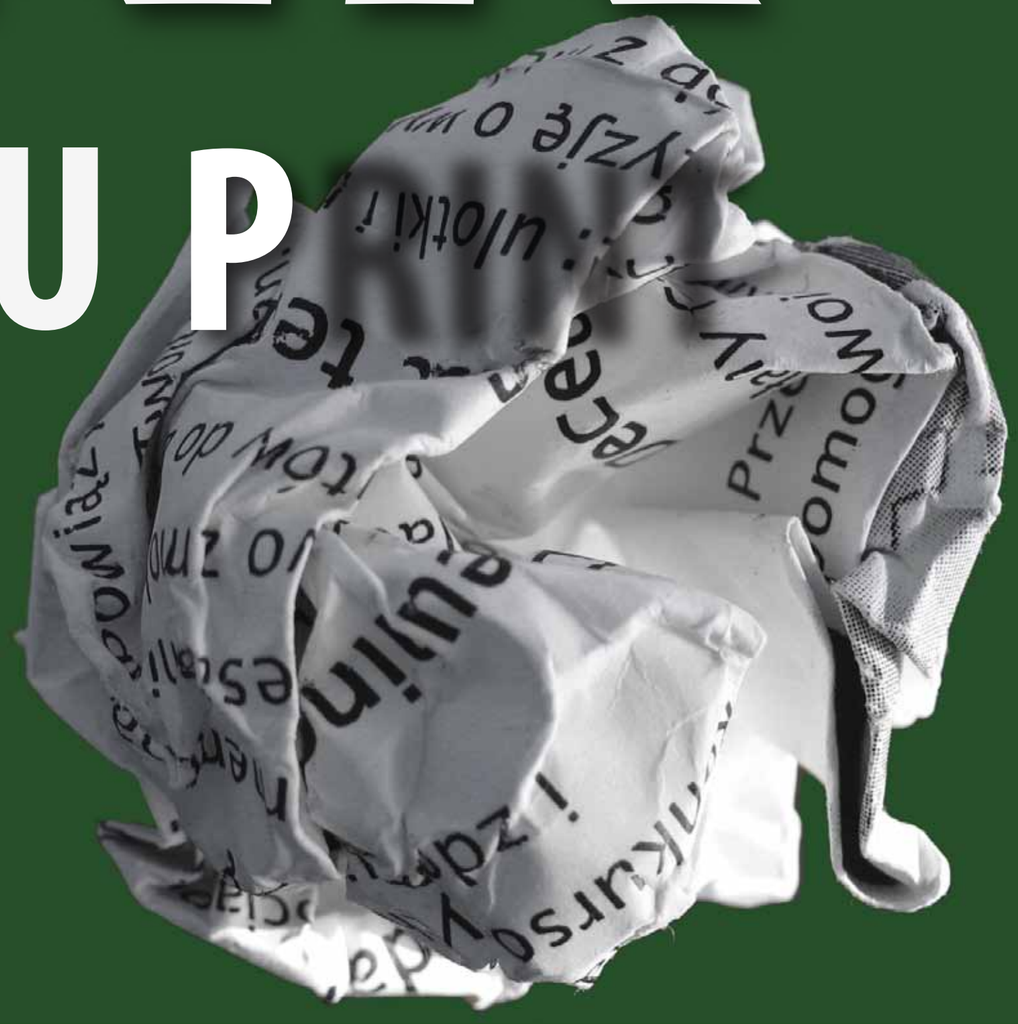
THINK

BEFORE YOU P



- Review, edit, and share documents electronically
- Make double-sided copies when possible
- Set your printer preference default to 2-sided
- Duplex printing can cut our paper use up to 50%
- Print preview documents before printing
- Print PowerPoint slides 3 to 6 on a page
- Challenge youself to minimize printing of emails
- Use Web browser bookmarks to save material you are interested in rather than printing them
- Close the loop: recycle all of your office paper
- Most importantly, be flexible, persistent, and willing to try new ideas

RECLAMATION
Managing Water in the West

U.S. Department of the Interior
Bureau of Reclamation