

# Responsible Printing Tips

## Setting Print Preferences to Reduce Waste and Increase Efficiency

- I. Using The Xerox® Global Print Driver
- II. Using The Xerox® Earth Smart Feature
- III. Using Print Preferences
- IV. Additional Print Optimization Practices

Xerox Environment, Health, Safety & Sustainability  
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Xerox Print Features allow responsible printing options that improve output, increase efficiency, reduce paper and toner waste and lower environmental impact.

## I. USING THE XEROX GLOBAL PRINT DRIVER

Configure paper saving features in one convenient place.

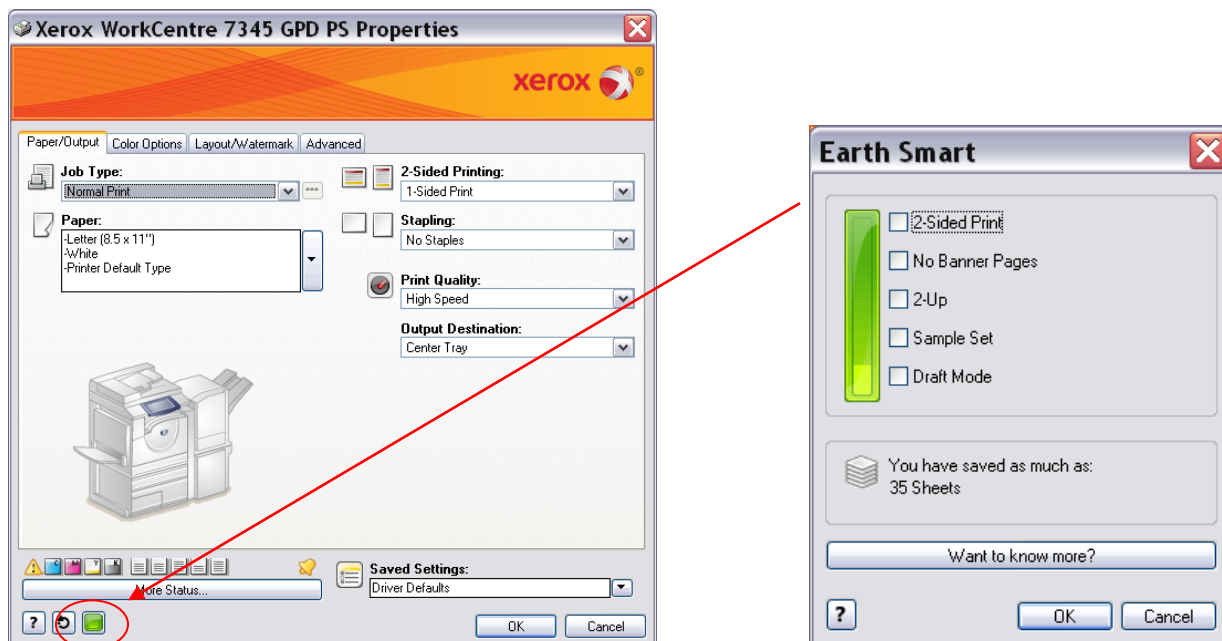
The Xerox Global Print Driver is a truly universal printer driver that lets you print to virtually any printer or multifunction printer – even to those made by other manufacturers. **The Xerox Global Print Driver also contains the Earth Smart feature**, which can assist in reducing paper waste and toner usage. Use following link to download the Xerox Global Print Driver: <http://www.office.xerox.com/software-solutions/global-printer-driver/enus.html>

## II. USING THE XEROX EARTH SMART FEATURE

“Built-in” features to reduce printing waste.

The Earth Smart feature enables users to quickly set controls that will assist in reducing paper waste and toner usage by disabling banner pages, enabling 2-sided (duplex) printing, 2-up printing, and by printing a sample set and/or draft mode and is available as part of the [Xerox Global Print Driver](#). Earth Smart Settings help you reduce environmental impacts by reducing toner/ink and paper waste.

1. **From the Start menu**, Select Printers, Right-click the appropriate printer from the list, Select Properties from the context menu, or directly Select Printing Preferences
2. **To access Xerox Earth Smart Settings**, Select Printing Preferences and click on the Paper/Output tab.
  - o The Earth Smart button is located in the lower left corner of Paper/Output tab screen.
3. **Click the green Earth Smart Settings button** for a list of Earth Smart settings to select for print jobs.
  - o If you enable Earth Smart features that reduce the number of pages to be printed, an estimated total of saved sheets is displayed.



## XEROX EARTH SMART FEATURE (continued)

Summary information on each Earth Smart selection is shown below.

**For detailed use of Earth Smart, please reference the following link:**

[http://dev.office.xerox.com/userdoc/FAM\\_O/driverhelp/winxp/ps/en\\_wwhelp/wwhimpl/common/html/wwhelp.htm#href=db\\_earth\\_friendly&single=true](http://dev.office.xerox.com/userdoc/FAM_O/driverhelp/winxp/ps/en_wwhelp/wwhimpl/common/html/wwhelp.htm#href=db_earth_friendly&single=true)

- Changing Earth Smart Settings **within a software application** changes the settings only for the print job.
- Changing the Earth Smart Settings **within the driver** changes the default settings for all applications.
- The **wording changes** on the selections depending on whether you access the Earth Smart Settings from the software application or the driver.
- If you do not see some of the options below, your printer does not support that Earth Smart option.

**A. 2-Sided Print:** Prints images on both sides of the paper.

**B. No Banner Pages:** Turns off the banner page setting.

- A banner page is a separator page that is printed at the beginning of the job.
- The banner page has information about the print job, including the network user name of the user who submitted the job, and the document name.
- If you choose to eliminate banner pages, you may wish to use Secure Print or the Watermark Feature to assist in job sorting at the printer (see next section of this document)

**C. 2-Up:** Prints two images on each side of the paper

**D. Sample Set:** When you print more than one copy of a job, only one sample copy prints. The printer holds remaining copies. After you review the sample copy, you can release or delete the remaining copies.

**E. Draft Mode:** Saves toner/ink by printing in draft mode, producing lower-quality images.

**F. Want to know more?:** Opens the Xerox Environmental Health and Safety Website for more tips and tools:  
[www.xerox.com/environment](http://www.xerox.com/environment)

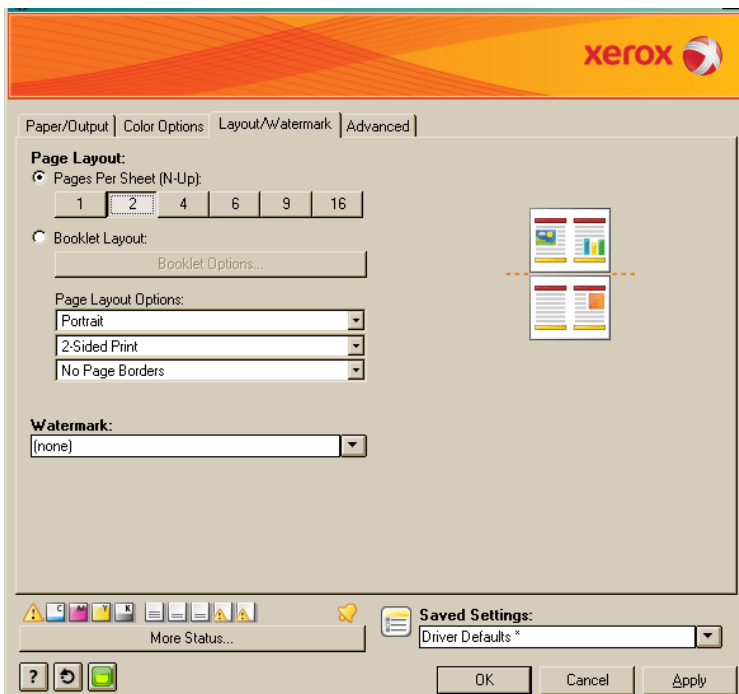
### III. USING PRINT PREFERENCES

In the absence of, or in addition to the Xerox Earth Smart Feature, you may find the following Print Setting Options helpful in printing more efficiently and reducing paper waste in your environment:

**A. N-Up Printing:** allows the printing of multiple images per page

→ “N” is a variable which describes the number of images to be printed on a page of paper. Select N=2 for 2 images per page, N=4 for four images per page, etc.

1. Select Start / Printers and
2. Right-click and highlight the printer for which you wish to make this change, and select Properties from the context menu
3. Select the Printing Preferences button from the General tab
4. Select the Layout/Watermark tab



5. In the Page Layout section, select the desired number of pages per page.
6. Click OK to close the Printing Preferences window
7. Click OK to close the printer Properties window

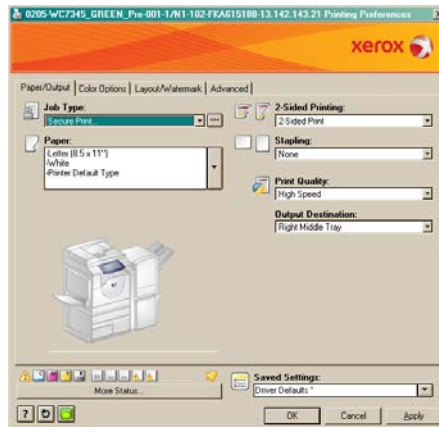
## PRINT PREFERENCES (continued)

- B. Secure Print:** If you wish to eliminate banner pages, or reduce unwanted prints, you may wish to use this feature to print only when you can claim the document and to print only when you really want the document.

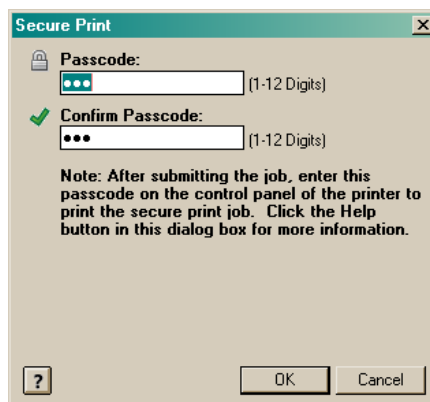
When using the Secure Print feature,

- You can send your job to the printer, and at a time that is convenient for you, go to the printer and release your print job from the device queue. If you decide not to print the job, you can cancel your print job at the printer.
- Because you will be at the printer while your job is printed, you will not need a banner page to identify your job – and others will not be able to view your printed document.

1. Select Start / Printers and Faxes
2. Right-click and highlight the printer for which you wish to make this change, and select Properties from the context menu
3. Select the Printing Preferences button from the General tab
4. In the Job Type section, select Secure Print from the drop-down list



5. You will be asked to set a passcode for your job. Complete the sequence of steps.



6. Click OK to close the Printing Preferences window.
7. Click OK to close the printer Properties window.
8. Print your Secure Print job by using the User Interface of the printer. For specific instructions see the printer User Guide or contact your printer Administrator.

## PRINT PREFERENCES (continued)

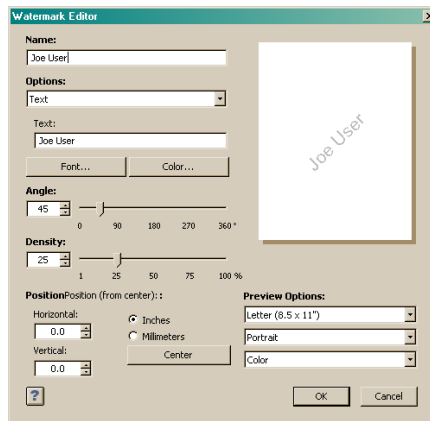
**C. Watermark Feature:** If you eliminate banner pages, you may wish to use this feature to identify your documents and assist with job sorting at the printer location. A watermark can be placed as an identifying mark on your documents.

➔ The text you select for your watermark should be appropriate for the filing system of your print area.

➔ You should notify the other users in your print area that you will be using a watermark in place of banner pages so that they can properly identify your print jobs.

➔ You can use the watermark feature in conjunction with the Secure Print feature if you desire.

1. Select Start / Printers and Faxes
2. Right-click and highlight the printer for which you wish to make this change, and select Properties from the context menu
3. Select the Printing Preferences button from the General tab
4. Select the Layout/Watermark tab
5. Create a new watermark using the New option on the Watermark drop-down menu and fill in the name field



6. There are several jobs options for you to choose – select what works best for you. You can preview the watermark before saving

7. Click OK to close the Watermark Editor window

8. Click OK to close the Printing Preferences window

9. Click OK to close the Printer Properties window

## IV. ADDITIONAL PRINT OPTIMIZATION PRACTICES

**Additional printing practices can greatly optimize your resources, improve the quality of your output and reduce paper waste. You will want to check with your operating system / software in order to implement.**

➔ **A few are mentioned here:**

- PRINT PREVIEW on-screen to “see” document before actually printing it
- PAPER SIZES such as Legal or Tabloid will fit more on a sheet
- PAGE LAYOUT options such as Portrait or Landscape allow best fit for the page
- MARGIN SIZE reduction allows for a larger print area
- HEADER and FOOTER adjustments can increase print area
- PAGE BREAKS properly segment your document
- FONT SIZE adjustments for optimal presentation and best use of space
- LINE SPACING within, before, or after a paragraph can all be reviewed and adjusted
- SET PRINT AREA to only print pertinent information (spreadsheet applications)