

Printing Best Practices

1. Print only when absolutely needed. Minimize the printing of emails.
2. Use "print preview" to proof documents before printing to cut down on paper and toner.
3. Ensure a default setting for black and white printing is used. Choose color only if necessary, if it adds unique value to the information being presented.
4. Ensure a default setting for duplex (double-sided) printing is used.
5. For Microsoft PowerPoint presentations, print using the "handout" mode, with multiple (e.g., 6, 4, 2) slides per page.
6. Default to "draft" quality printing rather than "high" quality.
7. Effectively use standby and sleep modes. Most government print devices are generally on all day, but are used only a portion of the time. IT personnel can lower costs and reduce energy consumption by changing device settings so that the device moves to "sleep mode" at the end of the working day and on weekends. End users should also fully power off devices over the weekends and holidays.
8. To the maximum extent practicable, ensure the default font used is a toner efficient font, e.g., Century Gothic, Garamond or Times New Roman use less toner than Arial font.
9. To the maximum extent practicable, except for official letterhead correspondence, which requires 1-inch margins, use .75 inches as the default margin size for printing.
10. Conduct paperless meetings whenever feasible, using overhead projectors, video displays, etc., in place of hard copy handouts.
11. Completely exhaust toner before changing toner cartridges and ensure cartridges are retained for recycling, which is provided by DLA Document Services.
12. Obtain paper through DLA Document Services, <http://www.documentservices.dla.mil/dexd/Locations.jsp>. This will ensure DON compliance with Title 10, United States Code 2378, which requires the use of recycled copier paper made up of a minimum of 50 percent post-consumer recycled copier paper.