

Embracing the transition from paper to Digital Smart

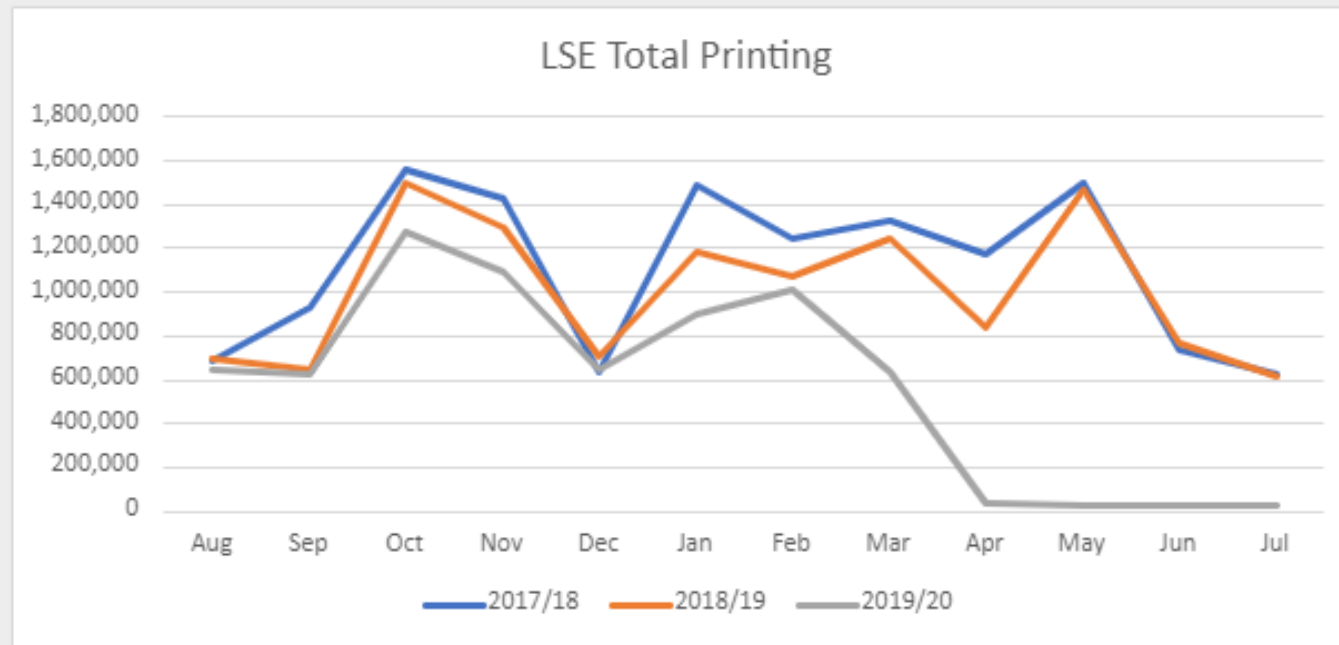
DRAFT Mar21

A digital first approach can help LSE keep its innovative lead and prepare our students for the digital workplace

About printing at LSE

per year  12 Million pages printed  about 1,200 trees  ~ £2 million

Total printing at LSE was on a downward trend before COVID: 9.6% reduction in 2018/19 compared to 2017/18, and a 12.7% further reduction in 2019/20 compared to 2018/19 before March



We can all play our part to be Digital Smart

Starting the discussion

It can help to seek a senior member of the team to sponsor and role-model your digital efforts.

A group discussion at a team or department meeting can help everyone understand the context and benefits of using a digital first approach.

Identify opportunities

Analyse where and why paper is used in your area, be it for internal or external facing business processes, and consider digital alternatives.

Reports, brochures, forms and questionnaires designed for online consumption can be more interactive and content rich (eg this [report](#) by Design unit).

Inclusive approach

The process should not be about dictating behaviours or finger pointing, but rather a conversation.

Bear in mind some colleagues may need to use printed materials or adjustments to their digital experience due to visible/invisible disabilities, or the nature of their role.

Design smart

Aim to design documents for use on screen by default, allowing you to add:

- Media and graphics
- Online forms
- Navigation links...

Also consider how you could design [more accessible documents](#) and using the [Accessibility Checker tool](#).

Print smart

If you have to print, make the most of print settings

- Black & White
- Double sided
- 2 pages / sheet printing
- Specify pages range to print
- Check preview before printing
- Scale, eg 'fit to one page'

Green tips

- Do you really need a new device? Make it last.
- Turn off devices when not in use and use energy saving features.
- Recycle unwanted electronic items through DTS

Contact - Questions, feedback, success story to share? Contact the [sustainability team](#)

Benefits of Digital Smart



Sustainable

Reduce our use of resources and impact on the environment



Cost savings

Put our resources to better use



Collaborative

Help foster peers collaboration within LSE and beyond



Time saving

Instant and up-to-date information