

Green Printing Tips

To win the competition, here are some tips to reduce your printing usage

1. Easy tips to print less paper (without software installation)

1.1 Change your default print settings to double-side printing

- Change your printer settings which varies with different printers

1.2 Change your default document setting like wider margin, single-line spacing

- For MacBook users, to change your default, please click "Format" on the top of MS Word window, and then click "Document". You can change your default margin there. To change your spacing, please click "Paragraph" under "Format".
- For Window users, to change Word's default page margins, click on the "Page Layout" tab and then click on the "Page Setup" dialog box button, then you can change your desired default margin and then click "Set As Default". To change default spacing, click on the "Paragraph" tab and then choose your desired spacing to be single-line, click "Set as Default" as well.

1.3 Try using scrap paper for printing less important documents

- Departments may allocate one of their printers exclusively for using scrap paper to print, and the other use normal white paper to print. That can avoid confusion among staff.

1.4 Merge PDF using "Preview" application to print it in one printing job (for MacBook users)

- MacBook users can open several documents using preview under one window and then click the print button to print it at once

1.5 Preview documents before printing to avoid re-printing

1.6 Save emails as PDF documents instead of printing emails

1.7 Electronic documents transfer within a department than using hard copies

- We understand that communication among different departments sometimes are difficult without hard copies, but we hope the habit of using electronic documents can be adopted within a department.

2. Software Solutions

FinePrint, the way you print! (for Window users)

FinePrint is a user-friendly software, which allows you to manage your printing process. It saves you money on paper and toner, time and hassle in managing your print jobs. With FinePrint working for you, annoying printing problems disappear (See the functions below). FinePrint can also scale from one paper size to another, both enlargement for better preview or reduction to suit smaller

specification. With FinePrint, you can save your job in different format like JPEG, TIF, and BMP files. It works with all printers, and Windows applications.

Functions

Universal print previewer

Delete unwanted pages

Convert to gray-scale

Booklet printing

Double-sided printing

Insert pages before or after any page

Lighten content to save ink

Remove blank pages

Crop pages

Edit text

Highlight a section

Create and print electronic letterhead, watermarks, headers, and footers

Remove unwanted text and images

Print multiple pages on a single sheet

Archive print jobs

A trial version and some old versions can be downloaded from the link below.

<http://fineprint.com/fp/>

<http://fineprint.com/support-topic/download-old-software-versions/>

Here is a simple tutorial video for FinePrint.

<https://youtu.be/-U-oWuelw>

3. Tips for saving ink

For your information, here are more ways to save your printing costs at home and in the office (saving ink and toner)

3.1 Try Ecofont/ Garamond font

For your information, have you ever heard of changing your font will help you save your printing money up to 50%?

3.1.1 Econfont! The font you print! (for Window users)

Ecofont software saves ink and toner by leaving small holes in the letters. These holes are never visible on screen and on paper our brains ignore them. Besides saving on ink, Ecofont software saves paper by printing without unnecessary images, or by printing only a small selection from a long email conversation (richtext). With the extra savings options the total savings can increase up to 50%.

For further details:

<http://www.ecofont.com/en/products/green/printing/packages.html>

If you don't want to install Ecofont or you use Apple products, you may try the following alternative.

3.1.2 Garamond! The font you print – save ink and print! (for both Window and Mac users)

For MacBook users, there is a type of font can help you save your ink and toner cost. In 2014, there was a sixth-grader at a Pittsburgh-area middle school, Suvir Mirchandani, who found that his school district could save as much as USD 21,000 a year – just by switching to Garamond.

After his data was published in the Journal of Emerging Investigators, Suvir took his research up a notch. According to CNN:

“Suvir concluded that if the federal government used Garamond exclusively it could save nearly 30% — or \$136 million per year. An additional \$234 million could be saved annually if state governments also jumped on board, he reported.”

Some have questioned the actual federal savings on this, but the fact remains: you can save money with the right font.

They found that a simple font switch resulted in a savings of \$20 to \$80 a year. It's not like you're going to buy your first yacht with this savings, but a little savings here and there adds up.

To know more about changing font to save printing cost, please click on <http://www.brokepedia.com/best-fonts-saving-money-printer-ink/>

3.2 Reduce quality when printing graphics (Use less ink and toner)

Just like the "Draft" mode on an inkjet printer, laser printers have "Resolution" a setting. At lower resolutions less toner particles are used to create the image. As a result, the printed output may be not as dark as it may be at higher resolutions. If your printer is currently set to use resolution of 600 or 1200 DPI, try changing it to use 300 DPI. Not only will you use less toner, but also your printer will print faster.

3.3 Using DRAFT mode on your inkjet printer

If you have an inkjet printer you may be able to reduce the amount of ink it uses for normal and every-day printing by switching your printer to use "Draft" mode. Inkjet printers produce output by moving the print cartridge along the page and spraying ink dots to create the printing. In "Normal" mode, which is what most printers are configured with, the print cartridge makes multiple passes over the same area and sprays multiple coats of ink to make the characters bolder. In "Draft" mode, the printer makes a single pass and moves to the next line. This creates characters, which are not as bold, but may still be acceptable for everyday printing. Because the printer does not lay multiple layers of ink on the same space less ink is being used to print your

document. You can always switch later to "Normal" or "Best" mode when you need that extra special touch.

3.4 Reduce Stop/Start cycles

If you are using a laser printer you may notice that the printer does some whirling before and after every printed document. If you are printing a single page the printer goes through a start-up cycle, prints the page, and then goes through the slow-down cycle. The additional time and turning incurred during the start-up and slow-down cycles can greatly wear out the components inside your toner cartridge causing to lighter printing and increases the likelihood of developing defects. While no printing is occurring, the components in your printer and cartridge spin just as if something was being printed. In addition, toner continues to accumulate on the drum even though there is no printing. This extra toner is swept into the waste-bin of the cartridge, reducing the supply of toner available for printing.

Or, you only need to print a single page. There is no way around this issue. However if you are printing a document with many pages and you notice that your printer keeps stopping and re-starting during the output of the document (meaning that your computer is not keeping up with the printer), there is an opportunity to reduce stop/start cycles. This could occur if you are printing documents from your accounting software for the year-end taxes. The computer may need to crunch numbers before the page is ready for printing.

To reduce stop/start cycles use the Printer Properties, advanced tab and tell the computer to start printing after the last page is spooled. Typically this setting is set to start printing immediately to improve user experience and reduce the perceived wait. When you change this setting, your document will start printing when the computer is done generating the entire document, so there will be an initial delay between the time you start your print job and the time the print job starts printing on the printer.

This setting will reduce the number of times your printer needs to stop and wait for the computer to generate more pages.

4. Print in grey instead of black. (Use less ink and toner)