



Sustainable Paper Use

Reuse Paper from Old Assignments and Syllabi

When printing:

- Print double-sided to cut your paper use in half. Print your cover page separately if you need one.
- Print a few slides at a time:
 - PowerPoint: Click on "Full Page Slides" in the print settings. Choose from layouts like "4 slides horizontal" or "6 slides horizontal." If printing from your own device, save your new layout as PDF before sending it to the printer.
 - Keynote: Choose the "grid" layout and select the number of slides per page. Save as PDF using the bottom left corner button before submitting to PayforPrint.

When scanning:

- Scan to PDF instead of on paper: Scanning stations are located in the Chapman Learning Commons (3rd floor of IKBLC). See the Chapman Learning Commons' scanning handout for more information.

Questions about how to scan or print?

Call 604-827-3909 or visit the
Chapman Learning Commons Help Desk
on the 3rd floor of the
Irving K. Barber Learning Centre