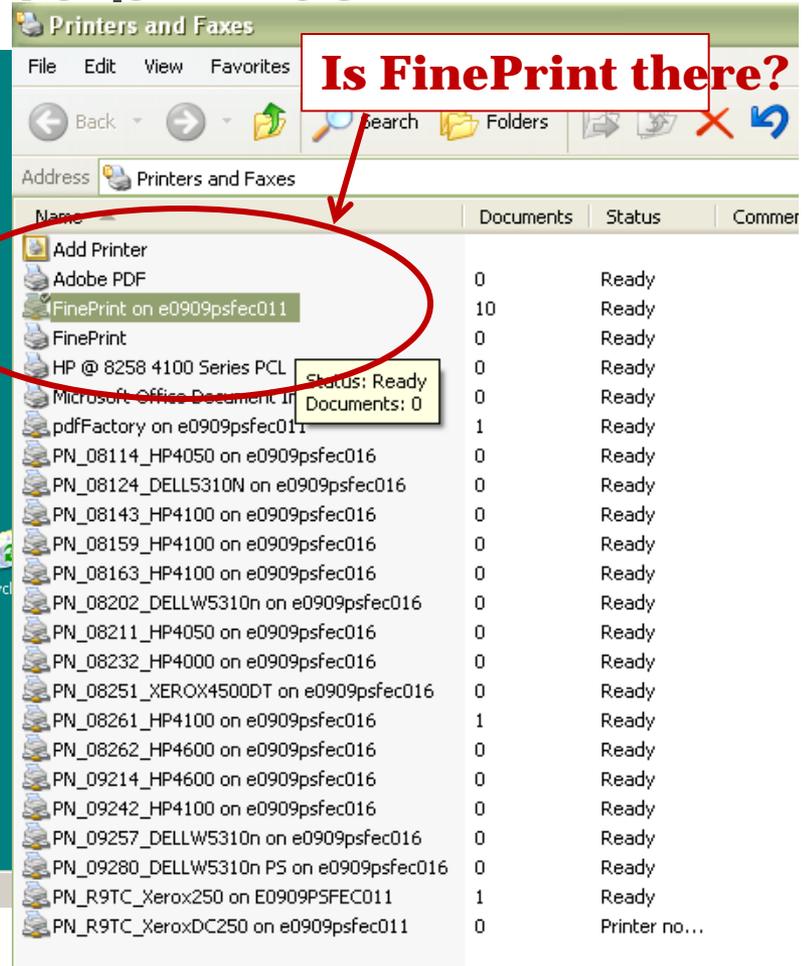
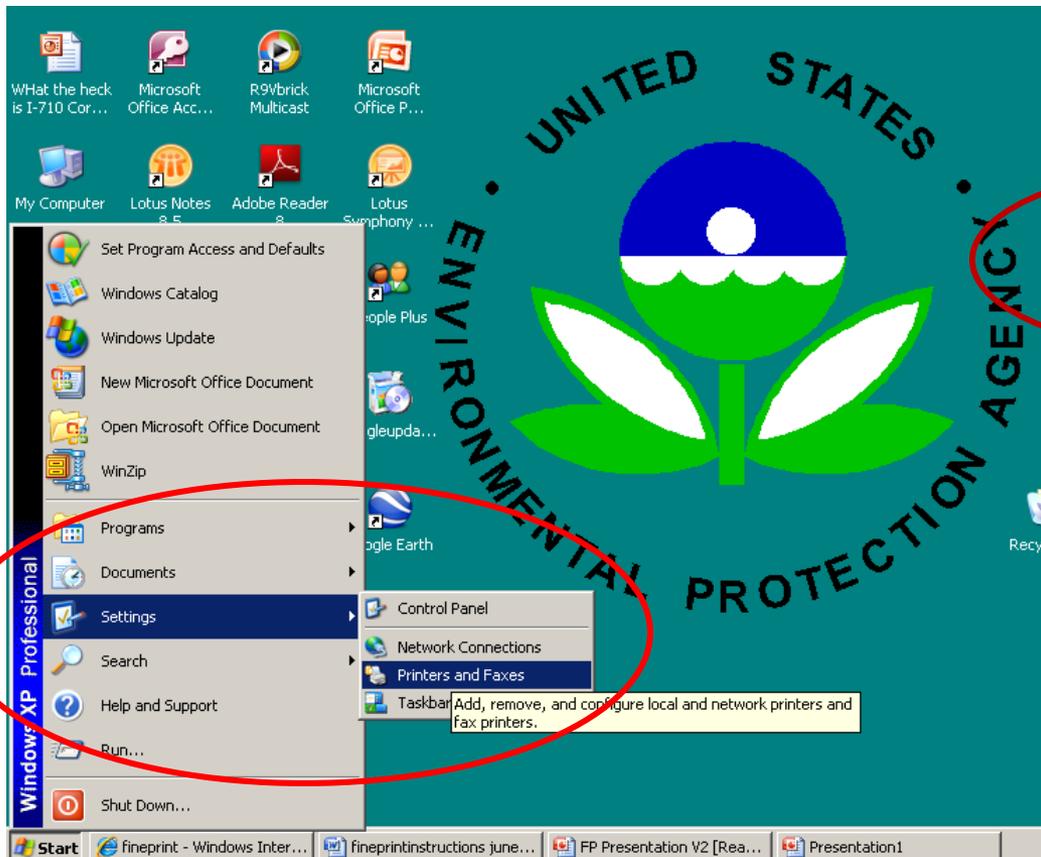
- After pilot testing, EPA R9 elected to buy FinePrint & PDF Factory licenses for all its computers.
  - 1000 licenses cost \$21,000
  - Pilot 20 licenses cost \$480/\$960 for FP/PDF.
- FinePrint with PDF Factory are software that can
  - Print 2, 4, or 8 pages on a single sheet
  - Print double-sided & booklet
  - Universal print preview
  - Page deletion & insertion
  - Combine multiple print jobs into a single job
  - Generate PDFs from the printscreen
  - Create Reports on how much paper is saved

# First Steps for FinePrint

- **Installation by IT if not already installed.**
- **Duplex setting configured as default on your computer.**
- **FinePrint will then confirm setup on your computer.**
- **Ensure that FinePrint is selected as your default printer.**

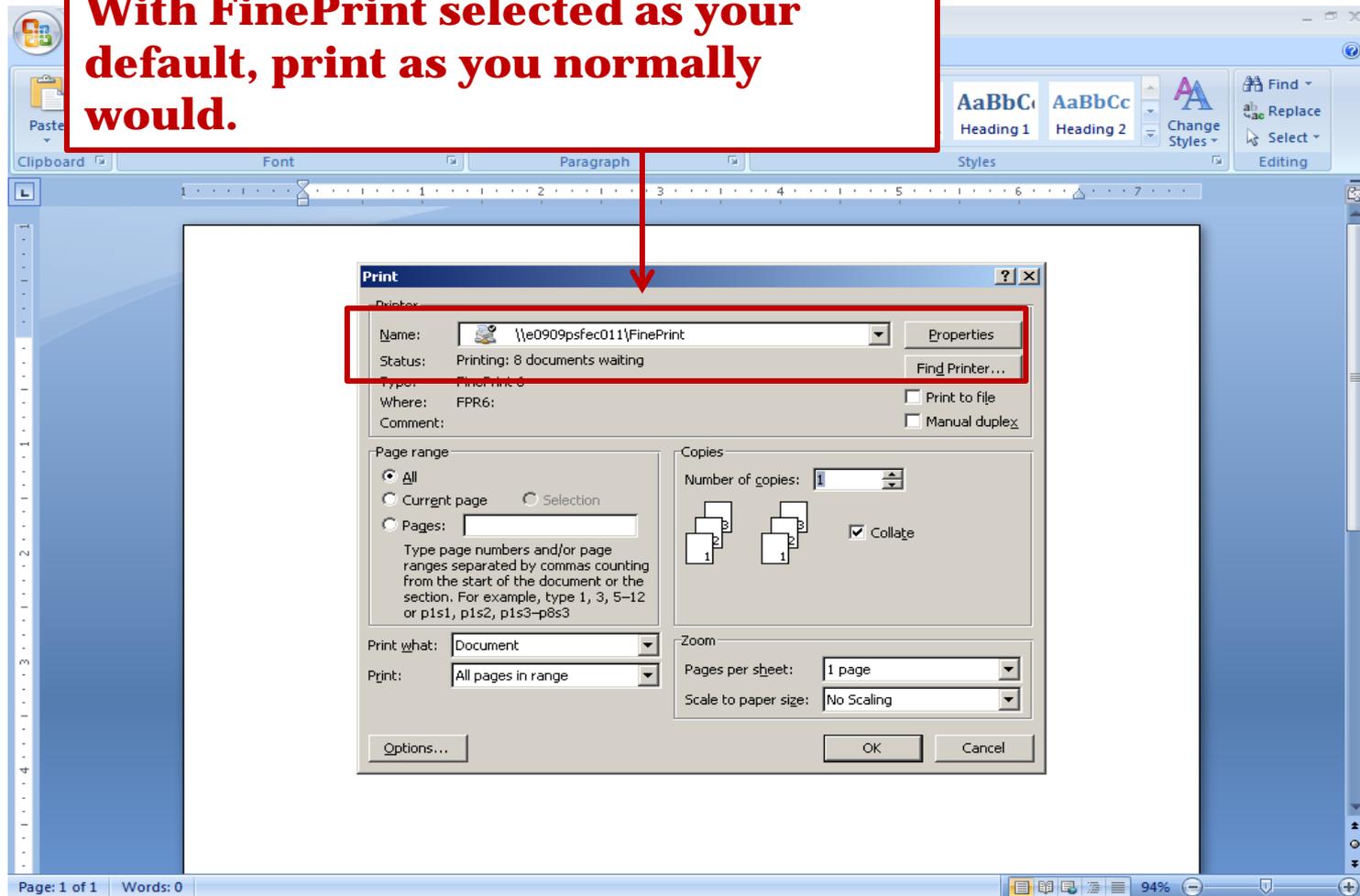


# How to ensure that FP is currently selected as your default printer:



# Using pdfFactory when you save and print:

**With FinePrint selected as your default, print as you normally would.**



Select pdf on the top bar.

Left-click to select  
Double-click to zoom/unzoom  
Right-click for more options

FinePrint and the new  
pdFactory

Sustainable Region 9

jobs: 2    page 1 of 22    paper size: Letter    sheets of paper: 22    paper savings: 0%    total paper savings: 74%    zoom: 61% (fit sheet)

# Saving a file as pdf: With pdfFactory preview open, click the "save" icon

The image shows a screenshot of the pdfFactory software interface. The main window displays a slide preview with the following content:

- Two circular logos for "Sustainable Region 9" featuring a green footprint and the text "EPA Reducing Our Ecological Footprint".
- Text: "FinePrint and the new pdfFactory"
- Text: "Sustainable Region 9"
- An image of a printer on the left and a stack of papers with a green recycling symbol on the right.

At the bottom of the preview window, there is a toolbar with buttons: "View PDF", "Save...", "Send...", "Help", "Close", and "Print...". The "Save..." button is circled in red, and a red arrow points from the top right of the slide area down to it. The status bar at the bottom of the window shows "page 1 of 22", "Letter, Landscape - 8.5 x 11 inches", "zoom: 65%", "2.7 MB", and "PDF 1.4". The Windows taskbar at the very bottom shows the Start button, several open applications including Microsoft Word and PowerPoint, and the system clock showing "9:50 AM Friday 1/14/2011".

# Save your file the same as any other file.

The screenshot shows a Microsoft PowerPoint window titled "FP upgrade Monika - LW #3.pptx - Microsoft PowerPoint". The main window displays a slide with a red rounded rectangle highlighting a pdfFactory save dialog box. The dialog box is titled "pdfFactory" and shows the following details:

- Save in: 2011 inspections
- File list: 710 corridor FF in OTIS - Nov 2010.pdf
- File name: FP upgrade v3.pdf
- Save as type: PDF (\*.pdf)
- Buttons: Save, Cancel

The background PowerPoint window shows a slide with a blue sidebar on the left containing slide numbers 6, 7, 8, 9, and 10. The status bar at the bottom indicates "page 1 of 22", "Letter, Landscape - 8.5 x 11 inches", "zoom: 65%", "2.7 MB", and "PDF 1.4". The Windows taskbar at the bottom shows the Start button, several open applications including "2 jobs (22 pages)", and the system clock showing "9:55 AM Friday 1/14/2011".

To Select a Printer and print in FinePrint:  
When FinePrint opens, click the "printer arrow" to select printer.

The screenshot displays the FinePrint software interface within a Microsoft PowerPoint window. The interface includes a menu bar (Home, Insert, Design, Animations, Slide Show, Review, View) and a toolbar with various icons. A dropdown menu for printer selection is highlighted with a red circle and a red arrow pointing to it. The main window shows a slide with two circular logos for "Sustainable Region 9" featuring an EPA footprint icon and the text "Reducing Our Ecological Footprint". Below the logos, the text reads "FinePrint and the new pdFactory" and "Sustainable Region 9". There are also images of a printer and a stack of paper with a recycling symbol. The status bar at the bottom shows "page 1 of 11", "paper size: Letter", "sheets of paper: 11", "paper savings: 0%", "total paper savings: 67%", and "zoom: 61% (fit sheet)". The taskbar at the bottom shows the Start button and several open applications including "Re: Fw: MFP roll out &...", "Microsoft Word", "FP upgrade v3.pptx", "FP upgrade Monika - LW ...", and "FinePrint : 11 pages (...)".

# Select the printer you want to send to

FP upgrade Monika - LW #2.pptx - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View

fp FinePrint : 11 pages (11 sheets of paper)

PN\_15105\_HP4100

- CX250-1965\_jan
- CX250-1965\_SpoolStore
- Microsoft Office Document Image Writer
- Microsoft Office Live Meeting 2007 Document Writer
- Microsoft XPS Document Writer
- pdfFactory
- ✓ PN\_15105\_HP4100
- PN\_15123\_HP4100
- PN\_15129\_HP4600
- PN\_15142\_DELL5310n
- PN\_15238\_HP4100
- PN\_15247\_XEROX4500
- PN\_15247\_XEROX4500\_PCL
- PN\_18131\_HP4600
- PN\_R1512\_Xerox5755\_PS
- PN\_R1818\_Xerox5755\_PS
- PN\_R9TC\_Xerox250

Properties...

Advanced...

Sustainable Region 9  
EPA  
Reducing Our Ecological Footprint

FinePrint and the new  
pdfFactory

Sustainable Region 9

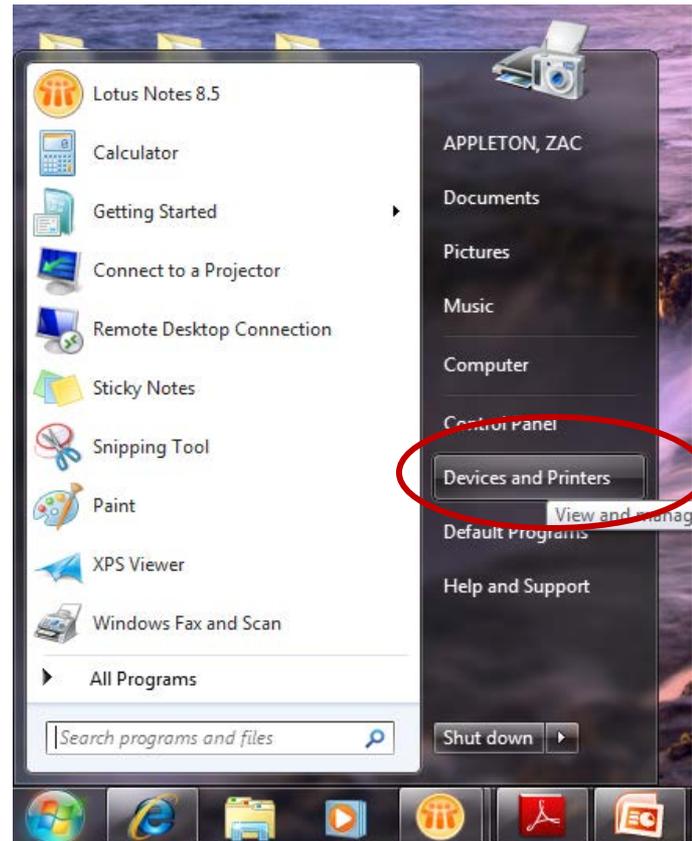
page 1 of 11 paper size: Letter sheets of paper: 11 paper savings: 0% total paper savings: 67% zoom: 61% (fit sheet)

# Duplexing Using Existing Print Software

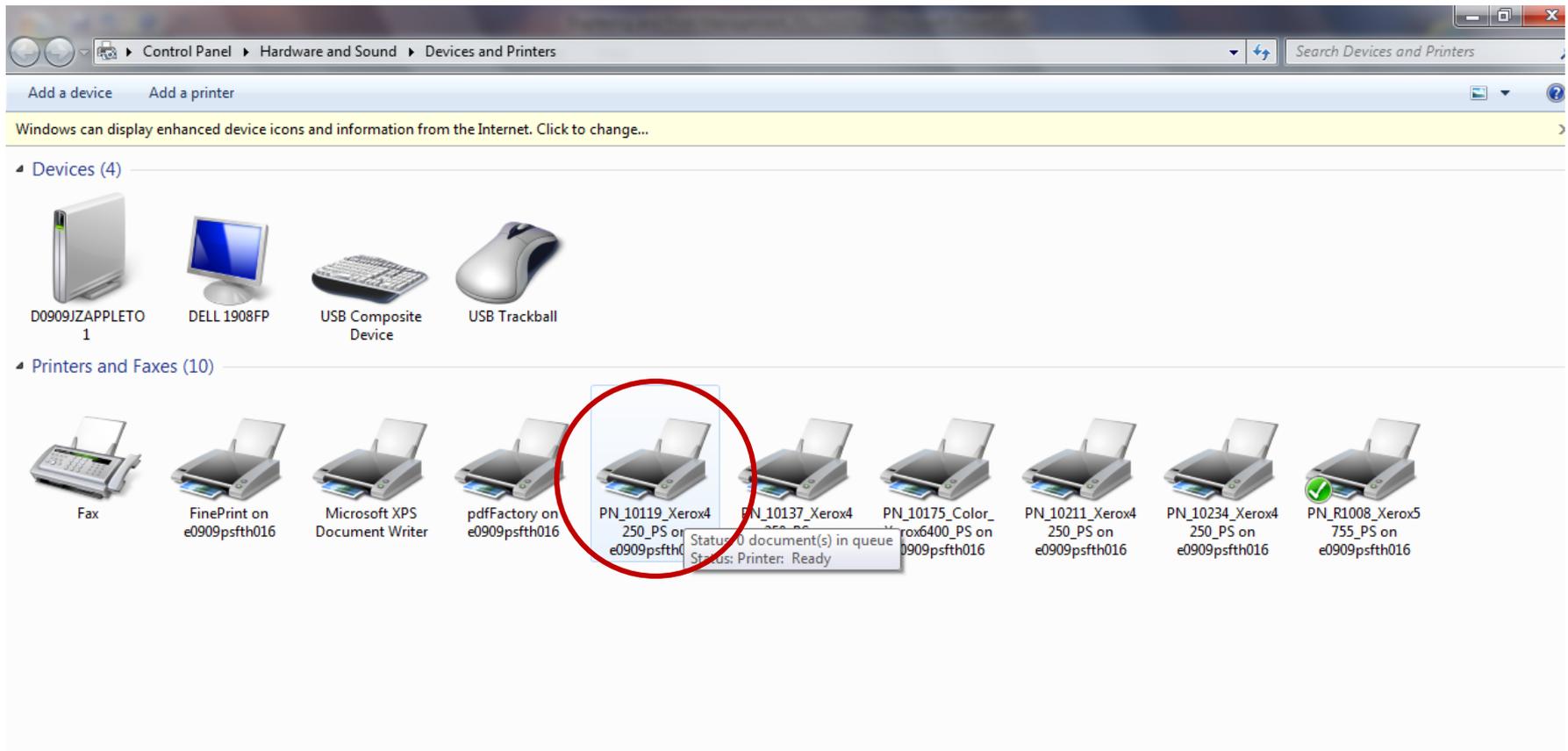
- **Ensure “two-sided” printing is enabled for your printer in your print driver software.**
- **Here are some step-by-step instructions for Windows7.**

# Select “Devices and Printers”

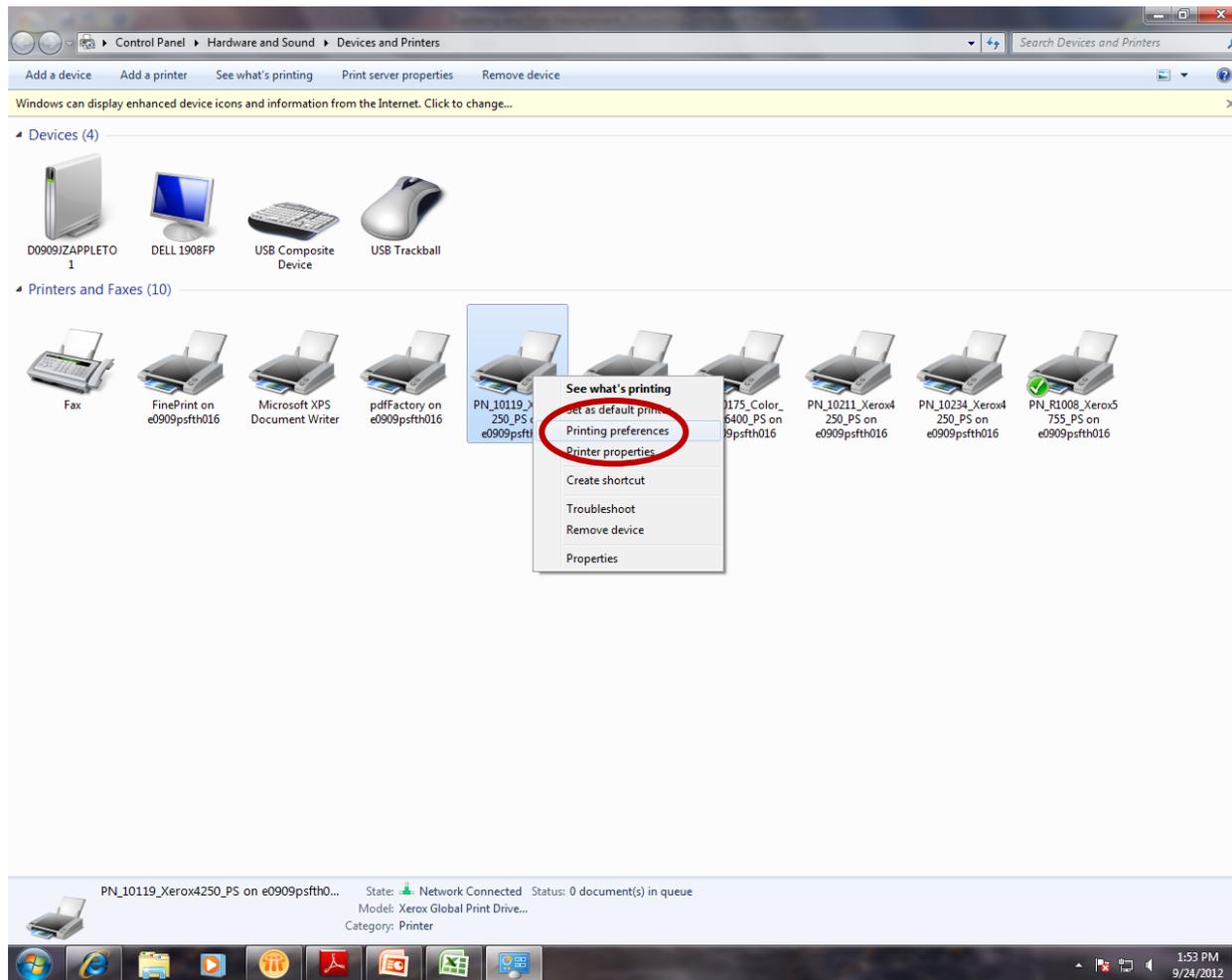
Select “Devices and Printers” from your Start menu



# Select a Printer

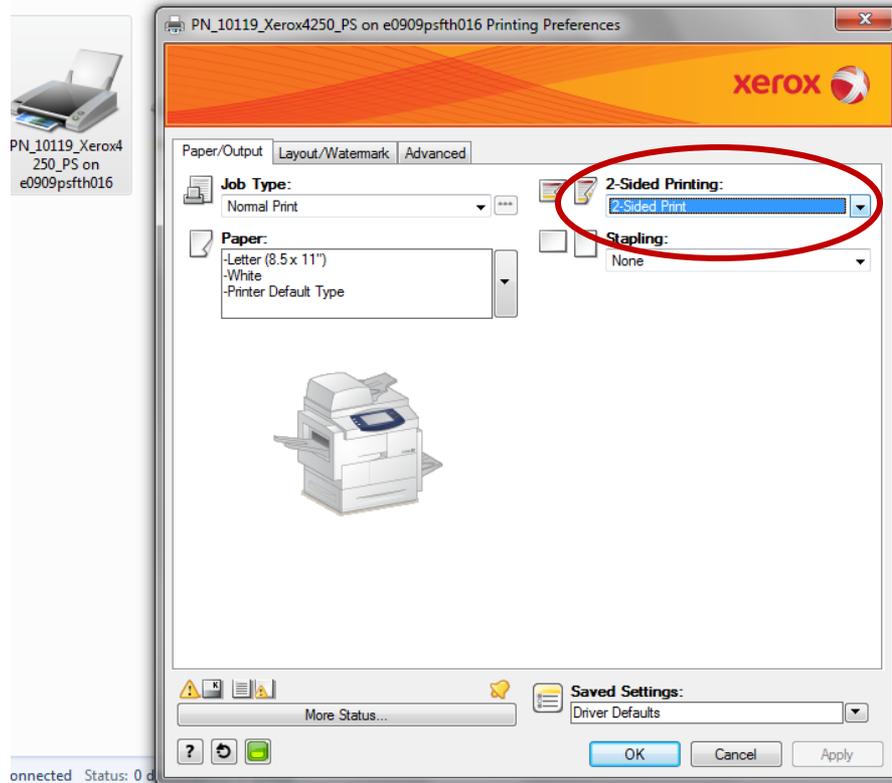


# Select "Printing Preferences"



# Select "2-Sided Print"

Under "Paper/Output" tab. Click "OK" when done.



# Repeat for each Printer

- Repeat these Duplexing steps for each Printer to enable 2-sided printing for each printer connected to your computer.
- Consult your IT department early and often
  - Office networks may have quirks, and
  - Intentional access limits.
    - Administrator Security limits
    - Color printing limits
    - Large print limits

# Windows XP Instructions

- **Similar to Windows 7**
- **Go to Start > Settings > Printers & Faxes**
  - Select a Printer with a Right-Click on your Mouse
  - Select “Printer Preferences...” from the pop-up window
  - Select “Finishing” tab > “Document Options” > enable “Print on Both Sides” with a check mark.
  - Click “Apply” (not “OK”)
  - Select “EconoMode” under “Paper/Quality” tab.
  - Click “OK”

# Step-by-Step Instructions for XP

- [http://www.epa.gov/fec/resources/duplexing\\_and\\_print\\_management.pdf](http://www.epa.gov/fec/resources/duplexing_and_print_management.pdf)
  - (Courtesy of Stephen Sturdivant in EPA Region 6)
  - Also details:
    - Confidential Printing.
    - Modifying Standard Margins
    - Inkjet cost-savings.
    - Color Printing cost-savings.
    - Paper saving economics for R6 in 2011.

# Other Resources

- <http://eetd.lbl.gov/paper/>
- <http://www.calrecycle.ca.gov/ReduceWaste/Business/OfficePaper/QuickTip.htm>
- <http://www.seattle.gov/papercuts/>
- <http://www.epa.gov/osw/consERVE/materials/paper/basics/>
- <http://www.printgreener.com/1/>

# Questions? Comments?

- Zac Appleton
  - [appleton.zac@epa.gov](mailto:appleton.zac@epa.gov)
  - 415-972-3321

**“Throw It Away? There is No Away.”**

