

Information in regards to the new copiers...

1. Reduce printing altogether.
 - a. Save and send it as a PDF.
Get free Adobe Acrobat here: <http://www.fhsu.edu/technology/adobe/> (scroll down and fill it out).
 - b. In Chrome save it as a PDF and email it to your student or colleague.
 - c. Print it to “CutePDF Writer” which is on every FHSU issued computer. It saves as a file that can be attached.
 - d. If you have an invoice in email that you need to turn in, don’t print it and hand it in, forward it instead.
 - e. Include attachments in meeting invites instead of printing copies to hand out.
2. Eliminate **color** personal and departmental printers in lieu of color capable copiers.
 - a. Use the supplies you have now, but when they run out, the printer will be retired.
 - b. There will be exceptions including graphics related student labs and large format printers.
3. Really reduce the use of personal and office black and white printers.
 - a. Refer to point no. 1.
 - b. All printers on campus are more expensive than the copiers. Sometimes 4 times the cost for black/white and color. Even the largest/most economical departmental printers cost more.
 - c. Consider doing tests in Blackboard instead of handing out paper tests.
4. Even though we are suggesting departments get a color capable printer in order to eliminate their color laser printers, we will set the copiers to black and white by default.
 - a. Printing in color will have to be intentional as it will need to be selected.
 - b. B/W is \$0.005 per page where color is \$0.0395 so color is 8 times the cost.
5. In order to appropriately represent the university’s brand identity, departments/offices should continue to work with University Relations and Marketing in the creation of print materials. To request design assistance, go to www.fhsu.edu/urm, click the “Submit Job Request” button and complete the form. Please work with Printing Services to ensure quality and consistency of printed materials. This is important for all pieces, but especially those used to market the university or communicate with the public. Printing Services offers options that can help you save money and properly represent the university’s brand and provides an electronic Dropbox to send files to for your printing needs, <http://www.fhsu.edu/printshop/services/>.