



**For all your printing needs**  
**Papers Ain't Papers**  
*Choosing the right paper*

The factors that affect the best paper choice are simply:

- the type of printer you have; and
- the type of printing you do (quantity and quality)
  - the volume of printing;
  - the quality you are requiring (presentation, rough draft, etc).

If you mostly print documents then standard copy paper is suitable.

If you find that you are printing in high volumes, then a high quality low dust paper will be most suitable.

Most standard copy papers are suitable for both Inkjet and Laser toner printers, however, many specialized papers would be made specifically for use in one or the other. Always check the suitability of a particular paper for your printer as using the wrong products can result in costly repairs. If in doubt, check with the manufacturer of your printer.

Specialised paper includes: photo, high gloss, metallic, resin coated, acetate, waterproof paper, etc.

It is especially important to be careful where specialized papers are used in laser printers as the wrong product can cause permanent damage to the fuser unit.

*Best practices*

- Keep your paper away from moisture, heat and dust.
- It is best to keep any paper that has not been installed in your printer in its original packaging
- Keep in mind, when opening a new ream of paper the side of the paper that is facing the paper wrap seam is the best side for printing
- It may be helpful to aerate the pages before installing them in your printer
- Print duplex (double sided) to reduce cost and waste.
- Think before you print as in many cases a print may not be necessary.
- Proof-read and preview before you print.
- Be very careful when using label sheets. Only choose the best quality labels as cheap labels can peel and stick inside the printer. Also, avoid running the label sheet through your printer more than once, as this could also lead to the labels peeling off and sticking to the inside of your printer.

**Ink/Toner Cartridges, Refills, Printers, Spare Parts, Service/Maintenance**

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