YOU CAN HELP CREATE A PAPER-LIGHT ENVIRONMENT AT OUR HEALTH SYSTEM!

Here are some ways you can help:

• Set printers to automatically print two-sided (duplex print)
• Print more words on each page by changing the default set-up (e.g. narrow margins or a different font)
• Proof documents on screen and preview before printing
• Copy two pages or multiple slides onto one side of paper
• Create DIY electronic letterhead and forms rather than using stock
• Distribute documents in electronic forms versus hardcopies
• Use a projector in meetings instead of handouts