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Reducing paper and printer ink usage

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## How to Reduce?



- Conserve Paper
- Conserve Ink

## Save Paper



- Duplexing/Double-sided printing.
- Print preview.
- Shrink to fit/Shrink one page.
- Delete excess advertisement/banner/e-signature from articles.



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## Did You Know





Is it really necessary that  
you print this?



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Thank you

**Corporate Business Services**

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