

TIPS AND TRICKS GUIDE TO SAVING MONEY WHILST PRINTING

1. **Proof before you print**

Whether it's a book report or a letter to a friend, always run a spelling and grammar check to correct any mistakes you might have made. It's always better to look twice and print once. A lot of ink and toner can be wasted printing pages you don't need or can't use.

2. **Printing in draft mode**

There are different quality settings that will vary the life of your ink or toner cartridges. It may be automatically set to print at a higher quality than you need for everyday print jobs like emails and driving directions.

For these things, Draft mode, which is quicker and uses less ink or toner, will give you what you need. Go to **Print > Properties > print quality** and select draft quality.

3. **Print in black and white**

Colour ink is generally more expensive than black ink, so it's best to use it when you really need it. Save colour ink by switching to greyscale printing when you don't need bright hues. Go to **File > Print** and click **Properties**. Then choose the **Colour** tab and check "**Print in greyscale.**" Then just click **OK**.

4. **Print effectively from the Web**

When printing emails of web pages search for a "printable version" link. This way, you'll avoid printing any unwanted ads or other images. Alternatively, look for PDF options for documents. You can save and print these like any standard document.

5. **Control print head cleaning with inkjet printers**

The printer may automatically run routine maintenance to clean the print heads (the little nozzles that distribute the ink). If you don't want to use ink for this, here are two things you can do:

- Print regularly – once a week is a good goal. This will keep the print heads clear of any ink build up.
- If you go long periods between prints, turn your printer off from the on/off button. (Don't turn it off from the power strip—the printer needs to reset before shutting down.)

6. **Print in duplex where possible**

Duplex printing has its obvious advantages. If the printer is capable of performing duplex printing, your day-to-day paper consumption could be significantly reduced (this functionality is built into the HP Office Jet Pro 8500 and 8000).

Have a helping hand from HP...

7. **HP Officejet Pro range prints colour for up to 50% less cost**

Lower the cost of your colour prints by up to 50% per page by using HP's new OfficeJet range. Additionally, the use of XL cartridges sold in specific supply bundles will lower your average cost per page.

- Review from ComputerShopper.com:
<http://computershopper.com/printers/reviews/hp-officejet-pro-8500>
- HP video about the OfficeJet Pro Series:
<http://www.hp.com/canada/democentral/videocentral/products/ojpro.html>

- HP product brochures:
http://h10010.www1.hp.com/wwpc/pscmisc/vac/us/product_pdfs/3760400.pdf
http://h10010.www1.hp.com/wwpc/pscmisc/vac/us/product_pdfs/3752454.pdf
- 8. HP Officejet Pro 8500 and 8000 Saves Up to 50% Cost per Page and Energy Compared to Laser**
Save energy with ENERGY STAR(R) qualified printers that use up to 50% less energy than colour laser printers.
- InfoTrends CPP Report:
http://www.hp.com/hpinfo/newsroom/press_kits/2009/HPSMBEvent/InfoTrendsReportHPOJPro8X00.pdf
- BLI Energy Consumption Report:
http://www.hp.com/hpinfo/newsroom/press_kits/2009/HPSMBEvent/BLI-HP-OJP-8500.pdf
- 9. HP Smart Web Printing**
Use this free software from HP that automatically sizes pages so they print out all in the information you see on-screen. It allows you to print only the web info you need with a digital scrapbook. Available here: www.hp.com/go/swp.

The above courtesy of Edelman PR – www.edelman.com