

# REDUCING PAPER AND PRINTER INK USAGE

Federal Electronics Challenge Partner Call  
*April 2013*



# Overview

- ▣ Document Options for Reducing Paper Usage
- ▣ Printing Options for Reducing Paper & Ink
- ▣ Evaluating Your Paper Choice
- ▣ Going Paperless
- ▣ Tracking Your Savings
- ▣ EPA Region 8 Case Study

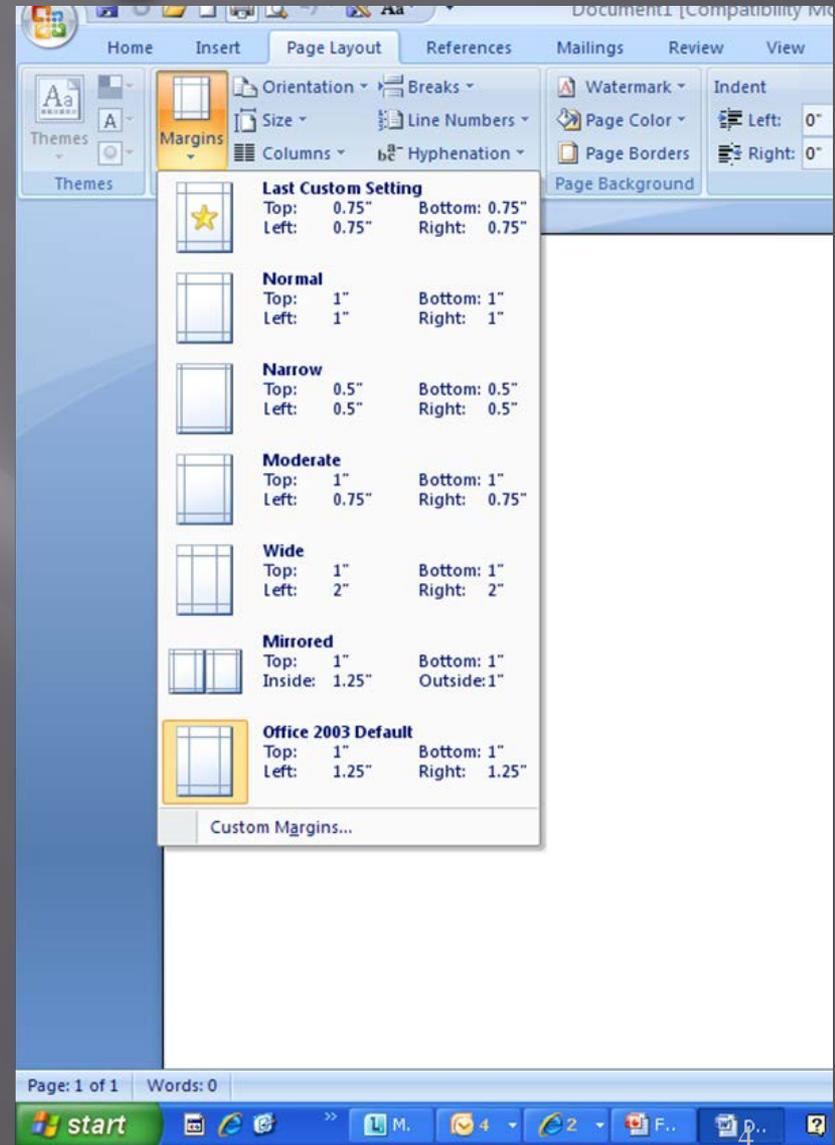
# Document Options for Reducing Paper Usage

- ▣ Reduce Margins
- ▣ Reduce Line Spacing
- ▣ Reduce Font Size & Change Font Type
- ▣ Use Specialty Fonts

# Reduce Margins

## To change margin settings in Microsoft Word 2010:

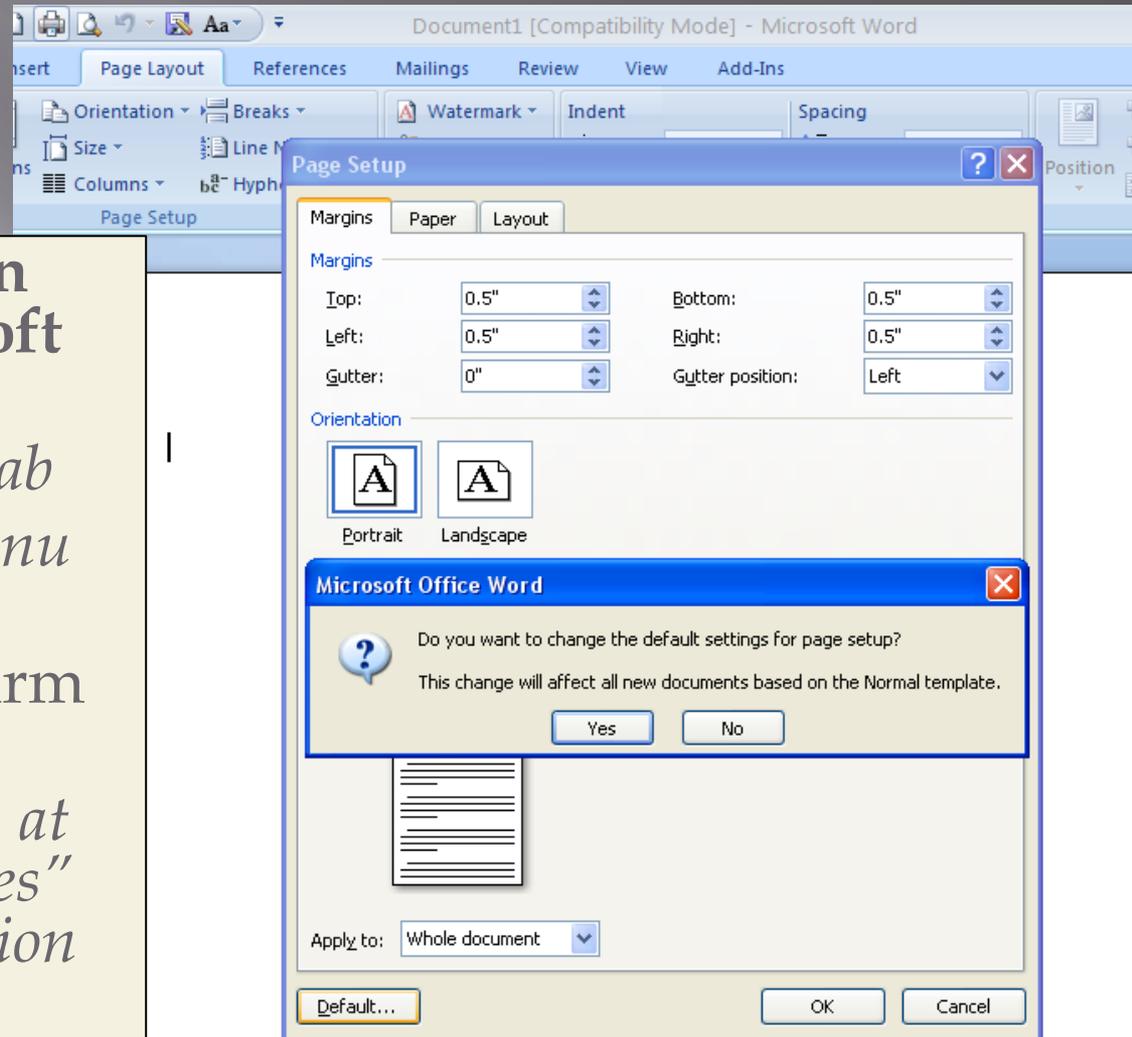
- Select the *Page Layout* tab
- Click on the *Margin* drop down menu
- Select the margin size (the “Narrow” option will set the margins at 0.5”).



# Reduce Margins

## To change the margin defaults in Microsoft Word 2010:

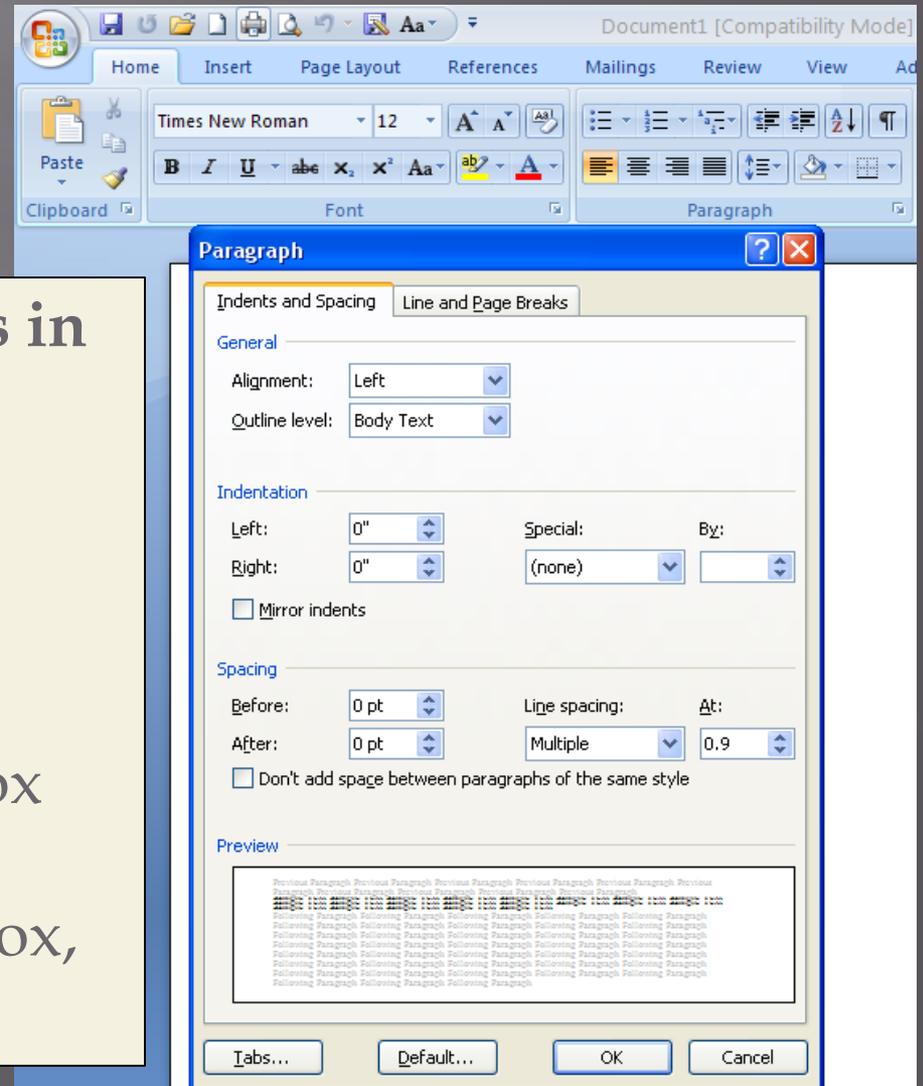
- Select the *Page Layout* tab
- Click the *Page Setup* menu at the bottom of the tab
- In the dialog box, confirm or set the margin size
- Click the *Default* button at the bottom and click “Yes” in the pop-up confirmation box



# Reduce Line Spacing

## To change line spacing settings in Microsoft Word 2010:

- Select the *Home* tab
- Click the *Paragraph* menu at the bottom of the tab
- Within the dialog box, select “Single” from the dropdown box for “Spacing”
- To the right of the dropdown box, type in “0.9” in the “At:” box



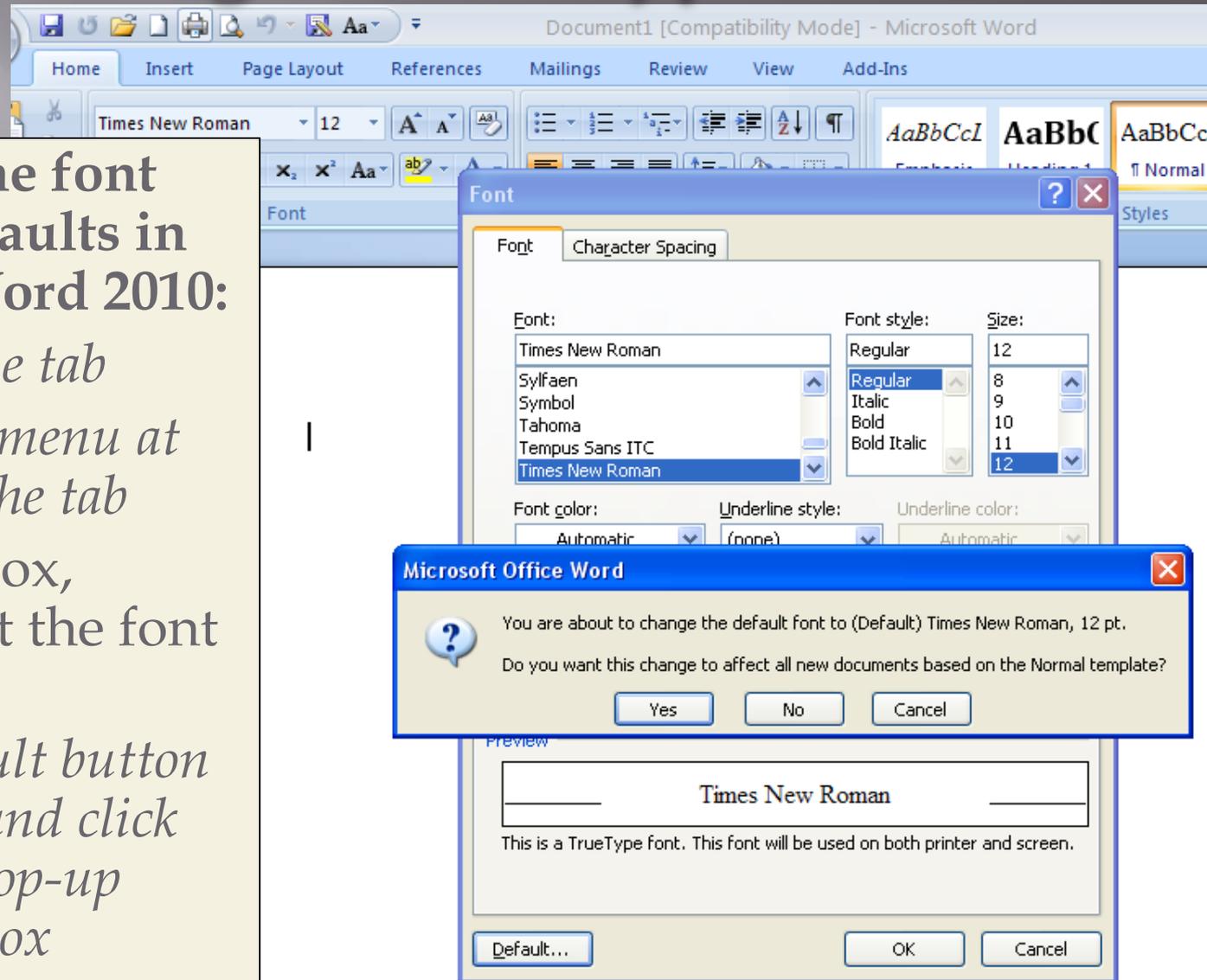
# Reduce Font Size & Change Font Type

- ▣ Century Gothic, Size 11
- ▣ Times New Roman, Size 12
- ▣ Calibri, Size 11
- ▣ Verdana, Size 11

# Reduce Font Size & Change Font Type

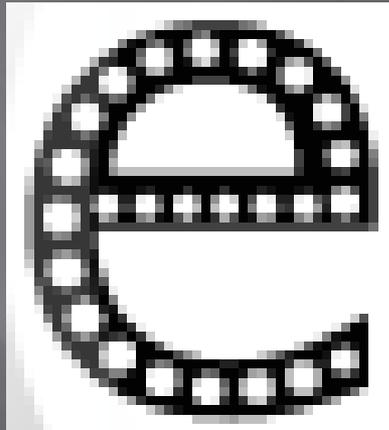
## To change the font setting defaults in Microsoft Word 2010:

- Select the *Home* tab
- Click the *Font* menu at the bottom of the tab
- In the dialog box, confirm or set the font type and size
- Click the *Default* button at the bottom and click “Yes” in the pop-up confirmation box



# Document Options for Reducing Paper Usage

- ▣ Reduce Margins
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- ▣ **Use Specialty Fonts**



# Penn State Case Study

<b>ORIGINAL REAMS OF PAPER USED</b>	<b>REAMS OF PAPER USED WITH .75" MARGINS APPLIED</b>	<b>SAVINGS ON AMT OF PAPER USED</b>	<b>ORIGINAL PAPER COST @ 2.50/REAM</b>	<b>PAPER COST W/ EFFICIENT MARGINS APPLIED</b>	<b>SS SAVINGS FOR .75" MARGINS</b>
1000 reams (100 cases)	952.50 reams	47.5 reams	\$2500	\$2381.25	\$118.75
5000 reams (500 cases)	4762.50 reams	237.50 reams	\$12,500	\$11,906.25	\$593.75
100 tons (4000 cases/40,000 reams)	38,100 reams	1900 reams	\$100,000	\$95,250	\$4750
950,350 reams*	905,208 reams	45,142 reams	\$2,375,875	\$2,263,020	\$112,855

*\*Amount of paper used at Penn State University in 2000, according to the data from Penn State Indicators Report 2000*

*In 2012, the cost per ream at EPA was approximately \$9.00 per ream or \$90.00 per case.*

# Updated FEC Website Case Study

On the FEC website, the downloadable pages have been edited to fit on fewer pages to save you paper and money. *How?*

- Margins cut to 0.5 inches;
- Unnecessary spaces in the document were reduced;
- Font size changed to 10 point font; and
- Line spacing reduced from 1 to 0.9

Savings have been estimated at 170,000 sheets of paper in 2012. To put that in context, saving 170,000 sheets of paper saves 62 40-foot trees. The energy saved was approximately the amount a typical American household uses in a year or the equivalent of two cars' annual carbon dioxide emissions.

# Printing Options for Reducing Paper & Ink

- ▣ **Duplexing/Double-sided Printing**
- ▣ Print Preview
- ▣ Shrink to Fit/Shrink One Page
- ▣ Delete Excess Advertisements/Banners from Internet Articles
- ▣ Utilize Specialty Printing Software

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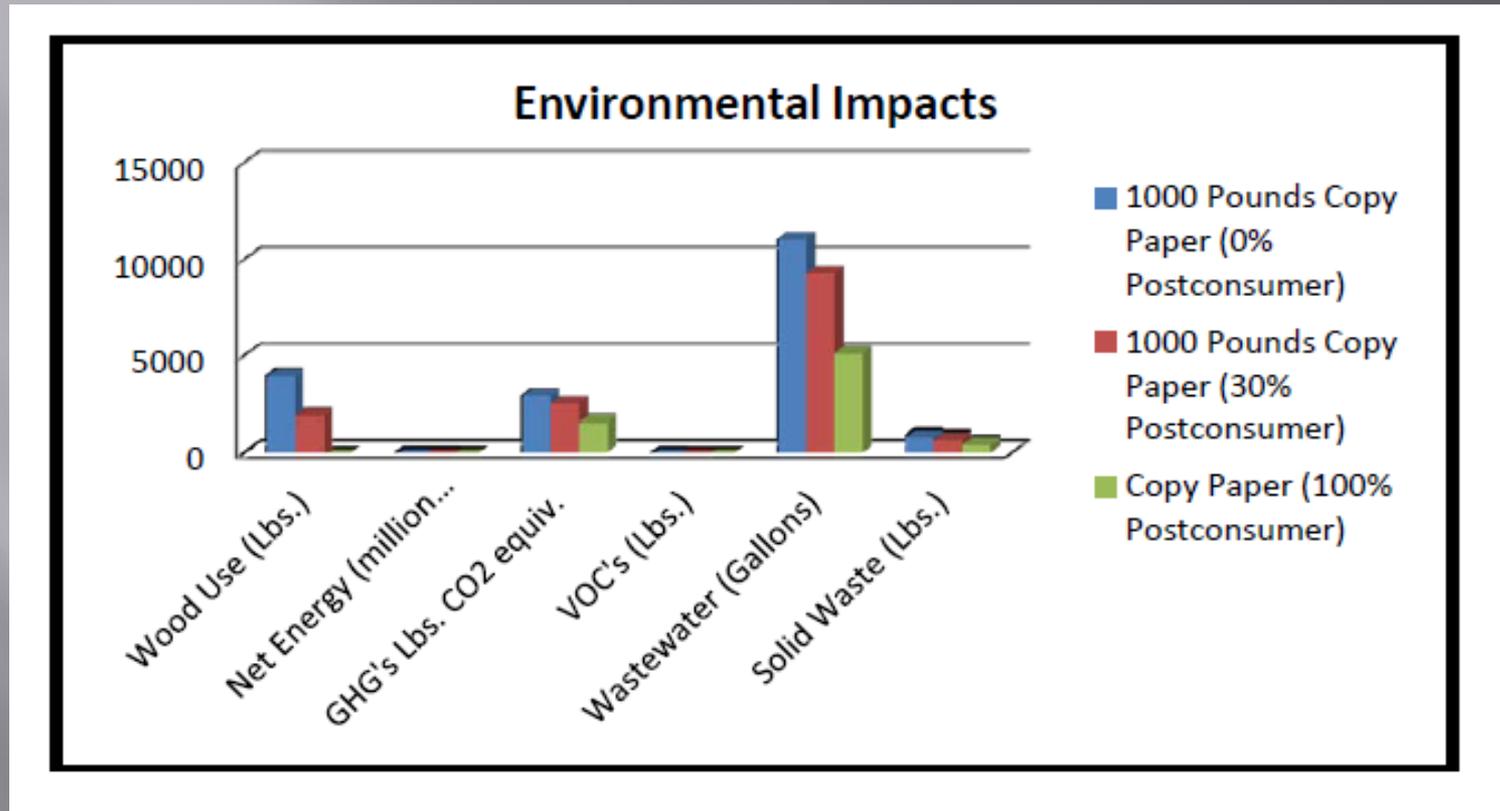
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# Other Tips to Reduce Printer Ink/Toner Usage

- ▣ Use DRAFT mode on your inkjet printer
- ▣ Reduce output resolution on laser printers
- ▣ Save your color cartridges for color
- ▣ Turn on Toner Save feature on your laser printer
- ▣ Reduce print density on your printer or multifunction device

# Evaluating Your Paper Choices



The Environmental Paper Network Paper Calculator is available at:  
<http://www.papercalculator.org>.

# Going Paperless

- ▣ Archive E-mails & Documents
- ▣ Print to Portable Document Format (PDF)

## **Other Ways to Reduce Paper Consumption**

- Bookmark web pages instead of printing them
- Distribute memos via e-mail
- Use electronic business forms and consolidate similar forms
- Work on drafts electronically
- Print letterhead directly from computers
- Eliminate commercial junk mail
- Eliminate cover or divider pages
- Shred used paper for packaging
- Use 1 sided printed paper for note taking
- Add a reminder to your e-mails to reduce printing
- Post reminders to think about saving paper

# Tracking Your Savings

sources/paper\_usage.pdf

Print Manager Plus - Print Job Confirmation

Print Job Information

Date: 3/26/2013  
Document Name: paper\_usage.pdf  
Printer Name: R8-8007C  
Type: Color  
Total Pages: 6  
Job Cost: \$0.60

Can you print this document in black and white? In an effort to save resources, we ask that you print only the documents you really need in color. If you have any questions, please contact the Region 8 Service Desk at 312-6886. Thank You.

If no action is taken the print job will be deleted from the print queue in:

**00:04:45 minutes**

Cancel Print

- Distribute memos via e-mail
- Use electronic business forms and



**Printing Information** X

User Name: Kbartels  
Account Balance: Unlimited  
Total Pages Printed: 67

Search Desktop

# ***EPA Region 8 Case Study: Printer & Paper Reduction Efforts***



# EPA Region 8

## *Paper Reduction Efforts*

### Paper Reduction Challenge Campaign

#### ▶ Goals:

- ▶ Reduce annual paper consumption by 5%
- ▶ Increase employee awareness of paper reduction efforts
- ▶ Improve office processes to reduce paper use



# **EPA Region 8**

## ***Paper Reduction Efforts***

### **Paper Reduction Challenge Campaign**

- ▶ Baseline:
  - ▶ FY11 printed page # = 6,367,471
- ▶ Measurement:
  - ▶ MFD monthly printed page count
  - ▶ Total pages printed report for FY12
- ▶ **5% reduction goal for FY12 = 6,049,097 printed pages**



# EPA Region 8

## *Paper Reduction Efforts*

### Paper Reduction Challenge Campaign

▶ Other Possible Measurements:

- ▶ Spending comparison on paper procurement from FY11 to FY12
- ▶ Comparison of annual printer overage expenses



Powered Vehicle

FREE MallRide

FREE MallRide

# **EPA Region 8**

## ***Paper Reduction Efforts***

- ▶ **Install Print Manager Plus Software**
- ▶ **Track data on paper usage**
  - ▶ Tracking icon on desktop
- ▶ **Implement printing restrictions**
  - ▶ Pop-up messages
  - ▶ Printer quotas



# EPA Region 8 *Printing Restrictions*

ources/paper\_usage.pdf

## Print Manager Plus - Print Job Confirmation

### Print Job Information

Date: 3/26/2013  
Document Name: paper\_usage.pdf  
Printer Name: R8-8007C  
Type: Color  
Total Pages: 6  
Job Cost: \$0.60

Can you print this document in black and white? In an effort to save resources, we ask that you print only the documents you really need in color. If you have any questions, please contact the Region 8 Service Desk at 312-6886. Thank You.

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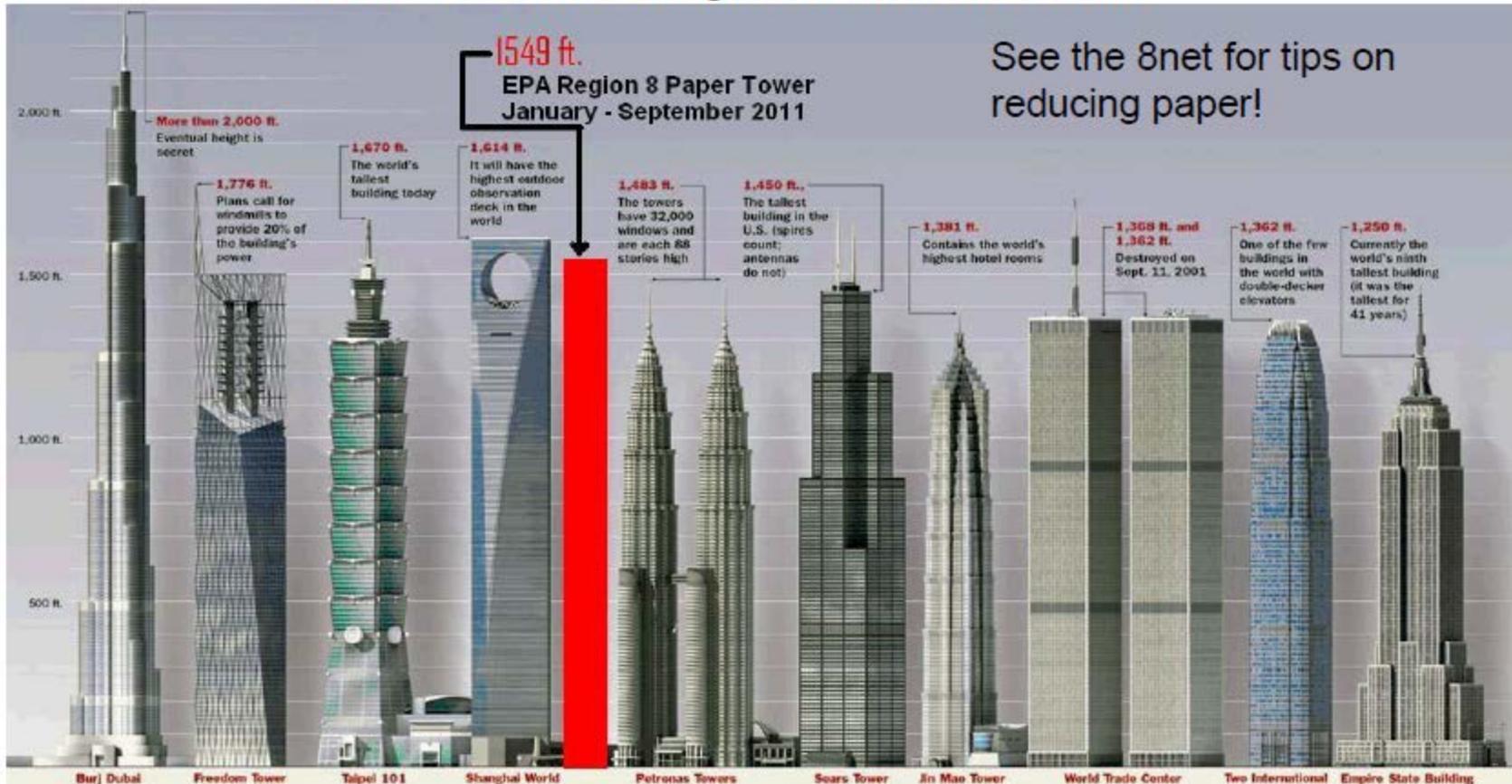


# EPA Region 8 Paper Reduction Efforts

*We printed 4 million sheets of paper*

From January – September, 2011.

Stacked up, that translates to **1549** feet of paper,  
almost as tall as the Shanghai World Finance Center!



# EPA Region 8 Paper Reduction Efforts

## Paper Reduction Challenge

### Terrific Tip #3

Too busy to pick up your print job immediately?

You can set printing to store your print job until you're ready to pick it up. This helps avoid unclaimed print jobs / ensures privacy, etc. For instructions:

I:\ManagedShar3\Self-Help\shippj.html



## Paper Reduction Challenge

### Terrific Tip #6

Do you like advertisements (who does)?

If you receive an advertisement fax, give a quick call and remove your number from their fax list (unless of course you really are interested in going on a cruise. 😊)



# EPA Region 8

## *Paper Reduction Efforts*

### Results from 2012:

- ▶ Met goal of 5% paper reduction AND significantly exceeded it with a **31% reduction overall.**
- ▶ Reduced carbon footprint by 21,717 lbs. of CO<sub>2</sub>.
- ▶ Avoided \$45,000 in costs.



# Region 8

## *Other Elements of Reduction Efforts*

- ▶ **Network Printer Management**
- ▶ **Desktop Printer Reduction Efforts**



# EPA Region 8

## *Desktop Printer Reduction Efforts*

- ▶ Initially in 2010 ~ 120 desktop printers
- ▶ Conducted a Print Services Survey & gathered information on desktop printing activities
- ▶ Union and IT Steering Committee participated
- ▶ Implementation:
  - ▶ Voluntary turn-in
  - ▶ Reduced tech support available
  - ▶ Region 8 Policy - criteria for acceptable use guidelines for purchase of new desktop printers:  
[http://www.epa.gov/fec/resources/r8\\_order.pdf](http://www.epa.gov/fec/resources/r8_order.pdf)
- ▶ STATUS: Currently ~ 35 desktop printers

# Other Resources

- ▣ State Electronics Challenge Webinar: Ink Savings as Part of a Paper & Energy Management Program  
*[http://www.epa.gov/fec/resources/r8\\_order.pdf](http://www.epa.gov/fec/resources/r8_order.pdf)*
- ▣ Reducing Paper and Printer Ink Usage:  
*[http://www.epa.gov/fec/resources/paper\\_usage.pdf](http://www.epa.gov/fec/resources/paper_usage.pdf)*
- ▣ The Environmental Paper Network Paper Calculator : *<http://www.papercalculator.org>*

# Contact Information

- ▣ **Web site:** <http://www.epa.gov/fec/>
- ▣ **E-mail:** [fec@epa.gov](mailto:fec@epa.gov)
- ▣ **FEC Champion:**  
*Kim Bartels*  
303-312-6346  
[bartels.kim@epa.gov](mailto:bartels.kim@epa.gov)