THE NEXT TIME YOU HAVE A MEETING OR ARE GOING TO EDIT A DOCUMENT, THINK BEFORE YOU PRINT!

Remember that reducing margins to .75” on all sides results in a total reduction of paper by 4.75%

- Distribute documents in electronic forms instead of hardcopies
- Use a projector in meetings versus handouts
- Create DIY electronic letterhead and forms versus stock
- Proof documents on screen instead of printing

www.med.umich.edu/envsteward/print.htm