



Reduce Paper Use

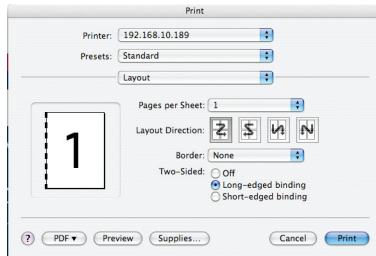


Don't print out emails unless you have to.

If it's just something you're going to read, then discard/recycle, consider reading on screen or printing it on scrap.

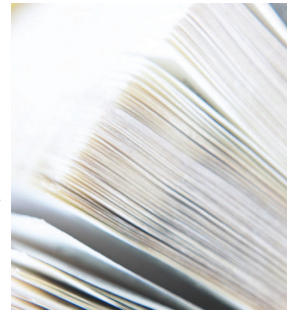
Print double-sided any time you can.

Make a habit of thinking double-sided on materials, especially on big jobs like presentations and meeting packets (and don't forget, PowerPoint can print multiple slides per page).



Print on scrap paper whenever possible.

Load blank-sided scrap in a secondary tray and use that feature for nonarchival printing.



Save archives digitally instead of on paper.

This not only reduces waste but saves physical storage space and becomes digitally searchable by name, date, etc.

Email a PDF instead of faxing.

Saves time, saves paper, and creates automatic documentation.



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