THINK BEFORE YOU PRINT

62.9 million sheets of paper   **7,500** trees   **362,000** lbs of CO2e $**379,000** in cost savings

…saved since FY16, thanks to your ongoing efforts to conserve paper.

REDUCE PAPER USE BY…

1. Displaying meeting agendas and other visuals on a screen
2. Editing documents digitally using Word's "Track Changes"
3. If applicable to your area, laminating common instructions for patient review
4. Encouraging patients to sign up for One Chart
5. Using Office365 tools like OneNote, OneDrive, and Teams.
6. Eliminating faxes by sharing documents and providing reports online.

ADDITIONAL TIPS

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

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 the ITS website.

For more information, visit LiveGreenNebraska.com/thinkbeforeyouprint.

Check your printer settings!

Set your printer to:
- Double-sided
- Black & white

UNMC Nebraska Medicine