

TURN OFF THE
LIGHTS!

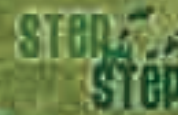


DON'T FORGET



TURN OFF YOUR
SCREEN BEFORE
YOU LEAVE OR

WHEN NOT IN USE!



Save Water

Big Flush

Small Flush



STEP
BY
STEP



YELLOW BIN

Cardboard and Boxes

Paper bags

Aluminum Cans

Plastic Bottles



STOP
STOP



GLASS BIN



Next Door!



STOP
STOP



GREEN BIN

Biodegradable

Paper Towels and Napkins

Plastic cutlery and trays

Yogurt Pots



Paper Cups



STOP
STOP



IN CASE OF DOUBT...

Use the Green Bin!



STOP
STOP

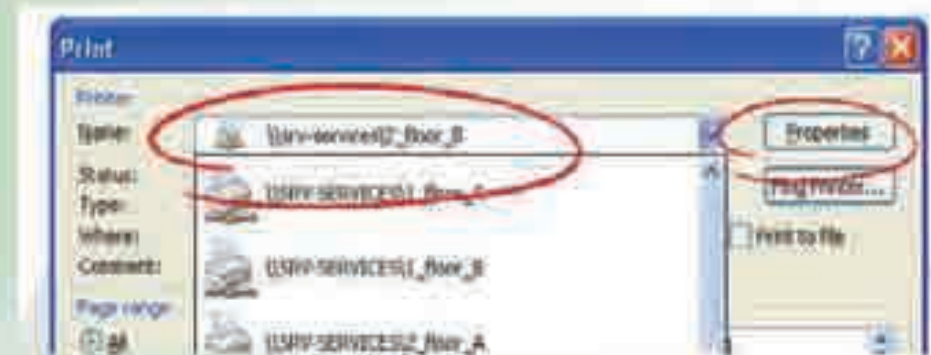


Paper-Saving Printing Guidelines



Microsoft
Word

1. Select "Print" from the "File" menu.
2. Select your printer on the top drop down menu.
3. Click on "Properties".
4. On the "Page Layout" drop down menu select "2 Pages per sheet".
5. Click "Ok" and you are set to print in a greener way.

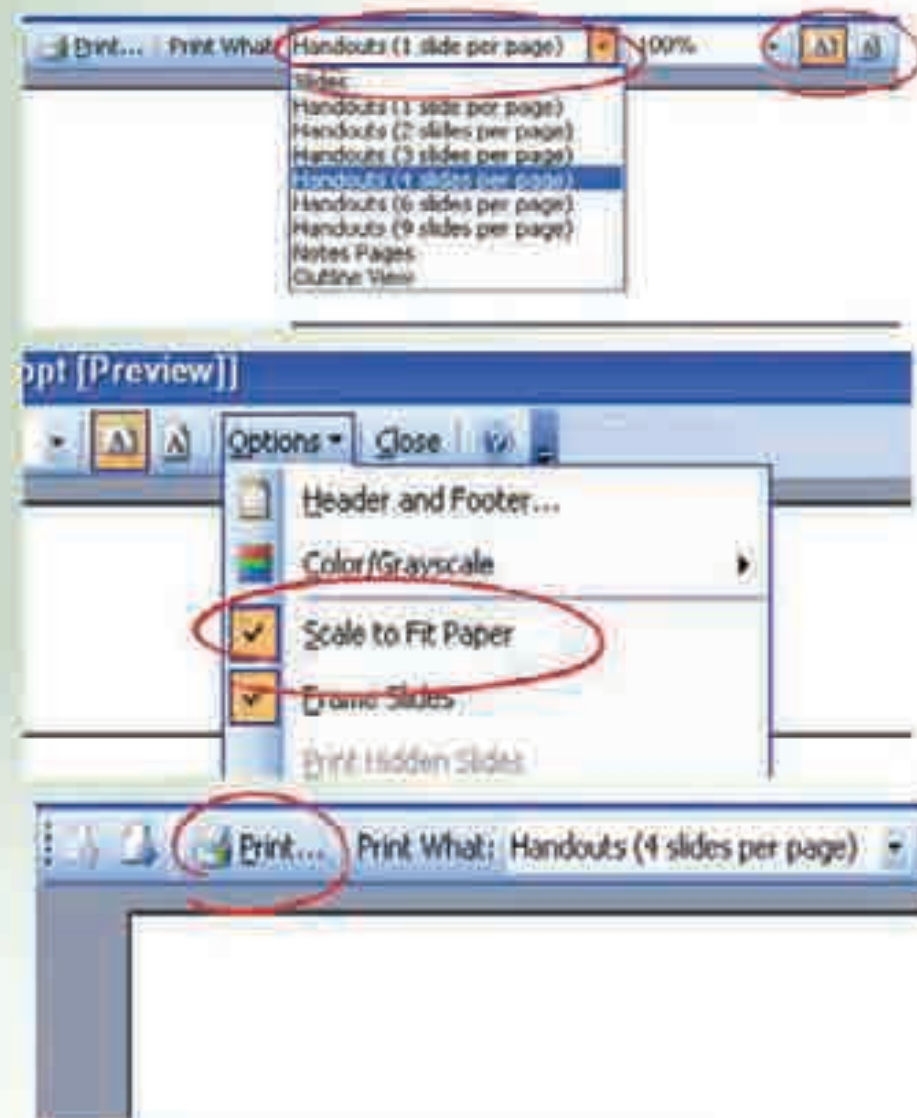


Paper-Saving Printing Guidelines



Microsoft PowerPoint

1. Select "Print Preview" from the "File" menu.
2. On the "Print What" drop down menu select the number of slides per page and then select the orientation of your paper.
3. In the "Options" drop down menu select "Scale to Fit Paper".
4. Click on "Print" on the top right corner.
5. Select your printer on the top drop down menu. Click "Ok" and you are set to print in a greener way.

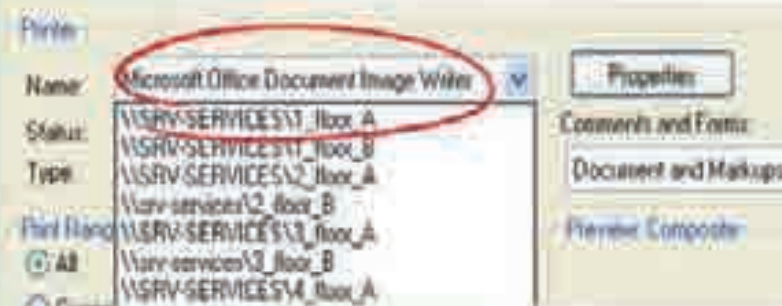


Paper-Saving Printing Guidelines



Adobe Acrobat Reader

1. Select "Print" from the "File" menu.
2. Select your printer on the top drop down menu.
3. In the "Page Handling" section, select "Multiple pages per sheet" in the "Page Scaling" drop down menu.
4. Configure the order and the pages per sheet on the same area. Click "Ok" and you are now set to print in a greener way.



Paper-Saving Printing Guidelines

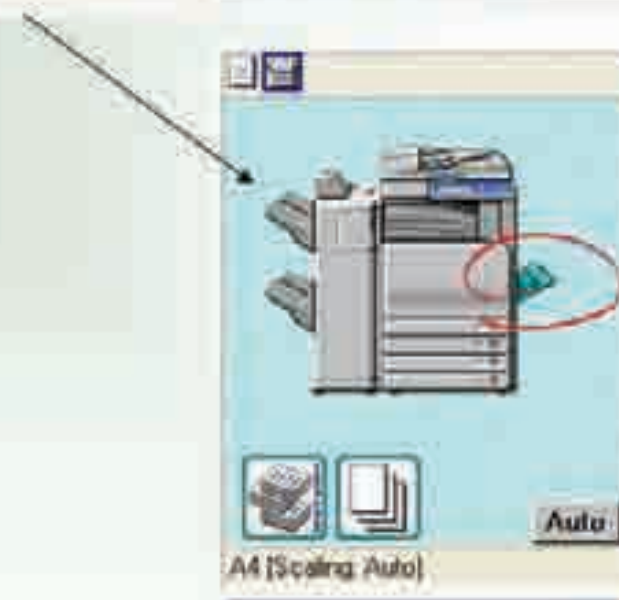
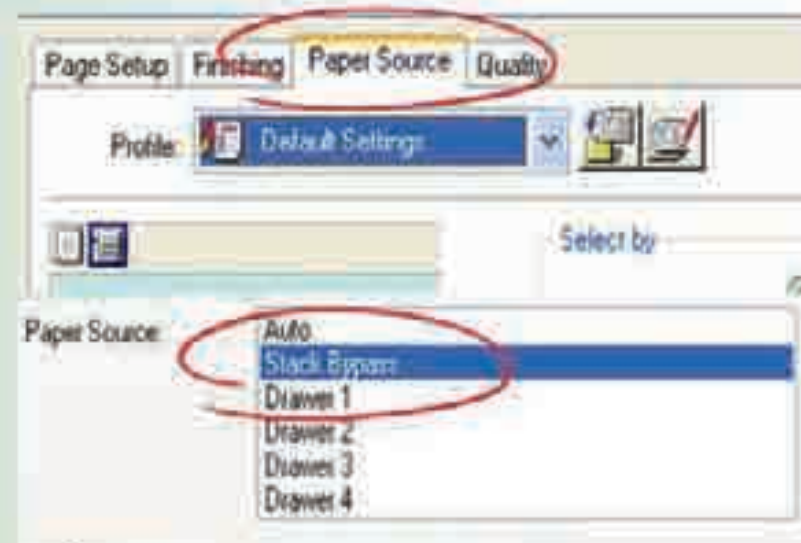
Used One-Sided Paper

• In your computer

1. Select "Print" from the "File" menu.
2. Select your printer on the top drop down menu.
3. Click on "Properties". Select the "Paper Source" tab.
4. In the "Paper Source" section select "Stack Bypass". Make sure that the right side tray on the printer diagram is highlighted. Click "Ok".

• At the printer

1. Go to the printer and open the bypass tray.
2. Put the stack of one-side used paper on the tray with the blank side facing down.
3. In the printer screen select paper "A4" and then click "Next".
4. Check the "2nd side of 2-sided paper" box, and click "Next".
5. The print will process your request.
6. After printing, set the "Auto" option on the printer screen and select "Done".



BRING YOUR OWN MUG



DISPOSABLE VS REUSABLE




STEP BY STEP



STEP BY STEP





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