

10 top tips for more efficient printing



- 1. Never print something just to read it once.**
- 2. Always use the “print preview” function to ensure a document looks right before printing.**
- 3. Reduce the size of the font (or images) rather than letting just a few lines run on to a second page.**
- 4. Always print double-sided.**
- 5. For internal documents, consider printing several sheets to a page.**
- 6. Only print the page(s) you need, not the entire document.**
- 7. If you’re printing multiple copies of a document, proof-read one copy before printing the rest.**
- 8. Only print the number of copies you actually need.**
- 9. Scan and email documents rather than send a hard copy.**
- 10. Always turn off your printer at the end of the day.**