

# Cut Printing

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Many would be surprised to find that an organisation will on average spend 3% of their costs on printing. This can be even higher for academic institutions, schools, colleges and universities.

What is even more surprising is that 40% of the printing is thrown away before even being put to use.

This is shocking especially when taking into consideration tight budgets and environmental considerations.

## What can be done about this?

There are many ways to cut the cost of printing and with some simple rules and a bit of software the costs can be halved. That is a saving of 50%!

### Print Management

Install and use print management software, Print Manager Plus – the #1 print management software to cut printing!

### Print Many Copies per Page

In your printer settings you can tell it to print many sheets to a single page. As long as the text is still legible why not put four sheets onto a single page? Cut printing costs by using less paper.

### Print Duplex

Many printers allow printing on both side of the page. This is a simple way to cut printing cost.

### Print a Draft Copy

Most printers will allow you to print draft copies. This uses less ink and so saves on the cost of ink which is worth its weight on gold! Cut printing costs by using less ink.

### Use a Laser Printer

Often printing in black and white on a laser printer is cheaper than using an ink jet. Cut printing costs by investing in a laser printer. They cost more upfront but can pay for themselves in saved ink costs.

### Restrict Color

Color copies cost more than black and white copies. To enforce such a rule, you will need Print Manager Plus.

### Restrict Pages

Allot a certain number of pages to be printed per week. To enforce such an allotment, use Print Manager Plus.

### Track Printing

The best way to cut printing is to be aware of who is printing what and when. With this knowledge you can easily educate and inform those using the printers on how to cut printing. The best way to track this automatically is to use Print Manager Plus.