



# Go Green to Save Paper and Money

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As part of the General Services Agency's ongoing efforts to save the County money and protect the environment, we're encouraging all GSA employees to take some simple steps to save paper.

In particular, we're asking everyone to, whenever possible:

- Read and share documents electronically
  - Print and copy double-sided
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Thanks to IS staff, everyone in GSA should be set up to **print double-sided** on a printer/copier/scanner, and should be able to use those multi-function devices to **scan documents directly to your email**. If you don't have these capabilities or have questions, contact Help Desk at 510-208-9509.

We've also posted some simple paper and money saving printing tips on the "What You Can Do" page of the new sustainability section of alcoweb:

<http://alcoweb/sustain/>

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Thank you! Please continue to do your part to help Go Green here at GSA.