

# Printing Services Guide to Print Cost Reduction

In these tighter economic times the University needs to look at all areas where costs can be reduced. One of these areas is that of 'local printing'. This includes activities such as the printing of emails, printing of documents and draft documents, all of which are areas which could be reduced to provide savings.

Another area is how you specify your print work to Printing Services there are many areas shown below where the design or ordering process can make a real positive impact in reduction of raw materials used.

In addition to the obvious 'Don't print it if you don't need to', there are a number of other actions which will help to reduce the cost of printing. Here are a number of simple things you can do to help reduce how much you spend on printing.

## Implementing Efficient Practices.

### IN THE OFFICE

**1. Don't print out everything**

The most obvious thing you can do is not print out anything unless it is absolutely necessary. This way you save on paper as well as ink.

**2. Print on both sides of the paper**

Some printers allow you to print on both sides of a piece of paper (Duplex Printing). This can usually be found in the printing menu.

**3. Preview before you print**

You should always look at a preview before you print to check if there are any pages with just a few lines on that are not worth printing.

**4. Set the fast draft setting as default**

For most printers you can set fast draft as the default print setting in the print menu. This way you save on ink without the hassle of setting fast draft every time you print.

**5. Print multiple pages on one piece of paper**

This is particularly useful when printing out lecture slides, which can be many pages long. Simply select handouts in the print menu and then how many slides you want per page. You should find that 4 slides per page is readable.

**6. Only print the selection you need**

If you do not need to have a printed copy of something, then don't print it! You can also just print the text you need by highlighting it and then in the print menu selecting print selection.

**7. Print in greyscale rather than colour**

If you do not need to print in colour, then this is an easy way to save your colour ink cartridge.

**8. Scan and distribute documents electronically instead of as paper copies**

Rather than send copies of documents through the internal mail consider if you could scan the document and send it electronically. Or use an electronic version of the original file.

**9. Use workgroup printers and MFDs, rather than individual desktop printers**

If you have workgroup printers (or MFD's – i.e. Multi-Functional Devices that print scan and copy) they will invariably be on a 'toner inclusive click charge' basis and may well save energy over lots of individual printers.

**10. Activate the laser printer or MFD's energy saver mode to reduce energy consumption**

Most printers have an energy saving or 'sleep' mode that will reduce its power consumption when not in constant use.

**11. Turn off personal printers/MFDs, when they are not in use to save energy**

If you do not print on a frequent basis try turning the printer off completely to reduce the energy consumption further.

## **CHANGING INEFFICIENT PRACTICES**

**12. Create department 'Paperless Printing Champions'**

Equally each department could consider the creation of a paperless printing champion. They would oversee a target reduction in paper use throughout the department.

## **WHEN ORDERING PRINT or DESIGNING FOR PRINT**

**1. Use departmental business stationery**

Rather than obtain personalised or departmental Compliment Slips and Letterheads, consider whether you could use the main university stationery which is obtained in bulk and is therefore cheaper.

**2. Consolidate forms for wider use**

If you use a number of similar looking forms that have only minor variations, consider revising their layout for more generic use, thereby printing more of one type thereby reducing its production costs.

- 3. Limit the ordering of Wire O binding, (similar to calendar type binding)**  
This form of binding is expensive laborious and resourceful as well and being impossible to recycle. Switch to wither stapling, booklets or using fastback. The newer fastback strips allow for documents to lay flat and can be folded over too as long as the document isn't too bulky but more importantly it is fully recyclable
- 4. Don't use acetate (clear plastic covers)**  
Opt instead just to have a printed front and back cover. Acetates can make a document non-recyclable and combined with Wire O makes the document difficult to recycle unless its stripped apart first.
- 5. Avoid lamination**  
Its plastic many people don't realise when their document cover has been laminated especially if its MATT laminated, this plastic inadvertently ends up in waste paper stream.
- 6. Always ask for your documents to be produced on recycled paper.**
- 7. Reduce page numbers and finished document size where possible**
- 8. Use Printing Services On-Line ordering to order just what you need, archive the doc and only order more if you need it.**
- 9. Question designers where they use lots of ink coverage on a design**
- 10. Reduce weight of paper**  
Why use 200gsm when the same job could be produced on 100gsm, reducing paper consumption and reducing postage costs.
- 11. If errors in printed publications think first "is it really necessary to reprint"?**
- 12. Let Printing Services know of any environmental or sustainability ideas that you may have.**
- 13. Use you local Printing Services, Internal resource and cut back on print miles.**

## **ENGAGING EMPLOYEES**

- 1. Create department 'Environmental and Sustainable Champions'**  
Engaging our people in the climate change debate helps them play a part in carbon emission and printing cost reduction both in the office and at home.

Departments should consider the appointment of an environmental champion to encourage more environmentally aware behaviour. Potentially the university could save 5% of energy consumption via a mixture of greater staff awareness and good housekeeping.

## 2. **Creation of a university Print Reduction Committee**

The role of such a committee would be to review communication practices across the university with a view to recommending best practise procedures for reducing the use of paper in communications.

## 3. **Create a 'Non-Printing' Day**

The allocation and wide communication of a nominated day (set in the near future rather than delay its implementation), where once a year the university departments try not to print anything from personal or group printers for the whole day.

## **TECHNICAL SOLUTIONS**

### 1. **Use an eco friendly font**

One way to make toner cartridges last longer is to use a font that uses less toner. Ecofont is one such font. After considering the issue of 'how much of a letter can be removed while maintaining readability, extensive testing with all kinds of shapes, resulted in a font using small circles to reduce the construction of the letter. Consequently this font uses up to 20% less toner.

It is a True Type font and is free to download from the following web address: [http://www.ecofont.eu/downloads\\_en.html](http://www.ecofont.eu/downloads_en.html)

It is free to download and free to use.



Example of an enlarged version of Ecofont

This font is not intended to be reproduced at large point sizes, but for use in everyday documents where the majority of a departments work is done and which offers the greatest savings.



THE UNIVERSITY  
of EDINBURGH

[www.ed.ac.uk/printing](http://www.ed.ac.uk/printing)

Providing right first time, cost effective print solutions

GOLD AWARD WINNERS - EDINBURGH SUSTAINABILITY AWARDS 2010/2011

