



# User Guide

# Welcome to Twinkl Green

This is our eco initiative to help save ink, money... and the environment too!

At Twinkl, we're all about helping educators. We understand that printing can be an expensive business, so we've adapted our materials to take the pain out of printing for you. We've also put together this handy guide, packed full of helpful advice and ideas; from double sided printing to paperless technology. Plus, details of our new eco products and how to use them.

Find out more at [twinkl.co.uk/twinkl-green](https://www.twinkl.co.uk/twinkl-green).

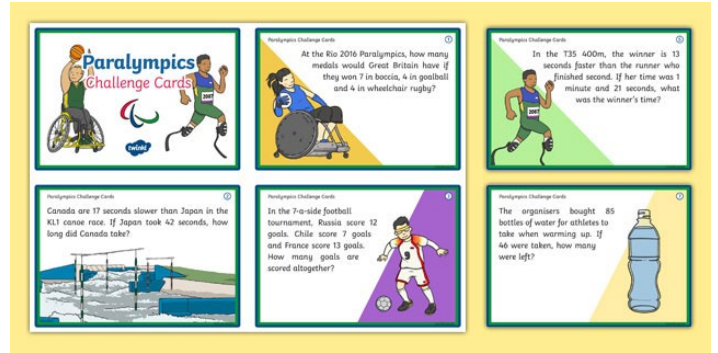
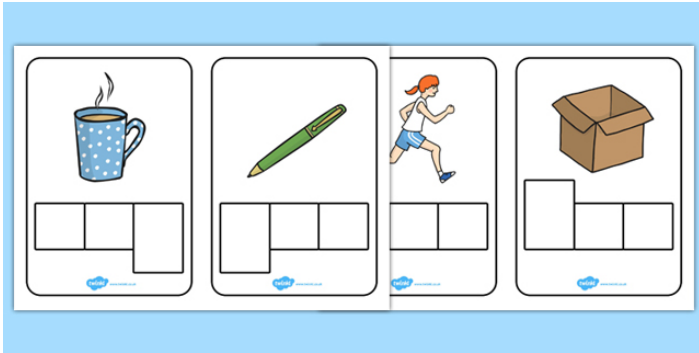
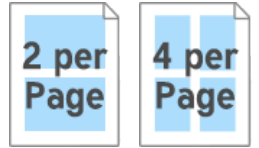
Love Twinkl<sub>x</sub>

# Twinkl Alts

Twinkl Green is all about helping our members to save money, whilst helping the environment too. So, with that in mind we've given all our new resources the green treatment, reducing the amount of ink needed to print them. While all our materials are economical, we've given you lots of options so that you can make the best decision for your classroom, from full colour display resources to Super Eco black and white activity sheets. Check out our full range of eco alts...

## X Per Page

For resources that don't need to be so big, why not try our multiple pages per sheet alts? A great way to save paper!



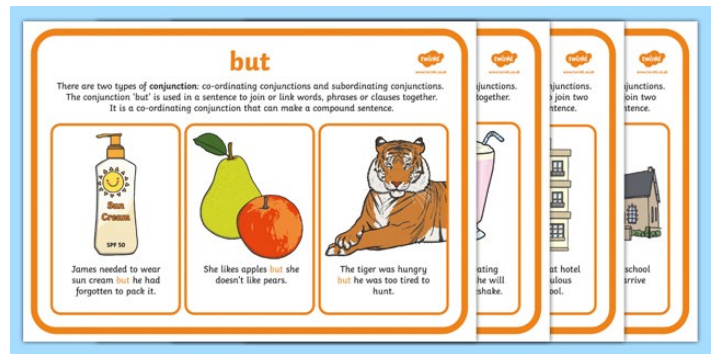
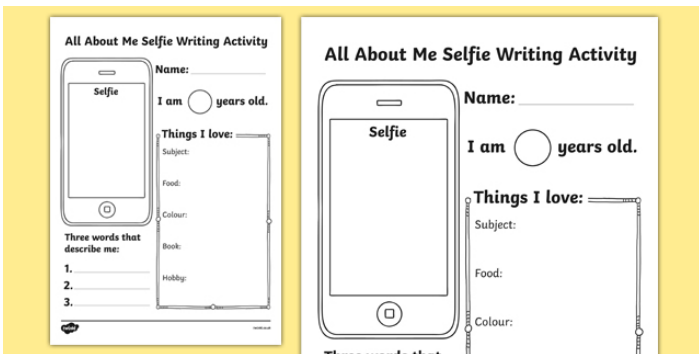
## Editable

Personalise a resource or remove what you don't need with our editable alts.



## Low Ink

If you're looking to save ink but still make an impact, try our low ink alts.



## The Super Eco Alt

Introducing our Super Eco alt. Our lovely designers have used their know-how to reduce ink further in these, our most economical alts, available in black and white and colour.

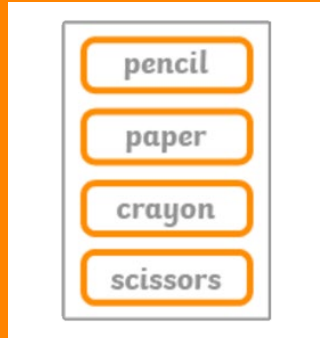


# Twinkl Create

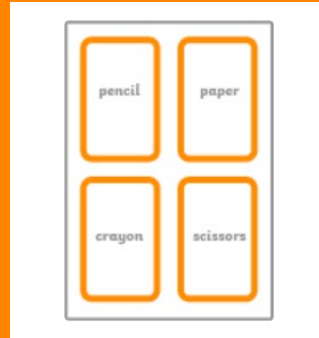
Have you tried Twinkl Create yet? In our busy lives, it's tempting to print everything out and work out what might be useful later but wouldn't it be better if you could create exactly what you want with no waste and no waiting? Visit [twinkl.co.uk/create](https://www.twinkl.co.uk/create) to get started!



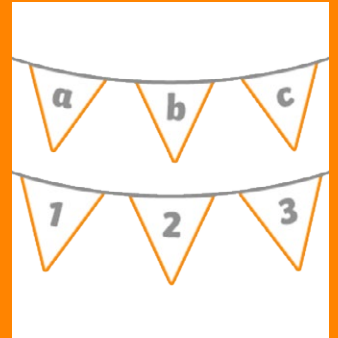
Display Lettering



Labels



Cards



Display Bunting

## Request A Resource

We're committed to our eco initiative, so if you can think of a way that our materials can be made more green, then let us know! We welcome your resource requests so if you haven't found what you're looking for here [just get in touch](#), we'll be happy to help.

# Printing

We know how busy you are, we've been there. But thinking twice before hitting the 'Print' button could have a huge impact on your costs and could even save you time in the long run. Not to mention the impact this could have on our lovely planet. So, to make it as easy as possible for you to be greener, we've put together some tips to help you print more efficiently. Of course, all printers are different and we haven't been able to cover all of the issues you may come across, so please bear in mind that some details may vary. We hope you find it useful!

## Top Tips

- Print double sided
- Print multiple pages per sheet
- Print in low quality/draft mode
- Print in grayscale colour mode
- Expand your margins
- Use the print preview function
- Only print what you need!
- Only print resources that are designed to last (e.g. playdough mats) in colour... and laminate them too!
- Print one copy then use a photocopier for the rest
- If you're printing multiple copies, check you're happy with one before printing the rest
- Ask yourself, 'Do I need to print this?'
- Refill or recycle ink cartridges
- Use recycled paper and recycle used paper
- Go paperless wherever possible. Twinkl Go, our range of digital resources, may help with this. Find out more here: [twinkl.co.uk/resources/twinkl-go](https://www.twinkl.co.uk/resources/twinkl-go)

## How To...

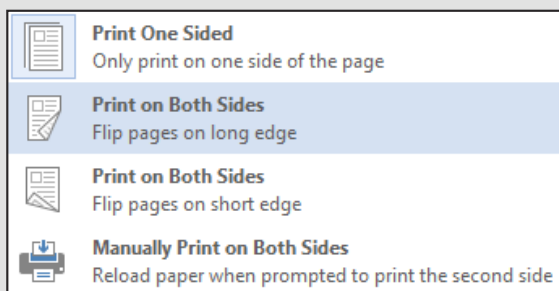
Some guidance to help you get started with the two most common paper saving techniques!

### Print Double Sided Automatically

Not all printers support automatic duplex printing but if yours does... hurrah! You can start saving paper with ease. Just follow these simple instructions...

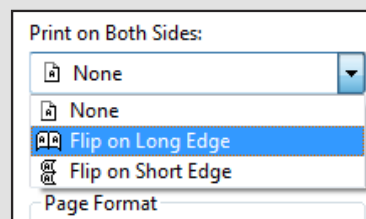
#### From Word

1. Choose File > Print
2. Change Print One Sided to Print on Both Sides\*
3. Click OK or Print



#### From PDF

1. In Acrobat or Reader, choose File > Print
2. Choose Properties > Layout
3. Select an option from the Print on Both Sides pane\*
4. Click OK or Print



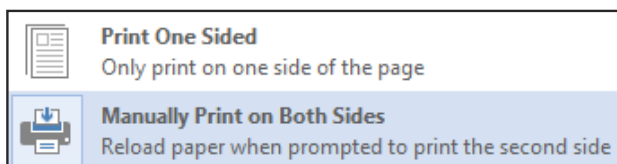
\*If you can't see this then either your printer doesn't support duplex printing or the feature is turned off.

# Print Double Sided Manually

If your printer doesn't support automatic duplex printing fear not, you can do it manually!

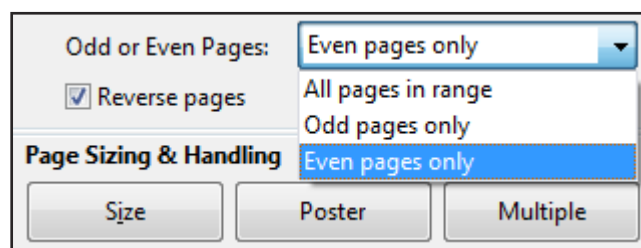
## From Word

1. Choose File > Print
2. Change Print One Sided to Manually Print on Both Sides
3. Click OK or Print
4. Word will prompt you to feed the pages into the printer again\*



## From PDF

1. In Acrobat or Reader, choose File > Print
2. From the More Options menu in the Pages to Print pane, select 'Even pages only'
3. Select the 'Reverse pages' option
4. Click OK or Print
5. If your total number of pages is an odd number, add a blank sheet
6. Put the stack of printed paper back into the paper tray\*
7. Now, choose File > Print and select 'Odd pages only' from the menu. Do NOT select the 'Reverse pages' option this time
8. Click OK or Print

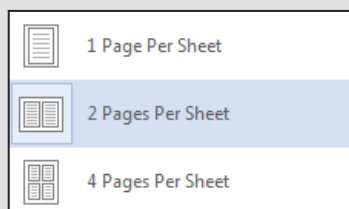


# Print Multiple Pages Per Sheet

You can print more than one page onto a single sheet of paper, so if your chosen resource doesn't need to be so big or is only for reference, why not give it a try?

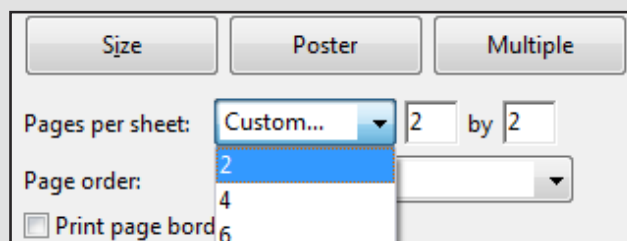
## From Word

1. Choose File > Print
2. Change 1 Page Per Sheet to desired number of pages per sheet
3. Click OK or Print



## From PDF

1. In Acrobat or Reader, choose File > Print
2. Choose Multiple in the Page Sizing & Handling pane
3. Select desired pages per sheet and choose page order
4. Click OK or Print



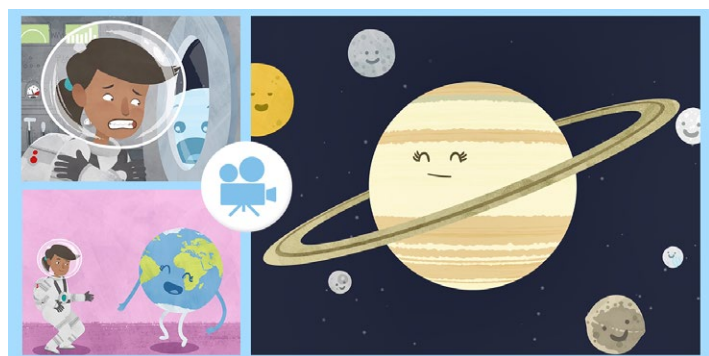
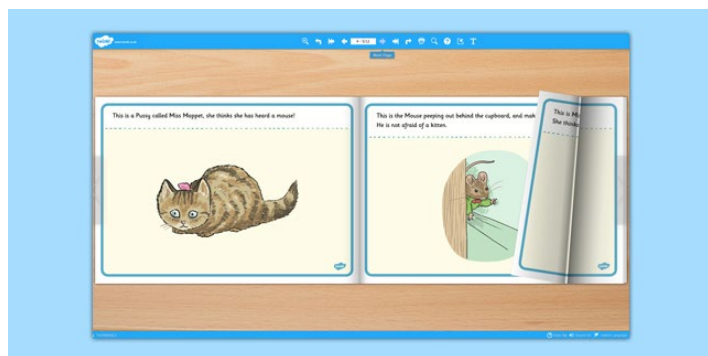
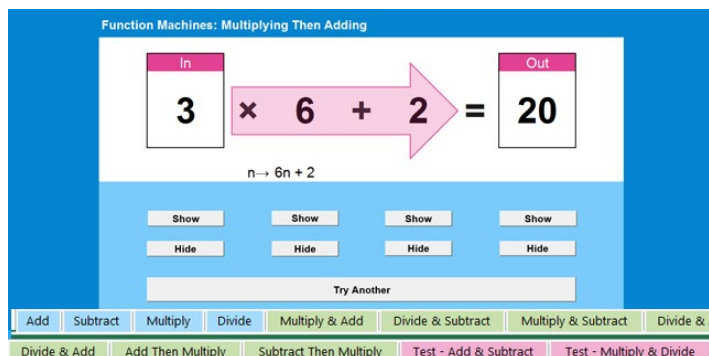
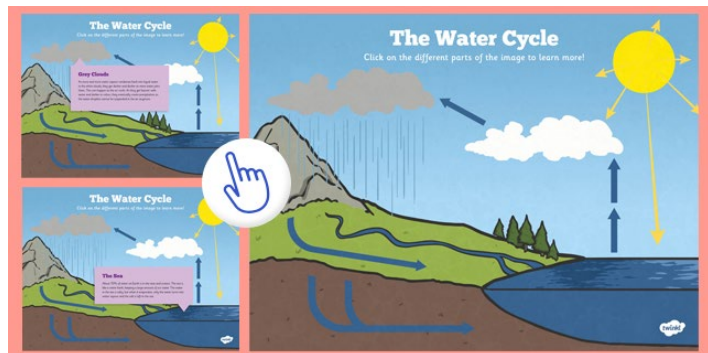
\*Make sure you do a test to determine the correct way to reload the pages to avoid overprinting.

# Paperless

Here at Twinkl, we're always on the lookout for new technologies and ways of helping improve the lives of our users through digital media. So, whenever we come across a great new idea, we'll tell you about it or apply it to our resources for you to download. Combining our materials with a green mindset, you'll be amazed by how much you can achieve... no printing required!

## Twinkl Go!

Twinkl has an ever-growing number of popular digital materials, which require no printing, helping you to save trees and money! Find out more here: [twinkl.co.uk/resources/twinkl-go](https://www.twinkl.co.uk/resources/twinkl-go)



## More Bright Ideas

- Use our PowerPoints for class activities
- Try one of our interactive PDFs as a class or for homework
- Use our assessment spreadsheets to keep track of grades digitally and stay organised
- Encourage students to complete activity sheets digitally (either in Word or Adobe Acrobat and Reader)
- Use an interactive whiteboard to present information, rather than printing it out
- Use individual whiteboards
- Use our ebooks

## Get In Touch...

We love to hear from you. If you have any questions or great ideas, [just drop us a line!](#)



#TwinklCares

If you need us, just get in touch - contact [twinklcares@twinkl.com](mailto:twinklcares@twinkl.com)

visit [twinkl.com](https://www.twinkl.com)