

By reducing margins in Word documents before printing, we'll reduce paper waste.

The Benefits

- **Paper-use reduction.** The average office worker could save 475 sheets of paper per year by reducing their margins from the default setting of 1 in to 0.50 in.
- **A cash endowment.** An office of 100 will save about \$500 on paper per year.

Here are the directions for doing this:

It should take no more than twenty seconds and just a few clicks of the mouse.

On your WORD screen, go to FILE, then PAGE SET UP.

Once on PAGE SET UP, click the DEFAULT key, and you'll be offered "Do you want to change the default settings for the page set up? This change will affect all new documents based on the normal template."

Then set your margins to whatever preferred new width you'd like. I'm suggesting setting each margin to .50" which will save an immense amount of paper.

Thanks for doing this! And I was right, huh? Twenty seconds or so? Not bad...

I'll already do this, and it's not bad, is it?

How often do we make copies that are not double-sided when they can be double-sided? Too often! Please, every time you begin to make copies, stop and ask yourself if whatever you have can be printed on both sides. In many cases, it can. Make this a habit as well and support others in doing the same!!