

# Duplex printing

## Set your computer default to duplex print

- Duplex printing can cut your paper use by up to 50 percent
- Set your computer default to two-sided printing. Change it only when you need to print on one side
- Promote an office culture of printing on both sides of the sheet of paper
- This saves money and the environment

**Use less paper. Go 'Paper-Less'**

[www.PaperLessAlliance.com](http://www.PaperLessAlliance.com)



More Info

Submit an idea – email the Paper-Less Alliance