# SUGGESTIONS ON HOW TO ECONOMIZE ON COPYING/PRINTING USAGE ACTIVITY

Since the Resource Center does not permit unlimited copying/printing (even given that appeals may be submitted to go over the 5,000 copies/prints per year limit), each student organization must be judicious with the copies/prints that it has available in its account balance.  The following are some suggested ways to make one's copying/printing account last longer.  Please consult with Center staffers on these (and other) ways to economize on copying/printing on your group account in the future.

PARAMOUNT TO KEEP IN MIND:
- A double-sided copy/print is counted as two (2) copies/prints.
- Each color print is counted as twenty-five (25) black and white ones regardless of the paper size used.

FOR LARGE COPY/PRINT JOBS:
- Consult with a Center staffer on how to best save on one's group account to accomplish the job.  In addition, this will likely save time and errors.

FOR HANDOUTS AND LEAFLETTING:
- Make half sheets and/or quarter sheets instead of "full" sheets.
    - ➢ The easiest way to do this is to use the "Image Combination" feature button on the copier.
    - ➢ Stretch this capability even further by using 11" x 17" paper instead of 8.5" x 11" paper.
        - ▪ 11" x 17" paper counts as one copy/print despite being twice the size of 8.5" x 11" paper.

FOR ADVERTISING:
- Make larger sizes and/or use color to draw attention.
    - ➢ Use 11" x 17" paper, 8.5" x 11" letter color paper and/or large format color printed posters.
- To get more 8.5" x 11" letter flyers, combine two such flyers on 11" x 17" paper and cut them in half with the paper cutter(s).
    - ➢ 11" x 17" paper counts as one copy/print despite being twice the size of 8.5" x 11" paper.

FOR MEETINGS:
- For meeting agendas, don't copy/print out copious amounts.  Instead:
    - ➢ Make half sheets and/or quarter sheets (see "FOR HANDOUTS AND LEAFLETTING" above).
    - ➢ Make a transparency (the Center provides them) and check out the Center's overhead projector.
    - ➢ Use a digital/video projector and check one out from the Center.
- For meeting minutes, send them out via email and/or post them online.
    - ➢ Refrain from copying/printing them out for general distribution.
    - ➢ Create an email distribution list to facilitate sending information electronically

FOR NEWSLETTERS:
- Prepare an electronic version (i.e., a PDF) that can be distributed via email and/or posted online.
    - ➢ Group members should get the electronic version, while the print version should be conserved for the more "general" public/non-group members.
    - ➢ Create an email distribution list to facilitate sending information electronically