Duplexing and Print Management

Federal Electronics Challenge
October 2012 Partner Call

Federal Electronics Challenge
Electronics Stewardship One Byte @ A Time
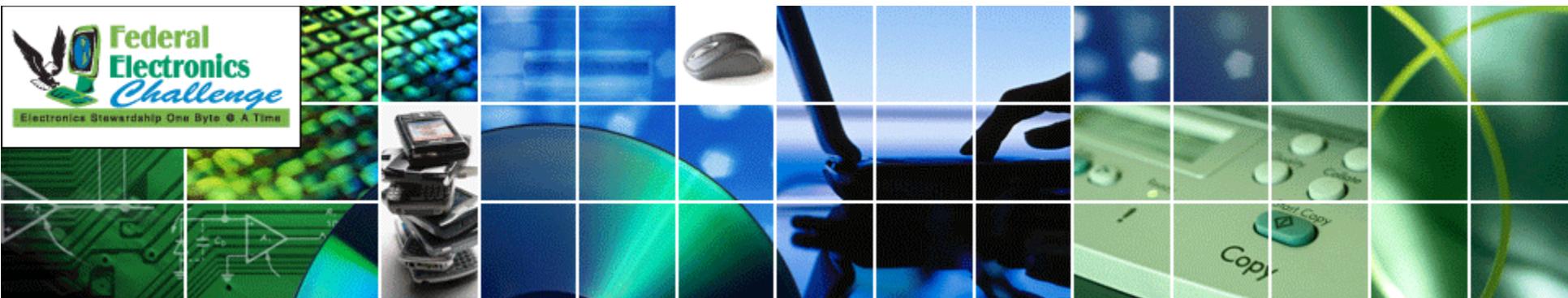
Why Manage Your Printing?

- **Executive Order 13514**
  - "Establish and implement...duplexing" [Sec. 2(i)(ii)]
  - "Reduce paper use and acquire paper containing at least 30% postconsumer fiber." [Sec. 2(e)(iv)]
- **Save Money or Maximize EPP**
- **Co-Benefits**
  - Environmental Protection
  - Efficient Space Utilization
  - Move closer to the "Paperless Office"

EPA Region 9's Paper Use
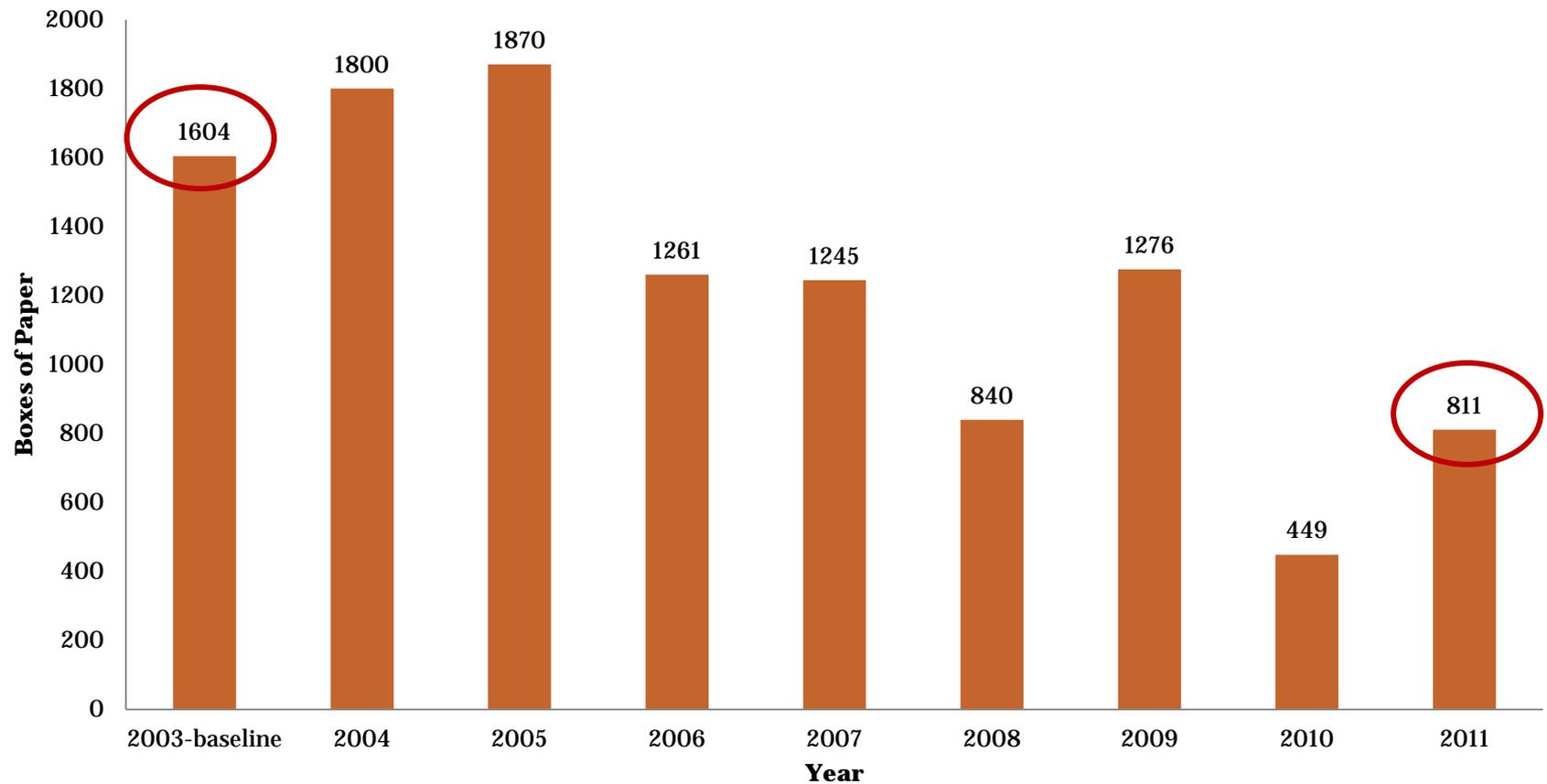
What to Do Next?

- **Work with your Management & IT department**
  - Integrate Paper Reduction with your facility's Environmental Management System (EMS)
  - Find & use tools to make using less paper <u>easy</u>.
- **Establish baseline metrics & periodic checks**
  - Measure progress, Report successes
- **Educate your staff**
  - Every individual chooses to click "Print" – help them help you.

Think before you print

- Do you need a copy of that email?
- Can you take notes on laptop instead of paper?
- Can you attach a draft electronically instead of printing out a copy?
- Can you work one document as a group with track changes?
- Can you print 4 pages on a 8.5x11 sheet for composition?
- Can you use a LCD projector to show documents instead of paper?

EPA Region 9 and FinePrint

- After pilot testing, EPA R9 elected to buy FinePrint & PDF Factory licenses for all its computers.
  - 1000 licenses cost $21,000
  - Pilot 20 licenses cost $480/$960 for FP/PDF.
- FinePrint with PDF Factory are software that can
  - Print 2, 4, or 8 pages on a single sheet
  - Print double-sided & booklet
  - Universal print preview
  - Page deletion & insertion
  - Combine multiple print jobs into a single job
  - Generate PDFs from the printscreen
  - Create Reports on how much paper is saved

First Steps for FinePrint

- **Installation by IT if not already installed.**
- **Duplex setting configured as default on your computer.**
- **FinePrint will then confirm setup on your computer.**
- **Ensure that FinePrint is selected as your default printer.**

How to ensure that FP is currently selected as your default printer:
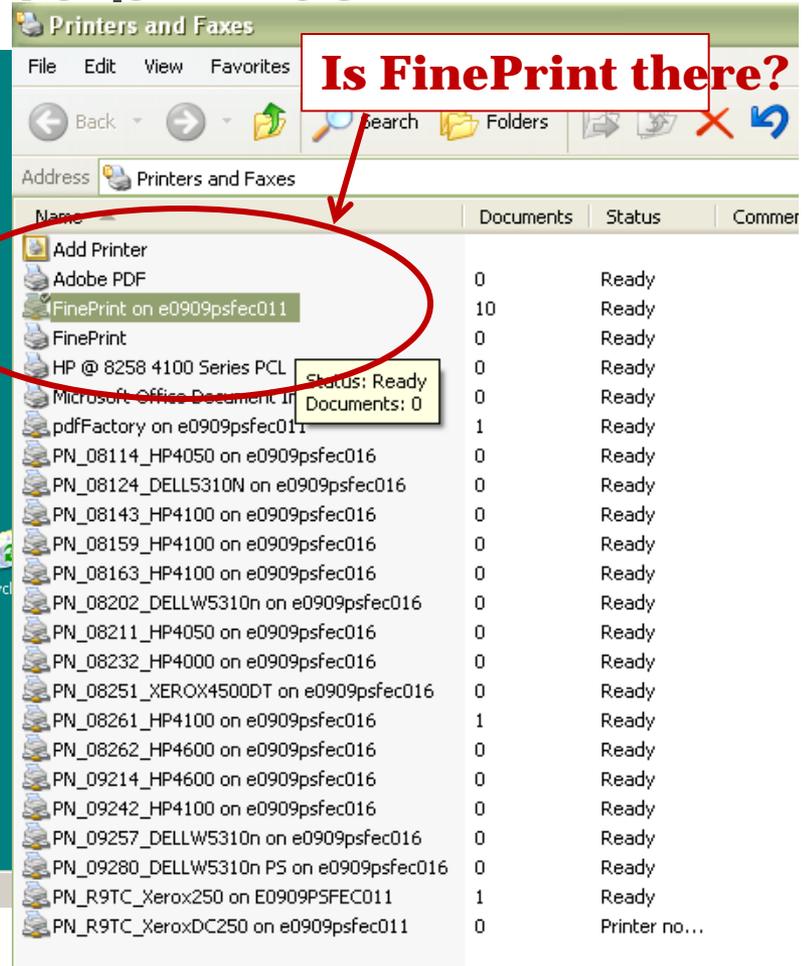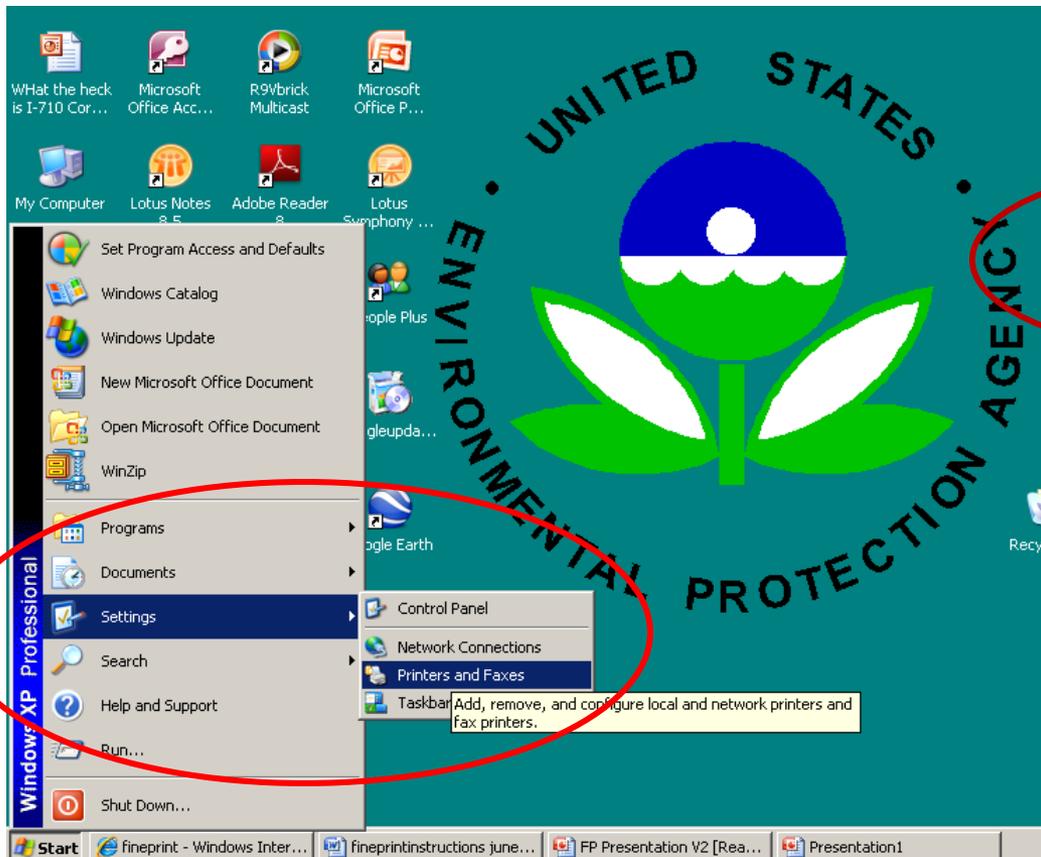
Using pdfFactory when you save and print:

With FinePrint selected as your default, print as you normally would.
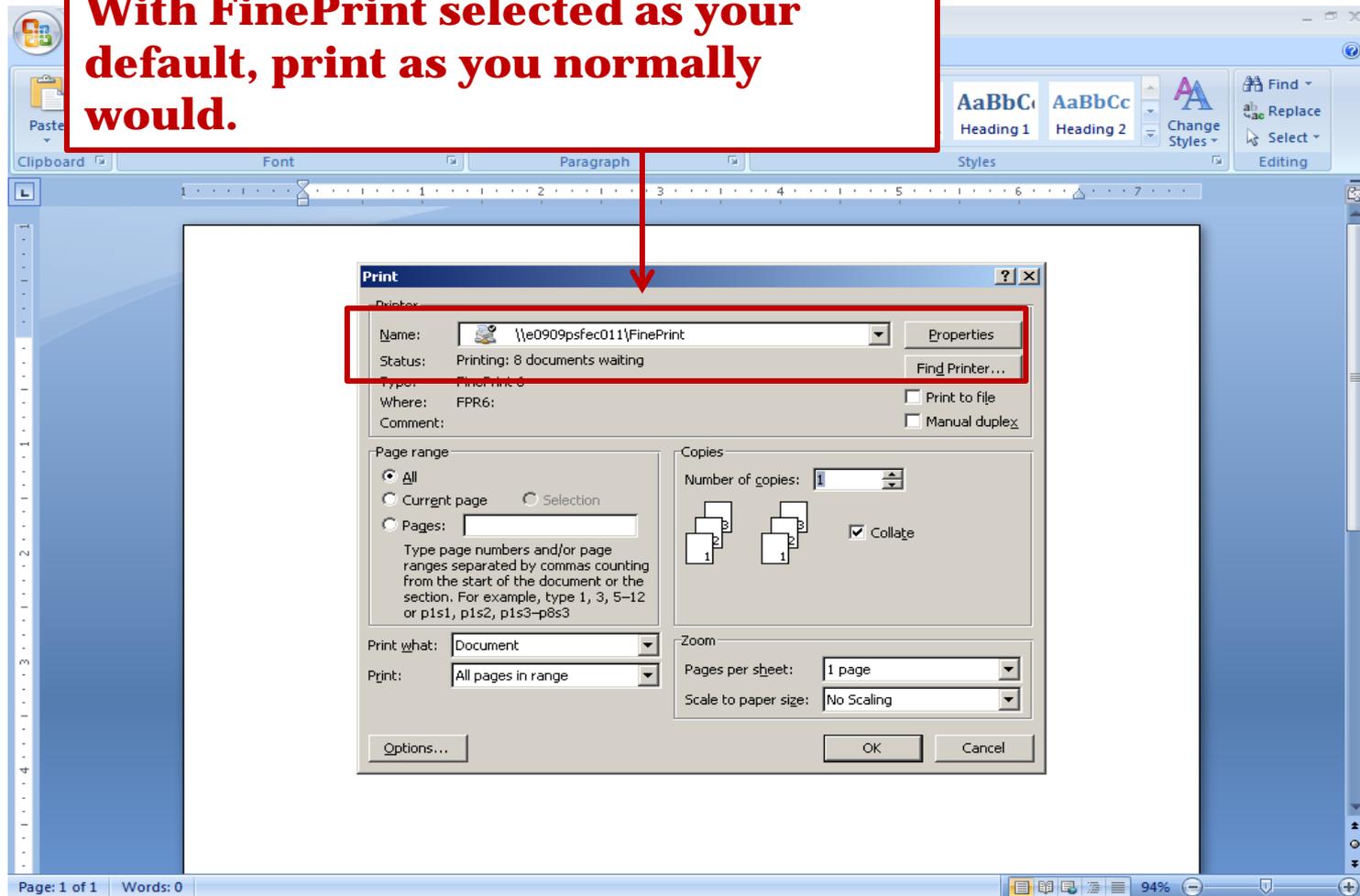
Select pdf on the top bar.

Saving a file as pdf: With pdfFactory preview open, click the "save" icon

Save your file the same as any other file.

To Select a Printer and print in FinePrint:
When FinePrint opens, click the "printer arrow" to select printer.

Select the printer you want to send to

Duplexing Using Existing Print Software

- Ensure "two-sided" printing is enabled for your printer in your print driver software.

- Here are some step-by-step instructions for Windows7.

Select "Devices and Printers"

Select "Devices and Printers" from your Start menu
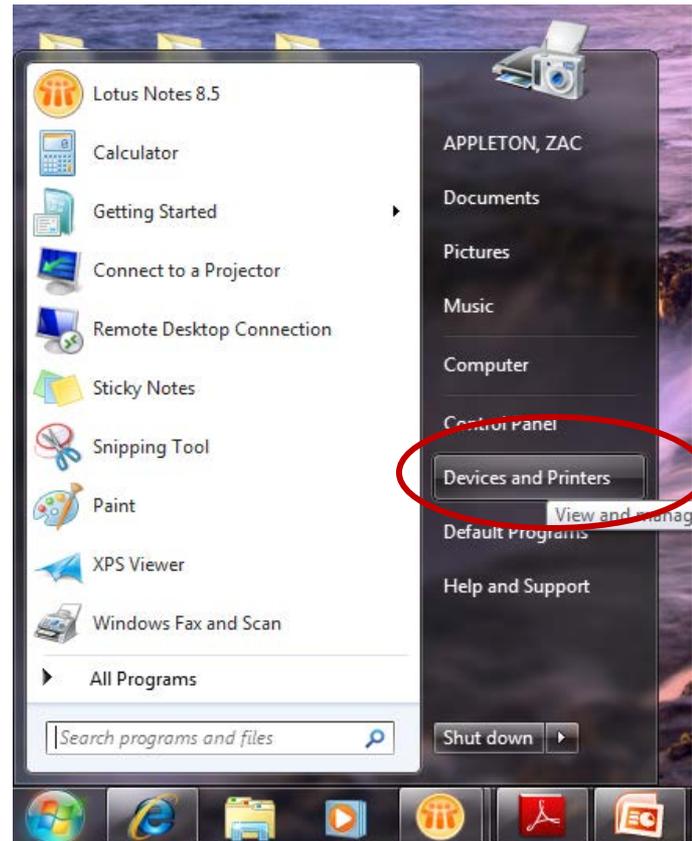
Select a Printer
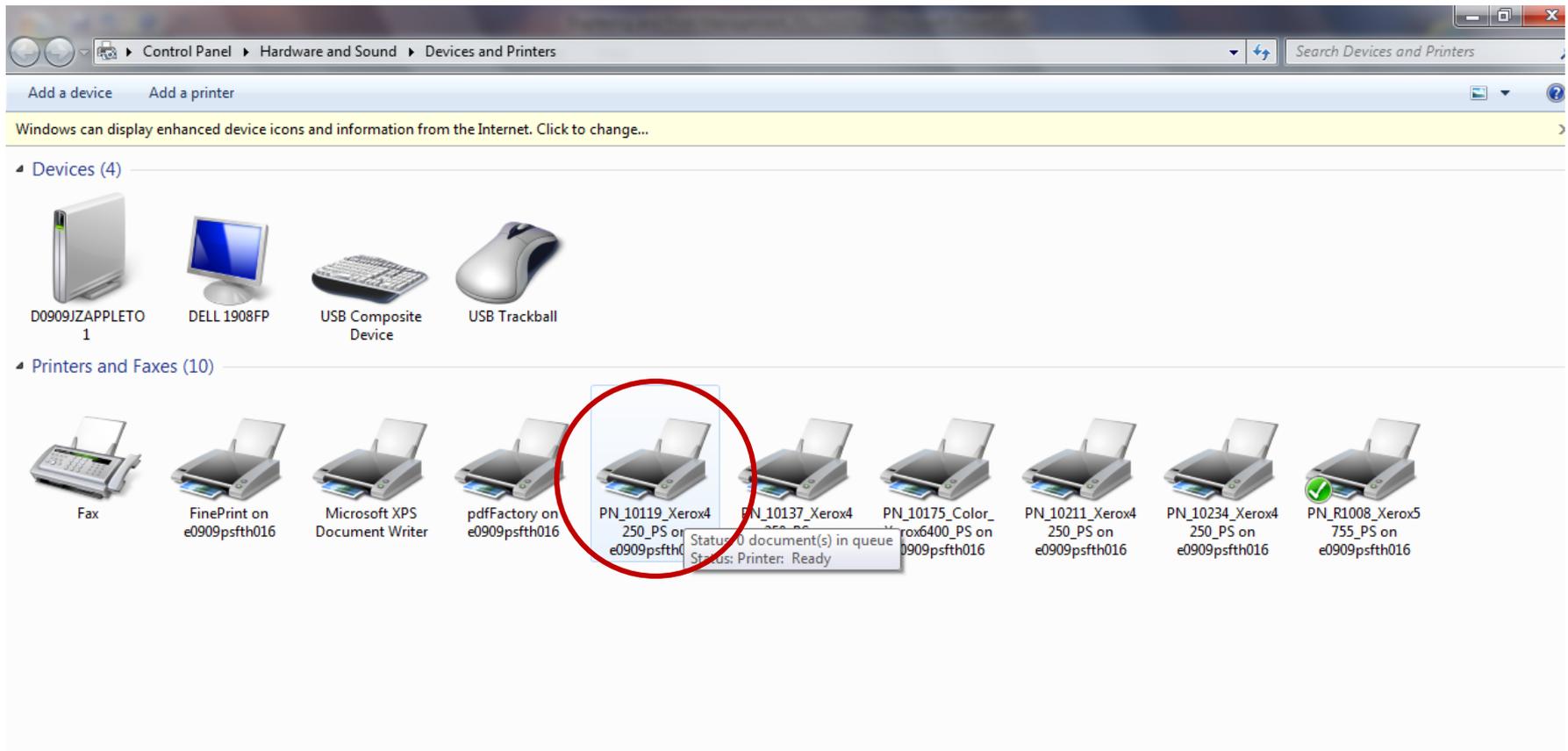
Select "Printing Preferences"
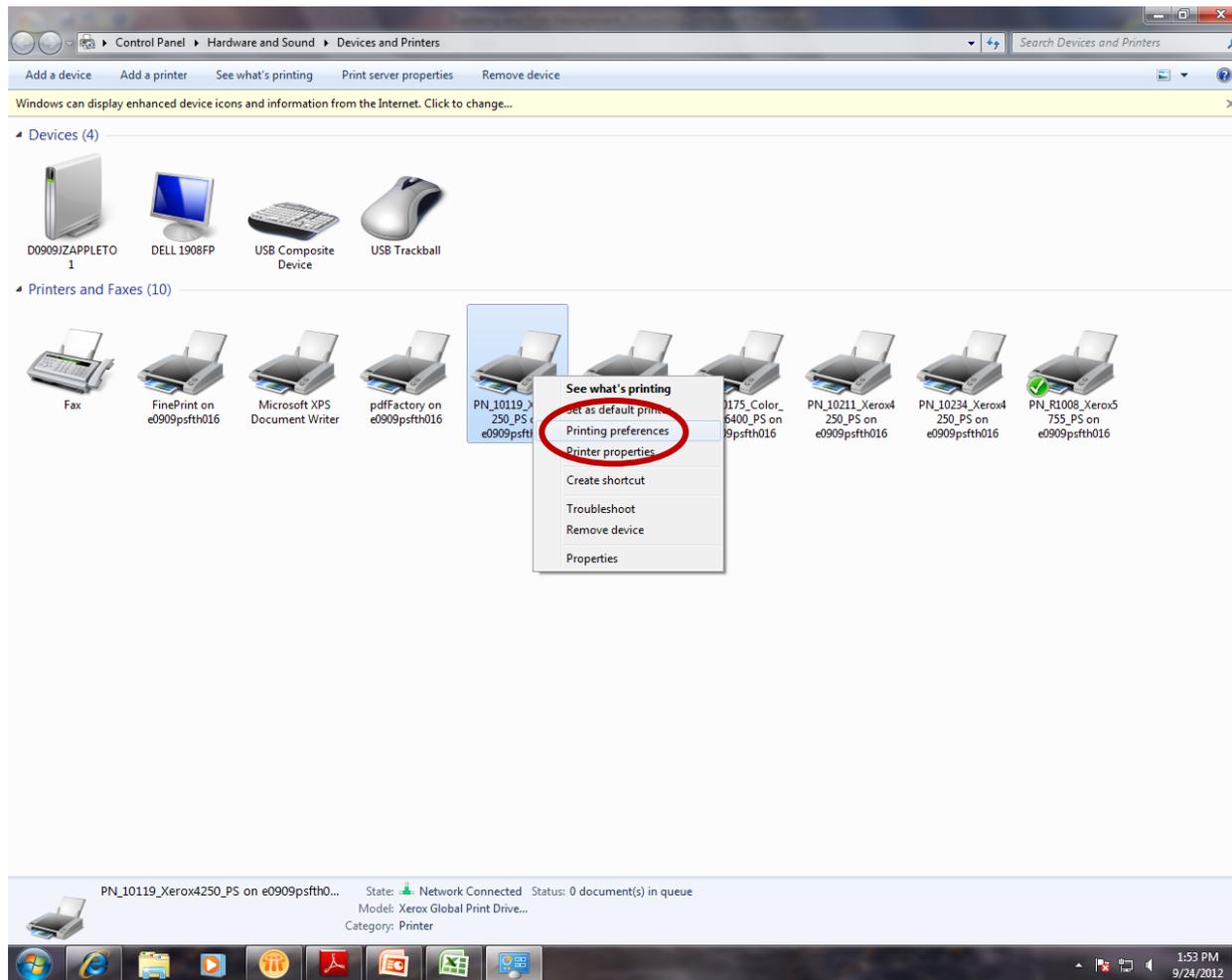
Select "2-Sided Print"

Under "Paper/Output" tab. Click "OK" when done.
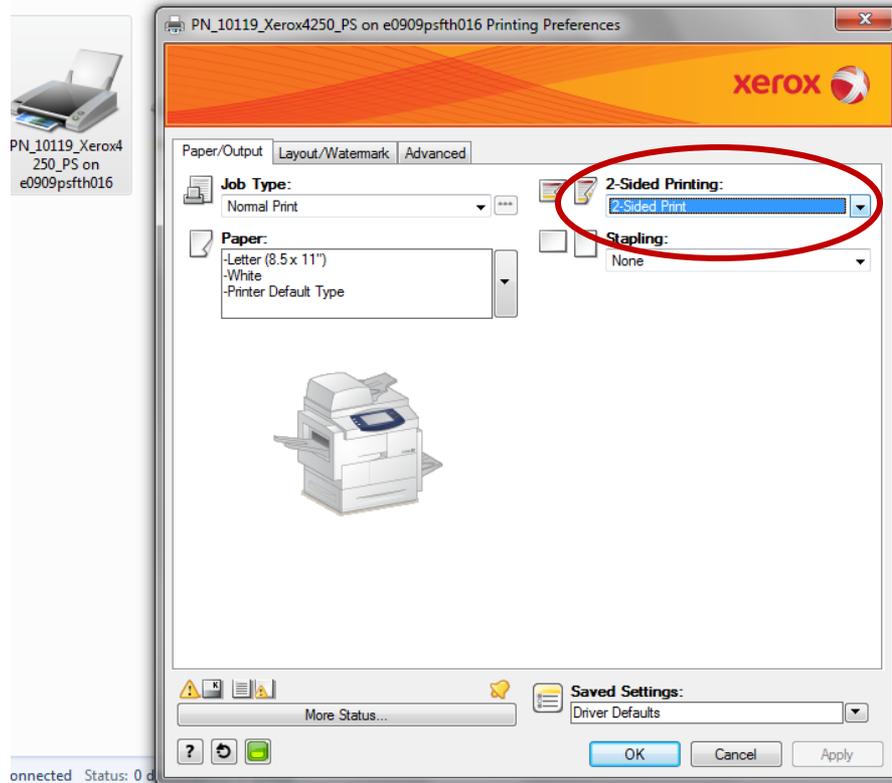
Repeat for each Printer

- **Repeat these Duplexing steps for each Printer to enable 2-sided printing for each printer connected to your computer.**
- **Consult your IT department early and often**
  - Office networks may have quirks, and
  - Intentional access limits.
    - Administrator Security limits
    - Color printing limits
    - Large print limits

Windows XP Instructions

- **Similar to Windows 7**
- **Go to Start > Settings > Printers & Faxes**
  - Select a Printer with a Right-Click on your Mouse
  - Select "Printer Preferences…" from the pop-up window
  - Select "Finishing" tab > "Document Options" > enable "Print on Both Sides" with a check mark.
  - Click "Apply" (not "OK")
  - Select "EconoMode" under "Paper/Quality" tab.
  - Click "OK"

Step-by-Step Instructions for XP

- http://www.epa.gov/fec/resources/duplexing_and_print_management.pdf
    - (Courtesy of Stephen Sturdivant in EPA Region 6)
    - Also details:
        - Confidential Printing.
        - Modifying Standard Margins
        - Inkjet cost-savings.
        - Color Printing cost-savings.
        - Paper saving economics for R6 in 2011.

Other Resources

- http://eetd.lbl.gov/paper/
- http://www.calrecycle.ca.gov/ReduceWaste/Business/OfficePaper/QuickTip.htm
- http://www.seattle.gov/papercuts/
- http://www.epa.gov/osw/conserve/materials/paper/basics/
- http://www.printgreener.com/1/

Questions? Comments?

- Zac Appleton
  - appleton.zac@epa.gov
  - 415-972-3321

"Throw It Away? There is No Away."