



New School Year, Fresh Start

The start of a new academic year, brings fresh plans for the year. When making your plans for the year, why not consider a taking a moment and giving your computer a Green Tune-up.

There are several settings on your computer that you can change, which can help save energy and paper. This newsletter contains the instructions to change your computers energy settings and instructions on duplexing your documents when printing.



Take a few moments after reading this article to check your computer settings. This will help by making your computer more efficient and help save energy and paper. Which in the long run will save you money.

DLSPH: Bans the Bottle!

Canadians have one of the largest fresh water supplies in the world. Here in Toronto we are fortunate to live on the shores of the Great Lakes, affordable clean water flows from our taps. The Dalla Lana School of Public Health has a commitment to develop and maintain environmentally sustainable practices. As a result the School will no longer participate in the purchasing of individual disposable bottles of water for School sponsored events and meetings. This policy has been in place since October 2008. It is important that water remain a common good, freely and publicly accessible. Production of bottled water is very resource intensive and has worldwide impacts. Research has shown that the City of Toronto tap water is just as safe as bottled water, and its quality is continuously being tested and analyzed. It is tested at every step in the treatment process.



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Six ways to reduce energy in your office

Reducing energy usage is one of the easiest things that individuals can do to help the environment. Reducing energy in an office building is a 'team activity'. The more participants the greater the effect on the outcome of the group. Here are ten simple ways we can save energy, starting with your computer:

1. Choose a lap top computer over a standard desk top—this can save up to 80% of the energy costs related to your computer.
2. Switch from the old-style CRT (cathode ray tube) monitor to a LCD (liquid crystal display) – this can save up to \$65 per year.
3. Cut the Power—turning off your computer, printer, and monitor at night can save \$150 per computer per year
4. Use Power Bars and Strips – flipping the switch on your power bar is a quick and easy way to turn off multiple pieces of electrical equipment at once. Power bars not only protect your computer and equipment from possible power surges, but will reduce the "ghost load" drain from the outlet.
5. Turn off the lights when you leave the room - This is an oldie but a goodie. Our parents have been saying this for decades. Along with individual office lights, make sure that meeting room, kitchen and other common area lights are turned off when you leave the room.
6. Let the sun in—for those of us who are fortunate enough to have a window in our office, natural light, especially in the winter, can offset both lighting and some heat in the office space.



If you can only do one thing...


If you feel that you can only make one change this year, change your monitor settings. Instead of running those pretty "My Picture Screensaver" set your monitor to turn off. The "My Picture Screensavers" uses more energy than not using it and leaving your computer idle. Turning off the monitor could save up to \$100 per year. When you return to work, just move the mouse, or click on the keyboard, and the monitor will power back up.




Please think of the environment before you print this newsletter

Setting Energy Settings

Changing your computer's energy settings is simple, follow these step-by-step instructions:

1. Click  on
2. Select "Control Panel"
3. Select "Appearance and themes"
4. Choose "Screensaver"
5. In the "Screensaver" drop down menu, select "none"

Change the Power Settings:

1. Just below the screensaver settings there is Monitor Power, click change
2. Select the power scheme to change. (you probably only need one for your desktop PC)
3. Change the times for all four components: monitor, hard disks, go into standby, go into hibernation.
4. Click apply
5. Click 

What does "standby" mean? Standby reduces the energy consumption of your computer, clicking the mouse or a key will "waken" the computer.

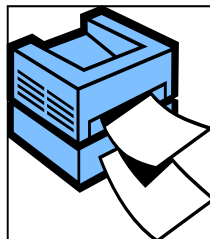
What does "hibernation" mean? Hibernation turns everything off after saving everything to memory. When you press the power

Continued from page 1—What can you do to help?

Stop purchasing and drinking bottled water. The environment is effected by the plastic bottles in the landfill and in our oceans. The CO2 foot print of manufacturing and shipping bottled water is unnecessary. According to David Suzuki, "I think that we've got to drink the water that comes out of our taps, and if we don't trust it, we ought to be raising hell about that."


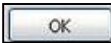
The DLSPH Bottled Water Policy can be found by visiting: http://www.phs.utoronto.ca/Greening_docs.asp


Setting Printer Settings



It's no secret that printing double-sided documents can cut your paper use in half. Most printers and copiers on in the DLSPH's Health Sciences Building are capable of double-sided printing as well as printing multiple pages per sheet. However, many people don't know the procedure for changing your printer.

To change default settings: Click on 

and select  (printers and faxes). Then choose the printer you want to change and 'select printing preferences'. Ensure that the 'set-up' tab is selected and change the 'duplex settings' to display 'open to left' and then press  to save your options. This will need to be repeated for each printer that has duplex (double-sided) printing capability.

To temporarily change settings: If you want to temporarily change the setting back to single-sided printing to print a particular document in any program, the process is similar. Select File and  to print your document. Then select the printer to be used, and hit 'preferences'. Click on the 'set-up' tab and change 'duplex settings' to 'off'.

Another option, which is available with the copiers on the 5th and 6th floor, is printing more than one page per sheet and double sided.



Reusable Bottles for Sale!

Purchase a reusable water bottle with the Dalla Lana logo on it! The DLSPH has 500 ml bottles available for only \$10.00. You can purchase the bottles from Stephanie do Rego (stephanie.dorego@utoronto.ca).

Contact Us!

For questions, information or to participate in our group please contact us at: greening@sph.utoronto.ca. You can also view our initiatives and newsletters by clicking on www.sph.utoronto.ca/greening.asp



The greening Work Group at the Dalla Lana School of Public Health was established in May 2008. The mandate of the Work Group is to implement the Dalla Lana School of Public Health environmental plan.

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