

THINK BEFORE YOU PRINT

62.9 million sheets of paper

7,500 trees

\$379,000 in cost savings

362,000 lbs of CO₂e

...saved since FY16, as a result of your efforts to conserve paper.

AT HOME OR ON CAMPUS

If you're still working remotely, it's likely you don't print that often, which will make it easier to limit printing when you return to campus. Hopefully you've taken advantage of the virtual tools listed above while you've been away from campus and are building habits to use these tools going forward. For more information about using Teams for online document review, visit [ITS website](#).

ADDITIONAL TIPS

1. Make use of the resources on the [ITS website](#) for using Teams effectively.
2. [Lock PDFs](#) and other documents (or save as PDF) before sharing to prevent version issues.
3. Be aware of duplicates: don't print when information is already available electronically.
4. Eliminate blank sheets from documents before printing.
5. Use [eco-fonts](#) like Times New Roman, and set narrow margins to use all the space on a page.

REDUCE PAPER USE BY...

1. Displaying meeting agendas and other visuals on a screen rather than printing handouts. For students and faculty: instead of printing slide handouts, take notes/allow students to take notes digitally.
2. Editing documents digitally using Word's "Track Changes" feature rather than ink on paper.
3. If applicable to your area, laminating common instructions for patient review, and only printing necessary documents.
4. Encouraging patients to sign up for One Chart; patient materials and bills can be sent electronically, instead of in paper form.
5. Using Office365 tools to avoid printing: take notes in OneNote and share documents through OneDrive and Teams.
6. Eliminating faxes by sharing documents and providing reports online.

Of course there are times when printing can't be avoided. When you do need to print, check your printer settings - it's best to use double-sided and black & white settings whenever possible! Color printing is more expensive, even if it's only one color on the page.

Thanks to your ongoing efforts, the Med Center has significantly reduced its paper use in the past few years, even before COVID-19 had many colleagues working from home.

All the paper you save helps us get closer to our zero waste goal.

For more information, visit [LiveGreenNebraska.com/thinkbeforeyouprint](https://livegreennebraska.com/thinkbeforeyouprint).

