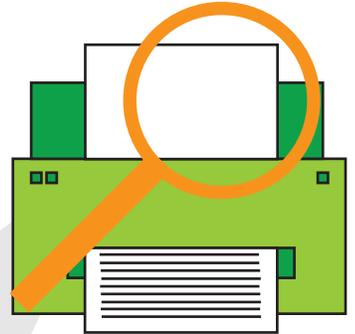


# THINK BEFORE YOU INK



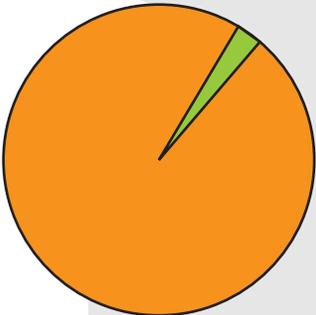
## Are you previewing your document before you print?

This reduces paper waste from printing documents with mistakes.



## Are you using recycled paper?

95% of the paper used on campus comes from virgin trees. That means only 5% of the paper we use comes from recycled materials. Staples has 30% and 100% recycled content paper available for purchase. Product Numbers are 492072 (30%) and 620014 (100%)



## Are you printing responsibly?

Print double-sided to cut the amount of paper used and cost in half! A single-sided, double-spaced document uses 4 times as much paper as a double-sided, single-spaced document. Print only the pages and the number of copies you need. Don't make extras!

