



Energy Savings Through Technology

When it comes to saving our country's precious energy and resources, we are instructed to think globally but act locally. Thanks to computer technology, we now have more ways to reduce our energy usage. In this article we will discuss actions you can take in your technological lives to save energy, plus provide you with information on a project that the Information Services Department is working on to increase energy efficiency.

1. Scanning Documents to Eliminate Filing Space

Storing printed documents in large metal filing cabinets is becoming a thing of the past. You can save the expense of physical cabinet space, filing folders and labels by scanning printed files into an electronic filing cabinet. When scanning you can also add meta data to the scanned file to make it searchable later on. Such meta data can include the document type, parcel number, Last Name, First Name, etc. Files can also be scanned into other applications, such as E-Agenda. This creates a fully electronic version of the agenda item which can be reviewed by agenda contributors and approvers.

2. Minimize Printing Documents that Can Be Viewed Online

If your meeting room has a computer and projector, you can skip printing out copies for each attendee by viewing the document(s) on the central projector. If attendees would like to review the document(s) before or after the meeting, you can post them on a SharePoint site so that everyone involved can access them.

3. Make Double-Sided Printing Your Default Setting

If you must print or copy a file, be sure to print it on both sides of the paper. To ensure you do this with every document, you can make double-sided printing your default setting. See this month's Microsoft Minute on page 11 for more details on making this change.

4. Turn Off Computers and Printers At the End of the Day

When you gather your belongings to head home for the day, make it part of your ritual to turn off your computer, monitor and printer. While your own individual devices may not draw enormous amounts of power, if all employees turned them off it will make a bigger difference.

5. Server Virtualization Project

For the past two years, the Information Services department has been creating virtual servers to save on energy consumption. This virtualization is achieved by partitioning the functionality of one physical server into multiple "virtual" servers, giving each application on the virtualized server the appearance and capabilities as if it were running on its own dedicated machine. Through virtualization, we are able to consolidate multiple servers (7 to 10) onto a single virtualized server. This benefits the County by increasing utilization of our computer hardware while reducing the quantity of machines required to operate the County's network. Fewer machines results in reduced equipment costs and lower power consumption.

- By Steve Linton-Smith, ITS



Microsoft Minute

Printing Double-Sided by Default

To save as much paper as possible, it is best to print your files on both sides of the paper. To ensure you are always printing on both sides, you should modify the settings on your computer such that double-sided printing is the default setting. Keep in mind that not all printers are capable of printing double-sided and each printer model may place the double-sided printing feature in a different location. Follow the instructions below to learn how to modify this setting.

1. Go to the **START MENU** and select **SETTINGS** then **PRINTERS AND FAXES**.
2. Right click on your printer and select **PROPERTIES**.

The screenshot shows the Windows 'Printers and Faxes' control panel. A list of printers is displayed, including Adobe PDF, HP LaserJet 2200 Series PCL (selected), HP LaserJet 4100 Series PCL, ITS HP4015 isprintvs, and PDFCreator. A context menu is open over the selected printer, with 'Printing Preferences...' highlighted. In the foreground, the 'HP LaserJet 2200 Series PCL Properties' dialog box is open to the 'General' tab. The 'Double-sided' option is checked and highlighted with a red arrow. Other settings include 'Color: No', 'Staple: No', 'Speed: 18 ppm', and 'Maximum resolution: 600 dpi'. The 'Paper available' dropdown is set to 'Letter'. Buttons for 'Printing Preferences...', 'Print Test Page', 'OK', 'Cancel', and 'Apply' are visible at the bottom.

Computer Class Schedule

SharePoint-Level I -- 7/9/2010, 9 a.m. - 12 p.m.

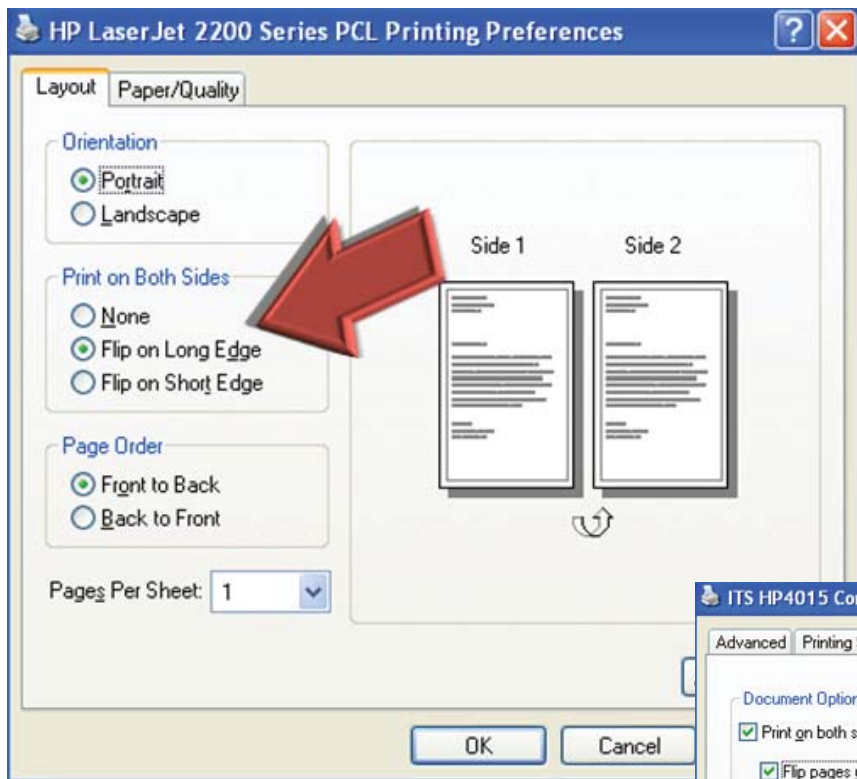
Excel-Level II -- 7/13/2010, 9 a.m. - 12 p.m.

PowerPoint -- 7/15/2010, 1:30 - 4:30 p.m.

sign up for classes, click [here](#).

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3. From the printer settings dialog box select **PRINTING PREFERENCES**.

4. Each printer model will place the double-sided setting in a different location. In the two examples, one printer places it on the **LAYOUT** tab while the other is on the **FINISHING** tab.

5. Click OK on the **PRINTING PREFERENCES** dialog box and on the **PRINT PROPERTIES** box. Close the **PRINTERS AND FAXES** window.

- By Stephen Linton-Smith, ITS

