Photocopy only when absolutely necessary and double-side when possible

Set photocopiers and printers to default to double-side

Print only what is needed; i.e. sections rather than whole reports

Send documents as emails and attachments instead of printing

Edit onscreen using spelling/grammar check and “track changes”

Decrease margin width and font size on documents

Reuse waste paper (one side blank) as note paper

Opt out of paper pay stubs at http://my.mun.ca

Ask your department to purchase recycled content paper available through the paper contract

Professors/Instructors:
  o Provide course materials online; give students the option to not receive paper copies
  o Allow students to submit double-sided work
  o Allow students to submit work electronically

For more information:
sustain@mun.ca or 864-2637
www.mun.ca/sustain