



THE HONG KONG  
POLYTECHNIC UNIVERSITY  
香港理工大學

CAMPUS SUSTAINABILITY COMMITTEE  
CAMPUS SUSTAINABILITY OFFICE

MY GREEN PLEDGES:

# TIPS FOR USING LESS PAPER



USE LESS PAPER

Green Tips - Feb 18

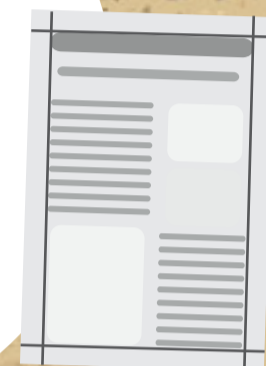
## 1. Think Before You Print

- Print only when you really need to print. Reading documents on the screen wastes no paper.
- Print on both sides whenever you can.



## 2. Review Print Output Format

- Reduce the page margins so that the documents take fewer pages to print. A smaller margin of 0.75 inch is becoming more common.
- Reduce the font size and line spacing.



## 3. Get Note-taking Apps

- Use note-taking apps to help you keep track of your information.



## 4. Select ebook

- Consider digital books and read them on the electronic devices. It can save trees and your space!



## 5. Use Online Platforms

- Produce e-materials rather than printed materials for activity promotion, registration, and surveys, etc.
- Adopt pdf format files for e-forms, digital signatures, and document editing, etc.
- Collect, store and share documents online using cloud platforms.



## 6. Purchase "Green" Paper

- Select recycled or FSC-certified papers and their products as they emit less greenhouse gases and conserve more natural resources.
- Purchasing "green" paper will also grow the market which creates an incentive for paper-making companies to follow better social and environmental practices.



**READ MORE TIPS FOR** ◆ ◆ ◆

### Using Less Paper in PolyU:

- <https://www.polyu.edu.hk/greencampus/paperreduction/tips.html>

### Saving Paper at Home:

- Dawn Gifford. *30 ways to use less paper*. Small Footprint Family.  
Available: <https://goo.gl/Z347rh>



PolyU Green Campus

