



## WE NEED TO BE “GREEN”

When participating in this competition, you need to optimise your use of paper.

### **At an individual level:**

- Please decide whether you need to print off a document or not.
- Please print of documents double-sided; and wherever possible, print more than one “page” on each sheet of paper. (there are options which will allow you to print two or more pages on each sheet of paper).
- Give priority to sending emails when you need extra information, and don't print off any emails.
- And ..... to save on ink, print of documents that are not the final product – using the “rapid or draft” option on the printer. It is a good idea to make this option the automatic choice for your printer. If you have the option, it is better to choose a laser printer rather than a normal ink printer..

### **At an organisation level:**

- Avoid excessive printing of documents handed out meetings, training sessions or group work. Always make these available electronically.
- Make sure that your printers have the most “green” options on automatic.
- Use recycled paper without chlorine in it and avoid white paper. (All paper is labeled as ecological or not ecological).

Best wishes,

THE FONIX 2012