



Recycling and
Environmental
Action
Planning
Society

Greening Your Office

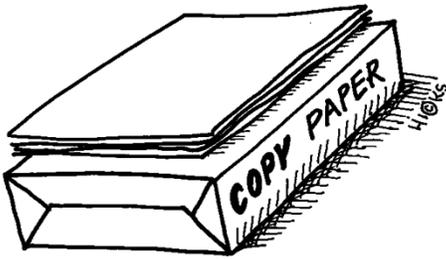
...one tip at a time!

We care about the environment and we know you do too. Your office is a great place to make little changes that make a big difference. Here are some ideas to help you do just that. Provided monthly by R.E.A.P.S., we hope they inspire you to create change!

GREEN TIP #67:

November 2015

Greener Ways to Print



The evolution in technology and entering the “digital phase” in office work has made great strides in making communication more green. However, one area that has not improved, is printing, and the paper that is required.

The best way to transmit materials or messages is to not print at all. Take advantage of email or other electronic messaging systems within your office, or to communicate out-of-office. It is cheaper, faster, more effective, and more environmentally friendly than mailing or faxing a message written on paper.

If you must print, follow this guide to ensure that you print in the most sustainable way possible:

- **Print on 100% recycled paper.** This will complete the recycling process.
- **Print double-sided.** This will reduce the number of paper used by 50%.
- **If copy-sharing is an option, use it.** If not everyone requires a copy in that meeting, or if it's possible for employees to share a copy, take advantage of that opportunity to preserve paper.
- **Print using recycled ink.** Look for the “remanufactured” label when purchasing ink.



Adopting environmentally friendly printing practices will not only help the environment, but it will also help the office save money. Printing is expensive, and thinking green is a way to help mitigate those costs.

Do you have any questions or suggestions? Call or email us at green_solutions@reaps.org!