



# TOP PRINTING TIPS...

- Do you really need to print this?
- Use PRINT PREVIEW before you print so you don't print any mistakes and have to reprint
- Reduce the size of your font
- Choose a less chunky / ink heavy font such as Arial
- Print in draft and grayscale wherever possible to save ink
- Print double sided to save paper
- Turn your printer off when it's not in use
- Buy refilled ink cartridges
- Do not buy cheap compatible ink cartridges- they often do not work and they cannot be refilled after use
- Drop your ink cartridges into an Ink Bin near you!