



# REDUCING PAPER CONSUMPTION ON CAMPUS

## Why should we care about reducing our paper and printing waste?<sup>i</sup>

- Saving one pound (approximately 111 sheets) of paper prevents over 4 pounds of carbon dioxide from being emitted.<sup>ii</sup>
- The pulp and paper industry is energy intensive; it is the world's fifth largest industrial consumer of energy.<sup>iii</sup> In the US it represents about 12% of total manufacturing energy use.<sup>iv</sup>
- Making a ton of paper requires 98 tons of other resources.
- Making a ton of paper uses as much energy as making a ton of steel.
- Deforestation causes more climate change emissions than global transport.
- In industrial countries, the paper industry is the biggest user of water.
- It reduces wear and tear on copiers and printers, extending their operating life and saving maintenance expenses.
- Reduces consumption of office supplies — not just paper but also toner and other copy-related products.
- Clark's Climate Action Plan commits us to reducing carbon emissions 20% below 2005 levels by 2015 and to carbon neutrality by 2030.

## Given these facts, what can you do (or help others do)? Try one or more of the following strategies.

### 1. Think before you print.

- It is easy to push the print button. Paper is often wasted by printing single line emails or unnecessary copies of documents, refrain as often as you can.

### 2. Consider going paperless (or partially paperless) courses and meetings, by doing one or more of the following.

- In courses:
  - Post your syllabus, assignments, etc, in Moodle. Ask students to review them on screen instead of printing them.
  - Elect to have students submit assignments electronically. Moodle has means for this (as well as returning assignments to students electronically). If you don't use Moodle, consider email for collecting and returning assignments.
  - When posting course readings online, make it clear which readings (or parts of readings) they may be required to print and bring to class.
  - If you teach in an electronic classroom, consider displaying the readings on the screen rather than having students print them out.
  - Encourage students to use their computers (most own laptops) for reviewing readings and PowerPoint slides you make available or for taking notes.

- In meetings:
  - Consider whether any of the “In courses” strategies could be employed for your meeting or group.
  - Send meeting minutes or relevant materials by email or post them to a file share rather than printing them out.
  - If printing items for meetings, consider whether individuals each need their own copy or whether you can reduce the number of prints required by having them share.

### **3. When you do print, be selective.**

- Consider duplexing (double sided printing) whenever possible. While it may be slightly less convenient to read some documents this way, it reduces paper consumption by half.
- Practice image reduction—when possible take advantage of the feature in print dialogue boxes to print multiple pages per sheet.
- Preview your document prior to printing to reduce printed errors.
- If you find a mistake after printing, reprint only the page(s) you need to replace.
- Print on demand. Don’t stockpile forms and letterhead.

### **4. Use distribution lists, email, websites and electronic bulletin boards (CUBBS, ClarkYOU, LINK, etc) instead of paper flyers to publicize events or broadcast messages.**

### **5. When editing and reviewing documents, consider swapping the files on disc, file share, or email. Use on-screen editing tools such as “Track Changes” in Word, or the editing tools in Adobe Acrobat.**

- Remember that you can have several people edit the same copy of a printed document if each uses a different colored ink, or edit documents on-screen using different colored “virtual inks”.

### **6. If printing Excel documents, consider using the “Fit to Page” feature if printing is required. It automatically scales output to print on one or more pages, and helps with column “spill over”.**

### **7. If you make PowerPoint slides available, encourage others to print “Handouts”, not “Slides”.**

- If you take advantage of the 6 pages/handout option and your presentation had 60 slides, printing will save 83% of the paper that would have been used printing individual slides—printing duplex as well would save 92%.

### **8. If you are printing information from websites consider copy and pasting it into a Word document before printing and “clean it up”.**

- This can eliminate printing unwanted ads and other items that often cause a web print job to run many pages over what is necessary.

### **9. Become a good on-screen editor rather than printing out to edit.**

- Helpful strategies include: reading the document out loud to oneself and editing while you do, having others read the document on-screen to identify errors, and of course, taking advantage of the spelling and grammar tools, and use of the Print Preview option before printing.

<sup>i</sup> Source links available at <http://www.panda.org/paper> (retrieved on July 7, 2011)

<sup>ii</sup> <http://www.stewartmarion.com/carbon-footprint/html/carbon-footprint-stuff.html#one-pound-printer-paper-produces-4-pounds-carbon-dioxide> (retrieved on July 7, 2011)

<sup>iii</sup> *Worldwatch Institute: Paper cuts, recovering the paper landscape No 149* <http://www.worldwatch.org/taxonomy/term/40?page=2> (retrieved on July 7, 2011)

<sup>iv</sup> *Energy use US* <http://www.aceee.org/pubs/ie962.htm> (retrieved on July 7, 2011)