



Printing Tips for Faculty

Ways that you can reduce student printing and support environmental sustainability

1. Use your website/homepage to share your best environmental sustainability printing ideas with your students.
2. Post documents in Word or an editable format for students to choose the size of font and spacing for printing (not a PDF).
3. Post syllabi online. Design the syllabus with the information that students are most likely to print together in the same section, i.e., exam schedules, descriptions, or projects versus sections they are most likely to print are course goals and objectives.
4. Cut the cost of student printing of course materials by taking a copy of course materials to *MC Copies & More* and have them printed in one document and placed for sale in *MC Books & More* for a reduced cost.
5. Allow minor student handwritten corrections on a printed copy so students don't have to print their final document again.
6. Allow students to use single-spacing instead of double-spacing and narrower margins when possible.
7. Allow students to change print/font sizes. Could use 12pt font to 10pt font.
8. Allow electronic submission of assignments utilizing: a.) E-portfolios, which allows you to track changes options to correct drafts of student papers or to grade completed papers; b.) WebCT's Student Assignments Tool or e-mail submissions.
9. Advise students on what is necessary and appropriate to print.

Ways that you can advise and encourage students to save money and be supportive of environmental sustainability

1. Encourage students to read information online. Digital materials are searchable, annotatable, and portable.
2. Encourage duplex, multiple pages per sheet and selection printing.
3. Encourage students to use a program's print preview option to select the specific pages they need to print.
4. To utilize less workspace or blank space on pages. Encourage students to change margins from 1.25in to .75in.
5. Explain to students what *you* think they need to print.
6. Encourage students to use smaller fonts to ensure more words can fit on a page.
7. If students have a group project which requires a printout, have one student e-mail the rest of the group with the file attached to it. Then the students can divide the sections and each print a section only to submit for grading.
8. When using Power Point encourage students to print only what is necessary and to print several slides per page. They can also copy and paste pertinent information into a word document.
9. If you need multiple handouts for your class you can copy them and have MC Copies create a handout or course manual for your students to purchase in your campus MC Books & More campus store. This saves students money and reduces you own work.
10. Allow your students to burn papers, assignments, PowerPoints and other large files onto a CD to turn in to you instead of hard copies. They can use the same CD for the entire semester to share digital files with you.



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Ways that Students can support environmental sustainability and save money

1. Study PowerPoints and other documents on the computer.
2. Print only the slides that are necessary, six (6) slides to a page.
3. Copy and paste the key information into a Word document and reduce the number of pages that need to be printed.
4. When printing from the web, print only those pages that are needed.
To ensure that the right information is printed, highlight, and copy the information into a Word document where the margins and font size can be manipulated to fit more words onto a page.
5. Check “ print preview” to see what is going to print in order to avoid printing one page at a time, blank pages, pages with poor formatting and pages that are not needed.
6. Use electronic storage instead of printing documents by saving to: a USB drive, the Cloud, Google docs or electronic handheld devices or e-mail documents to yourself as attachments.
7. Make backups of your documents on electronic storage devices.
8. Request that instructors allow you to submit assignments electronically.
9. Read your e-mail, avoid printing it.
10. Use E-notebook, Evernote.com and Microsoft OneNote. These applications will allow you to mark up documents, make notes, clip and store content from the web, perform keyword searches through an entire notebook, and access your work from multiple computers.
11. When printing documents for your records, decrease the font and margins.
12. Print multiple pages of a document on one sheet of paper.
13. Edit your final documents. Run spell check and check for any other mistakes to avoid reprints.
14. Instead of printing a webpage, copy and paste what you need to a word document where you can delete blank spaces/pages and change to a smaller font before printing
15. Choose printer friendly options when printing off a webpage.
16. Print conservatively by choosing: duplex, multiple pages per sheet and selection printing.

Before Printing Always Ask the Following Questions

- Is it something I really need to print or do I only need the URL or some other small piece of information that I can write down?
- Did I proof what I am about to print so I won't have to reprint it because of errors?
- Did I preview my print using the applications “print preview” feature to ensure the format is correct?
- If I only need one page of a ten page document why am I printing all ten pages?

For More Information on Printing at MC visit: www.montgomerycollege.edu/printing