PRINTING
BEST PRACTICES

REDUCE

USE **DOUBLE SIDED**, **BLACK AND WHITE**, **MULTI-IMAGE-PER-PAGE** PRINTING.

REDUCE **MARGINS AND FONT SIZE** ON LESS IMPORTANT DOCUMENTS.

CHOOSE

USE **NON-PAPER METHODS** TO WORK, STORE AND COMMUNICATE.

MAKE EFFICIENT USE OF PAPER AND **ONLY PRINT WHAT YOU NEED**.

RECYCLE

CONSERVE RESOURCES THROUGH **RECYCLING CORRECTLY** AND **RE-USING PRINTED PAPERS**

IMT SCUOLA ALTI STUDI LUCCA