

# PAPER REDUCTION GUIDE

Here are a few simple things that *your office* can do to *lead by example* to reduce paper use and costs:

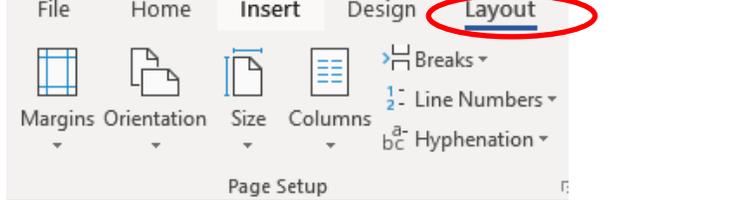
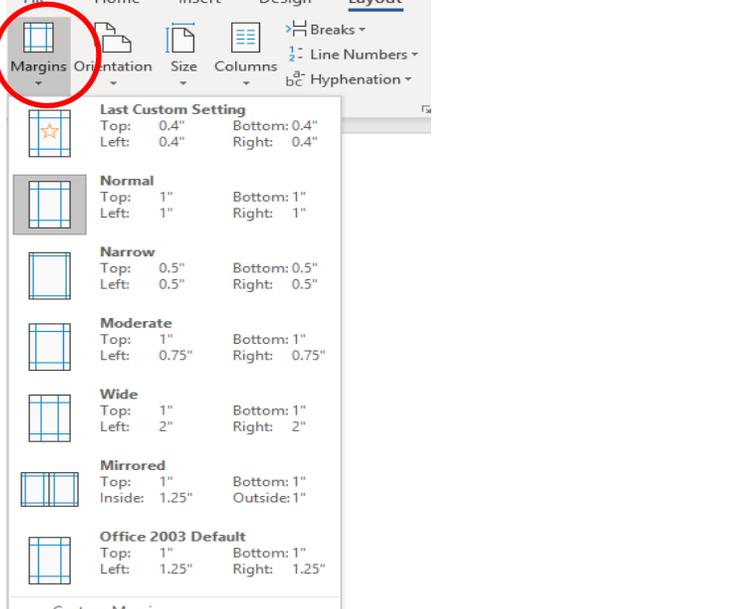
*The Leading by Example Program works collaboratively with state agencies and public colleges and universities to advance clean energy and sustainable practices that reduce the environmental impacts of state government operations.*

1. [Instructions to Enable Reduced Default Margin Settings](#)
2. [Instructions to Enable or Check for Double-Sided Printing](#)

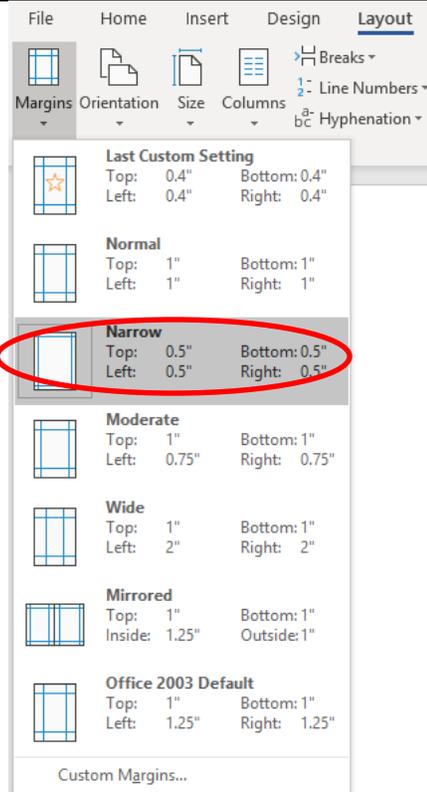
By updating default page margin settings in Word from the standard 1" (Normal) to 0.5" (Narrow), the Leading by Example Program estimates the number of pages of documents can be reduced up to 20%. Voluntarily reducing default margin settings and ensuring double-sided printing is enabled can help reduce office paper use, costs, and energy use.

Individual default settings can be updated in less than a minute – LBE has developed instructions for state employees to voluntarily update margin settings and ensure double-sided printing is enabled as a paper reduction initiative.

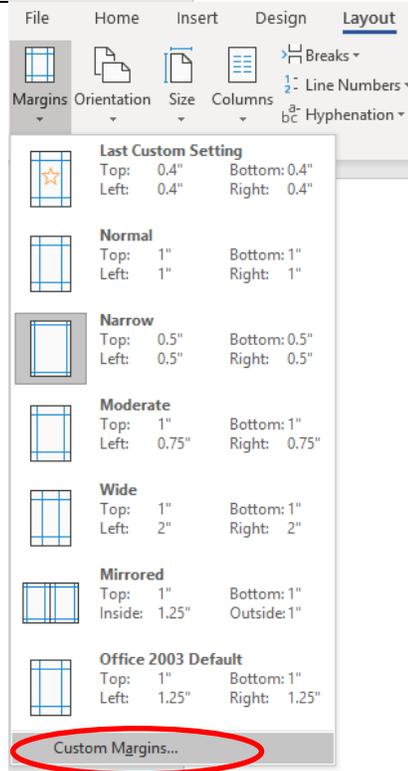
## Instructions to Enable Reduced Default Margin Settings (6 Steps)

<p>1. Go to the 'Page Layout' tab at the top of Microsoft Word</p>	
<p>2. Select 'Margins'</p>	

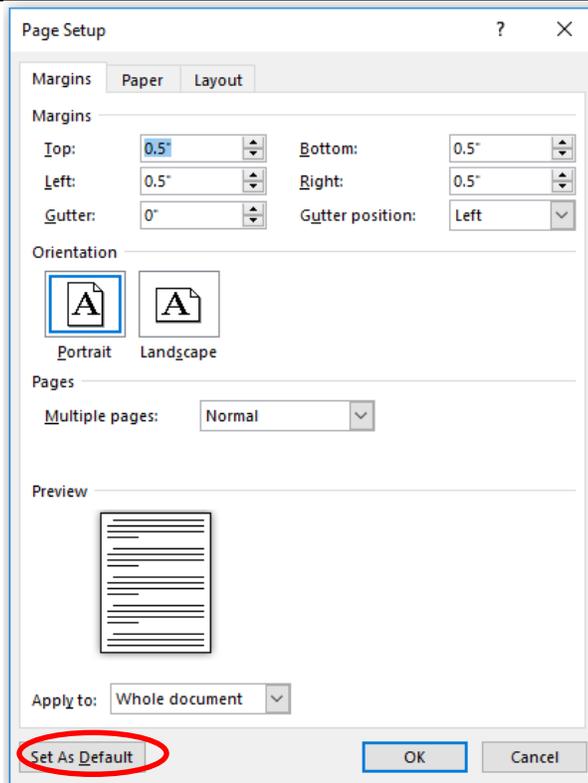
3. Select 'Narrow,'



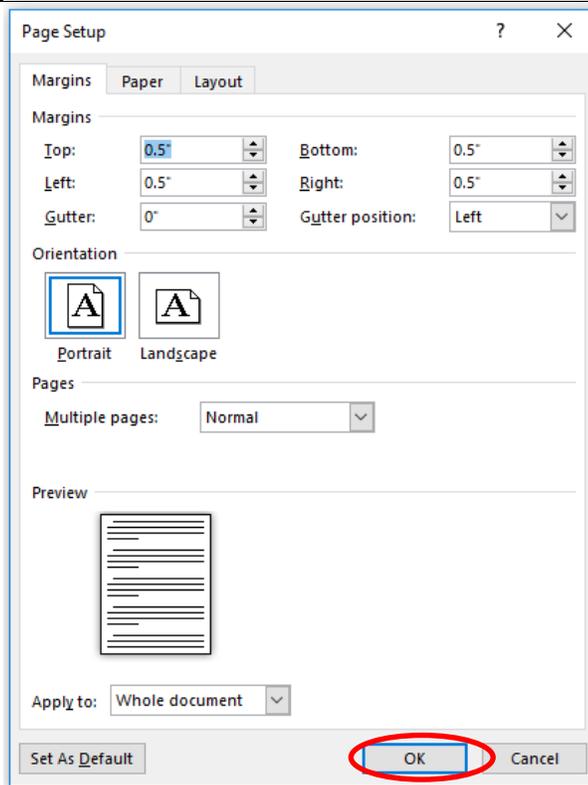
4. Select 'Custom Margins' at the bottom



5. Select 'Set as Default' at the bottom left



6. Click 'OK' to confirm the new default setting.



You're all set – Word documents with mostly text will now have an estimated 15-20% fewer pages than before.

## Instructions to Enable or Check for Double-Sided Printing (2 Steps)

1. Go to the 'File' tab at the top left of Microsoft Word, and then the 'Print' section

The screenshot shows the Microsoft Word interface with the 'File' tab selected at the top. The ribbon includes 'File', 'Home', 'Insert', and 'Design'. On the left, the 'File' menu is open, showing options like Home, New, Open, Info, Save, Save As, Print, Share, Export, Transform, and Close. The 'Print' option is circled in red. The main area displays the 'Print' dialog box. It features a printer icon, a 'Copies' dropdown set to 1, and a 'Print' button. Below this, the 'Printer' section shows 'ENE-CAM10-HOLLYWOOD...' as the selected printer, which is 'Ready'. A link for 'Printer Properties' is provided. The 'Settings' section includes several options: 'Print All Pages' (The whole thing), 'Pages' (empty), 'Print on Both Sides' (Flip pages on long edge), 'Collated' (1,2,3 1,2,3 1,2,3), 'No Staples', 'Portrait Orientation', 'Letter (8.5" x 11")' (8.5" x 11"), 'Narrow Margins' (Left: 0.5" Right: 0.5"), and '1 Page Per Sheet'. A link for 'Page Setup' is at the bottom right.

2. With the first drop down list in the Pages section, ensure 'Print on Both Sides' is enabled – click it if not to enable double-sided printing

**Print**

Copies: 1

**Printer**

ENE-CAM10-HOLLYWOOD...  
Ready

[Printer Properties](#)

**Settings**

Print All Pages  
The whole thing

Pages:

**Print on Both Sides**  
Flip pages on long edge

**Print One Sided**  
Only print on one side of the page

**Print on Both Sides**  
Flip pages on long edge

**Print on Both Sides**  
Flip pages on short edge

**Manually Print on Both Sides**  
Reload paper when prompted to print the second side

**Narrow Margins**  
Left: 0.5" Right: 0.5"

**1 Page Per Sheet**

[Page Setup](#)

You're all set – Word documents will print double sided. If you were printig single-sided before, this reduces the amount of paper used for printing in half.