

Organising A “Green” Printing Job

You can take steps to make your copy job more ecologically friendly by organising it to require less paper. These general guidelines can help you with this goal. If you want advice for your particular copy job, ask us at **CopyNZ** (info@photocopy.co.nz).

The #1 paper saver is **double-sided printing!** Set up your print job to be double-sided whenever possible. Even business cards can be double-sided.

For longer documents, such as booklets or manuals, think about your **front matter layout**. This often consumes many pages that have little content, or are even blank. You could print copyright and contact content on the inside of a booklet's front and back covers, for example. This is possible even if the booklet covers are a heavy card stock.

You can have a layout that is easy to read without requiring lots of “white space”. For longer documents such as reports or manuals, we recommend that:

- Margins are between 1.5 and 2 cm
- Paragraph spacing is between 2 and 5 points
- Header fonts are “sans serif” fonts such as **Arial** or **Verdana**
- Body text fonts are “serif” fonts – **Georgia** is highly readable; **Times New Roman** helps you save space

Encourage people to save materials for reference. This is particularly useful for training course attendees.

And, of course, when it's time to print, use **recycled paper**.

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