

Kansas Green Teams

Friday Facts



The 3 E's of Office Paper Reduction: Economical, Environmental, Efficient



Economical: Saving paper saves money

You're probably thinking, "What's the big deal, my office doesn't spend much on paper." But what most people don't realize is that the cost of buying paper is just the tip of the paper iceberg. For each sheet of paper used, a company incurs not only purchasing costs, but also storage, copying, printing, postage, disposal, and recycling – it adds up.



Environmental: Saving paper reduces our impact

Creating paper from trees requires a lot of natural resources. Paper is an office necessity and is needed to complete essential tasks, but there are ways that we can help by reducing the amount of paper we consume.



Efficient: Saving paper increases efficiency

Paperwork! It brings to mind filling out unnecessarily complicated forms. Electronic forms can now make that job easier and more efficient. Businesses that have converted to electronic forms and filing systems have found that it takes less time to both find and process information. This doesn't mean that electronic forms should replace all paper. In some instances, paper will be the best tool, but most businesses find that reducing their paper use increases their efficiency. Whenever we have fewer sheets of paper in our homes and offices, we spend less time looking for those that are misplaced or lost.

Author <http://www.reduce.org/>

Not quite what you learned in school!



Use double sided printing. Select the file tab; then print and properties; document options; and then print both sides.



When proofing, use the print view or read view in page layout. For print view select file; then print preview. For the read view, select view and then read layout.



Print only the pages that are needed. In the document, select file, print and then the page numbers of the sheet that you need. Don't forget to select double sided print.



Educate staff on paper reductions, use screen savers for reminders on paper usage and conduct training on software and printers.

Get Caught! 

KANSAS

GreenTeam



"as the most easily managed waste is material that never becomes waste"