

How to print sustainably

Guidance for Microsoft Word 2010

Reducing the amount we print can be a significant way for us as a Trust both to cut costs and to improve our carbon footprint.

It is important to consider in each case whether it is actually necessary to print the email or document in question. However, when printing is required, there are a number of simple ways to reduce the amount of paper and ink/toner which will be used.

This document will provide a few practical tips to make your printing more sustainable, for staff using Microsoft Office Word 2010 for their day-to-day work (that is, most of us).



Did you know that our Trust prints around half a million documents each month?

Margins

Adjusting margins to fit more content on a page

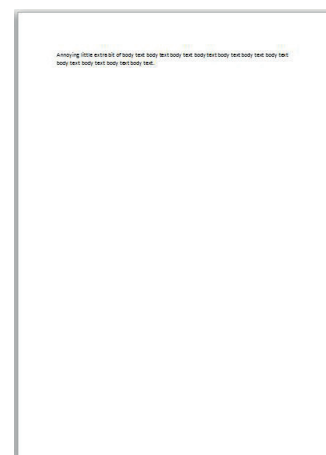
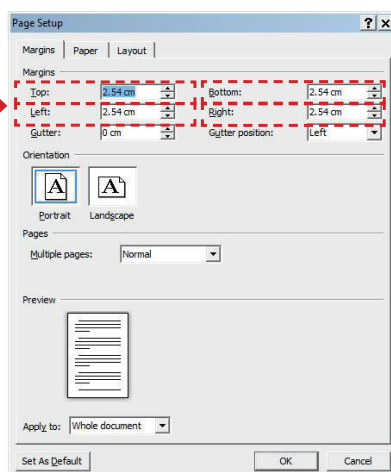
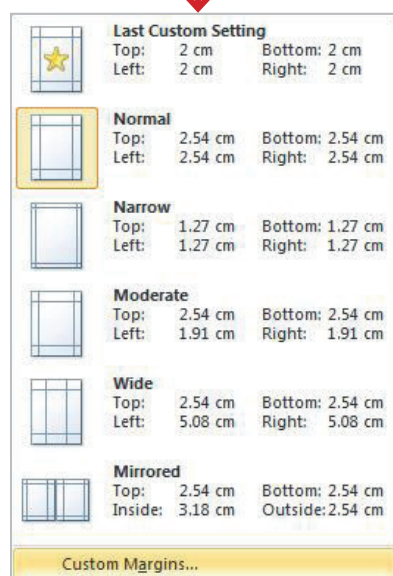
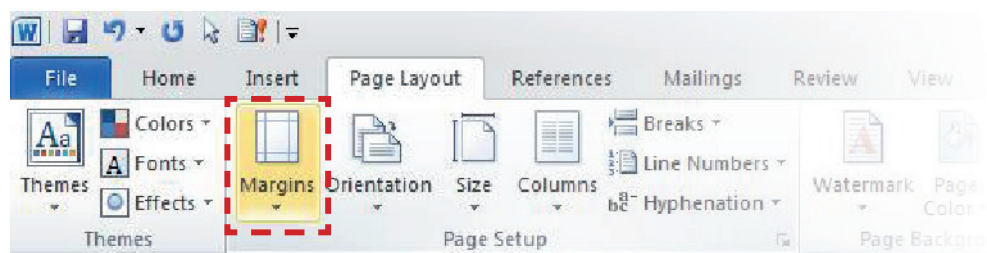
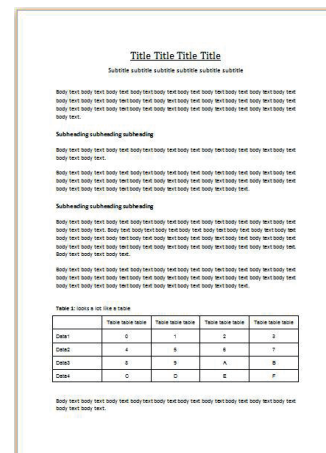
So, let's say you've got a report in Word that looks like the pages, right. The small extra portion of text "spilling over" onto the third page will result in an extra sheet of paper being required for print, the majority of which is wasted space.

This can often be avoided by doing one or more of the following:

Increase the document margins (Word's default margins are quite wide). This can be done in several different ways, the simplest being:

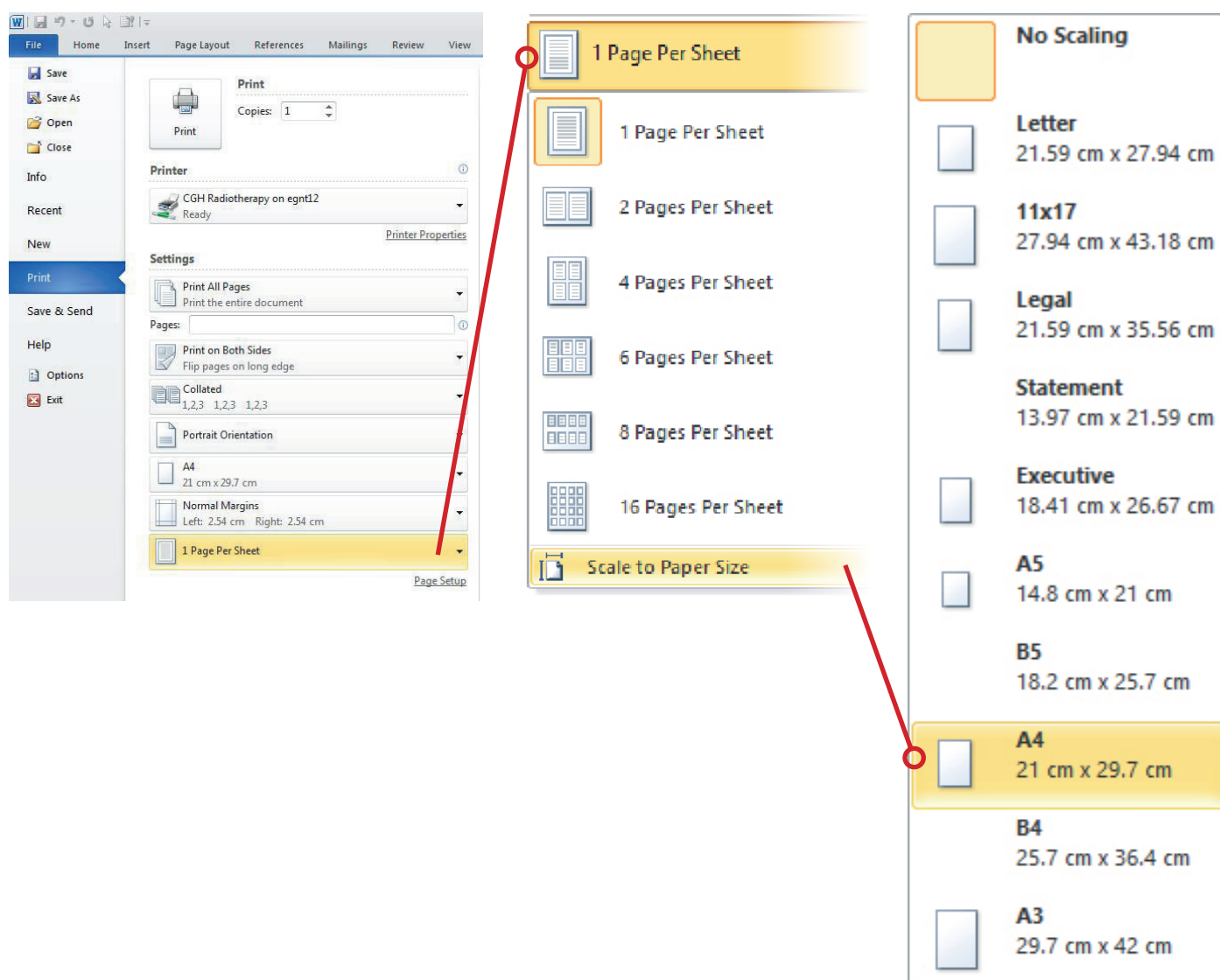
- Select Page Layout > Margins from the top ribbon
- Either click on one of the available options in the drop-down menu that appears, or select Custom Margins at the bottom of the list to specify top, bottom, left & right margin values directly via the Page Setup detailed options window.

This is often the only change required to prevent unwanted text spill-over. **A 2cm margin all round is compatible with the vast majority of printers.**



Margins

If you set the margins narrower than 2 cm, you may occasionally get a warning message when you try to print, indicating that some part of the document is “outside the printable area”; however, this can typically be avoided by scaling the printed sheet to the appropriate paper size. See below for steps for how to do this.



Consider printing multiple pages per sheet, if this would not jeopardise readability. This can also be done via the same Print Settings menu shown below. For example, with A4 – select File > Print in the top ribbon, and then the Scale to Paper Size sub-menu under Print Settings, as shown below.

Reduce the font size slightly for all / part of the document.

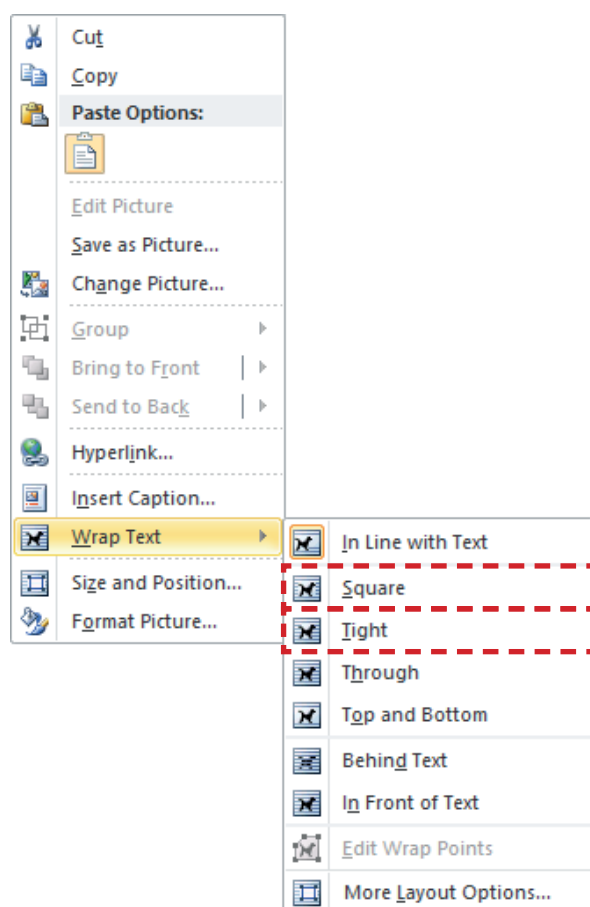
This should be done with care, since using inconsistent font sizes and/or styles across different parts of a document can have a significant impact on readability.

Images and text wrap

Reduce the size of images in the document where appropriate;

or, for smaller images, change the text-wrap settings so that the image is displayed alongside the text. This can be done as follows:

- » Right-click on the relevant image;
- » Select the Wrap Text sub-menu;
- » Choose one of the options, Square or Tight, depending on how much of a margin is desired between the image and any adjacent text.



Hint

If a figure caption is associated with the image, it may be preferable to place both the image and caption into a Text Box (Insert > Text Box > Simple Text Box from the top ribbon) and then amend the text-wrap settings of the text box, so as to keep the image and caption together.

Tables and page breaks

If the document includes tables in which one or more columns contain long strings of text, consider converting all or part of the document to a landscape page layout and adjusting the table column-widths appropriately – this may save space in the document, as shown in the example overleaf, and will almost certainly make it more readable!

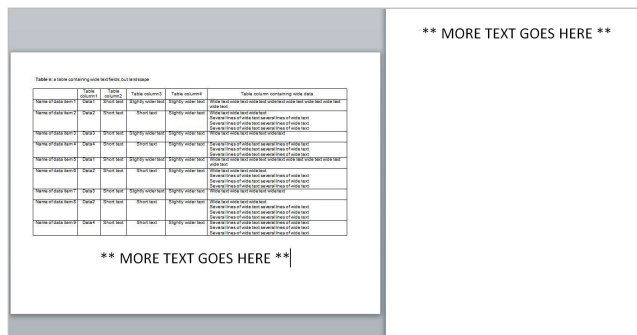
Hint

You can switch the page orientation between landscape and portrait either from Print Settings, or by selecting Page Layout > Orientation from the top ribbon. By default, this will apply the new page layout to the whole document.

If you need to set specific sections of your report to be some combination of landscape and portrait, you will need to introduce *Section Breaks* to divide up the sections requiring different layout settings.

This can be done via Page Layout > Breaks in the top ribbon. You can then apply the desired page orientation to each section separately via Page Layout > Orientation, as described above (The cursor just needs to be in the desired section, as changes are applied to the current one.)

Both of these points are illustrated in the example overleaf.



Printing

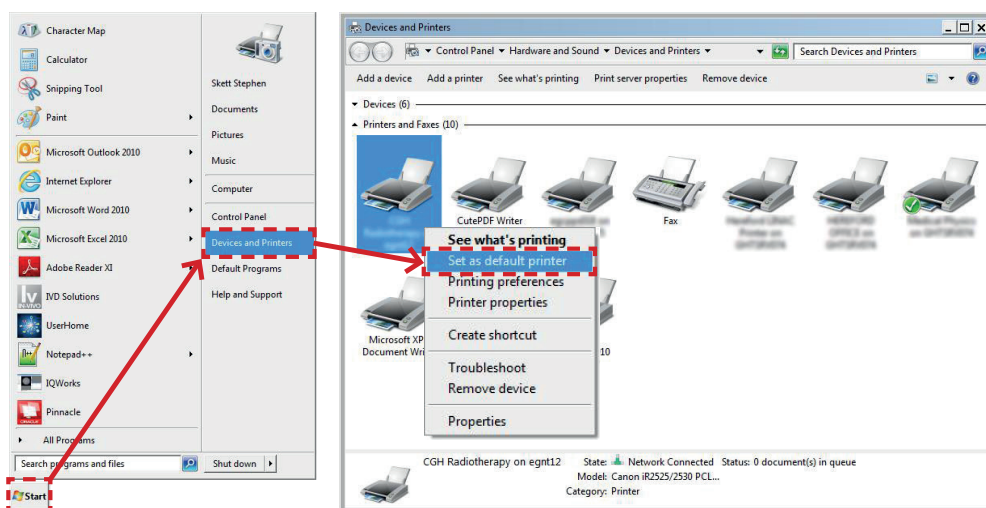
Finally, a couple of more general points on sustainable printer use:

- » Do you need to print out the whole document?
Where possible, select only the pages you need when printing.
- » Is your printer set up to print double-sided (duplex) by default? The vast majority of printers / photocopiers in the trust support duplex printing, and this should be used wherever possible.

Hint

In Microsoft Office programs, double-sided printing options can be found under the Print Settings which we have encountered earlier.

Have you definitely selected the right printer? Many documents are sent to the wrong printer and never collected. This is a particular risk if you work across multiple sites / workstations, where the default print settings may be different. If so, it may worthwhile to check that the default printer is set correctly when you log in, before undertaking any work that may involve printing. This can be done via the Windows Start menu (bottom left of the screen on any Windows PC), by selecting Devices and Printers, then right-clicking on the desired printer and selecting Set as default printer. The green tick should then move to the chosen printer to indicate that it has been set to the default.



**Are you using a colour printer to print text-only documents?
If so, make sure you select to print in grayscale, as colour ink/
toner is significantly more expensive than black (see note)**

Does your printer offer a setting such as draft mode, EconoMode or TonerSave? If you need a print-out for personal use only, which does not need to be of high print-quality, using these modes can dramatically reduce the amount of printer ink/toner used. Again, this setting is printer-dependent, but, if available, will usually be accessible via a tab such as Paper/Quality in the printer's properties / preferences menu.

i Note that the method for doing this will vary depending on your printer model. If it doesn't appear on the basic print options menu, try looking in Printer Properties or Printing Preferences for a tab named e.g. 'color'.