

Reducing paper waste

The simplest way to get the most out of yoyo is to reduce the amount of paper waste in your company. If you use less paper, you buy less paper, reducing your paper spend and your impact on the environment.



Here are some straightforward ways to lower paper consumption in your office:

- Print documents on both sides. Do your printers have this capability and do your staff know how to use it?
- Use the reverse of waste printed documents for making notes, rather than fresh paper.
- Only print the pages of documents you actually need.
- Encourage people to think about the printing formats they use. For

example, is it necessary to print presentations one slide per page, or would two per page be just as readable?

- Use print preview before printing to get document layouts right first time.
- Think about further training on word processing software so staff know how to adjust margins etc. to reduce the number of printed pages where appropriate.
- Challenge the use of routine reports and print-outs. Changing to print on demand can eliminate a lot of waste.

• Put together teams to brainstorm ways of reducing waste - those creating it are in the best position to eliminate it.

- Consider wrapper-free boxes (2,500 sheets in a box without wrappers) rather than regular ream wrapped paper - often the last few sheets in a ream get wasted. You'll save wrapper waste too.
- Check your paper consumption per department or printer - most printers have a log of how many prints are made, see who's using most and ask why.

