

## How your computer can help the Environment

There are things you can do reduce the amount of paper you use in your office, which not only helps the environment, but it also reduces the cost of wasted ink and paper.

There may be files on your computer that you usually print out and keep such as invoices or letters. You may be able to instead store a copy of these on your computer as a PDF file and only print them if you actually require them. This will save you paper and ink costs and help the environment. A free program called PrimoPDF can be downloaded from <http://www.primopdf.com/>. When installed PrimoPDF can be found by going to print and then selecting PrimoPDF rather than your usual printer. This will then save the file as a PDF, which can be stored in a folder on your computer rather than in a filing cabinet in your office. Saving files as a PDF allows you to make the file smaller by compressing pictures and text but still keeping the high quality. Saving files as a PDF also stops you from accidentally editing a file.

Your computer can be set up to send and receive faxes. This will save you ink and paper as all faxes go straight to your computer to be read a bit like an email rather than being automatically printed out. This way you can choose to print out important faxes and you can delete irrelevant faxes. To send a fax from your computer you need a phone line, a fax modem and a scanner. Windows Vista Ultimate and Vista Business come with a program for sending faxes. If you have the Home Version of Vista you will need to download a fax program from the internet. Snappy Fax is \$30 and can be downloaded from <http://www.snappysoftware.com/>. It comes with a 30 day trial so you can try it out and ensure it's working before you pay for the software.

If there are things you must print there are still ways of saving ink and paper. A program called GreenPrint can be downloaded from <http://www.printgreener.com/>. GreenPrint allows you to remove pages or images that you do not need to print. It also lets you save the print job as a PDF.

Other things you can do to save ink and paper is printing in grey scale and on the 'draft' setting rather than always printing in colour and top quality. If you change your default print settings you won't need to remember to do this each time you print. When printing websites or emails you often get a lot of irrelevant pages being printed. If instead you copy the selected text you need to a word document you can save a lot of pages. You can adjust the borders so that you can fit more on a page and if it's not too small already you can shrink the text size. You can also save paper by printing your pages double sided.

Other things you can do to help the environment is recycling empty ink and toner cartridges. At the Internet Centre we have recycling boxes for ink and toner cartridges. We also have a mobile phone recycle box. The inks and phones are dismantled and the parts are reused or recycled. Mobile phones have a lot of precious metals that can be reused and there are also some toxic materials in that are harmful to the environment if you were to dump them in a normal bin. Ink cartridges are either refilled and reused or crushed and remade into new cartridges. Inks can also be harmful to the environment if they are thrown in the bin and this is why we are better off to use the special recycling bins available at the Internet Centre.

If you want to save more money with your printing you can purchase Calidad inks from the Grenfell Internet Centre. Buying Calidad can save you a lot of money compared to buying the genuine brands. Calidad won't void your warranty, and it produces prints at a similar quality as the genuine inks. Call in and see Josh in the Internet Centre or phone 6343 1720 to stock up on inks or bring in empty cartridges or mobile phones to be recycled.