



i-Wood.. *encourage you to think before you print!*

The golden rule of saving paper is to think twice if you really need to print.

Before you do, bear in mind the following smart printing tips:-

- ❖ Set your default print settings to double-sided and print on both sides of the paper
- ❖ Print only the pages you need by using the "print selection" function
- ❖ Print documents 2-up or 4-up per page for archival purposes where possible
- ❖ Print in black and white, unless you really need a colour copy
- ❖ Use the print preview function before printing any document to avoid copy mistakes.
- ❖ Take care when printing emails with lengthy disclaimers and only print the pages you need.