

7 TIPS THAT CAN SAVE YOU ON INK COSTS AND KEEP YOUR \$\$ IN THE BANK



Having a printer at home can be a big timesaver. But, unlike using a printer at work, you are responsible for buying all the necessary supplies to make your home printer work. This includes paper and ink cartridges. While paper is relatively inexpensive, Ink for printers is expensive. It almost feels like a scam when a new inkjet printer can be bought for under \$40, and then it cost \$50-70 to replace the ink cartridges. Even fancy laser printers can set you back a pretty penny when it comes time to buy new toner.

Here are 7 printing tips that will help you to save on ink.

Print the Minimal Amount of Text

If you need to print an e-mail or a website, you will use less ink if you select only the text that you need, and then copy and paste it into a word processing document. This will prevent you from printing off e-mail signatures and the advertisements that are on the side of web pages.

Only Print What Is Needed

Knowing what you need to print can go a long way toward saving both paper and ink. Most documents can be kept on a hard drive, CD, or external hard drive. Only print documents when absolutely necessary. Also, before printing out any documents proofread them first and check for accuracy. This avoids printing a document and finding an error, which then requires reprinting.

Print From the Black Ink Cartridge Only

While all printer ink is expensive, colour ink is like liquid gold. Before you hit Print, ask yourself, "Does this really need to be printed in colour?" Every printing application will allow you to print using the less-pricey black ink cartridge only; this feature can be found under properties or settings.

One Page is Always Better Than Two.

You can adjust the print settings in programs like Adobe Reader, PowerPoint, Word, and other office productivity applications so that multiple pages can be downsized and printed on one sheet of paper. This tip will save you both ink and paper.

Use Draft Mode

Some printers have a setting called "draft mode," which means the print cartridge makes a single pass before moving to the next line. This differs from a printer's normal mode, which requires many passes of the printing cartridge. Not only does draft mode save ink, it also speeds up the printing process. Though the characters created through this mode are not as bold as normal, they should be acceptable for every day, simple printing jobs.

Duplex Printing

And, it goes without saying that you should print using the duplex print mode (double sided) wherever practical. Not much of a savings on ink, but a tremendous savings of paper.

Take care of your ink and toner

With older ink cartridges, particulates may come out of solution and clog the nozzles. To prevent this, don't overstock on ink cartridges so they extend past their "use by" date. Also, match cartridge capacity to how much you actually print, to avoid having large-capacity cartridges languish beyond their time. (It's also a good idea to regularly clean the nozzles—your printer should have a setting that will clean the nozzles and print out a test sheet.)

With laser printers, toner will settle over time, causing it to be unevenly distributed on the printed page, causing faded areas and/or streaking. If your laser print quality is deteriorating, remove the toner cartridge from the printer and shake or rock it from side to side five or six times. You may be able to do this several times before the cartridge actually needs replacing.

Your Take Away

One challenge that you will face is training everybody on your staff (or at home) to abide by these tips. If everybody conserves using printer ink, then your office supply budget will see big savings. Try and find creative ways to motivate everyone to print responsibly. There are also printing solutions and technologies available that will allow you to control the print settings over the network so that you can make for certain that nobody is wasting your precious ink.

And while you're at it, you might be interested in the PC MAG 2017 [printer buying guide](#).

For more information about printing solutions that will lower your printing costs, or to learn about other cost-saving best practices for your small business, call Bob at 604.270.1730.