

DO I NEED TO THAT?

KEEP IT DIGITAL!



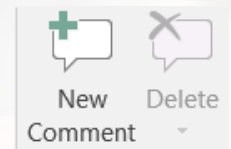
GO PAPERLESS!

- Use Flashdrives
- Keep flyers and other documents digital, instead of printed



SCAN & SEND!

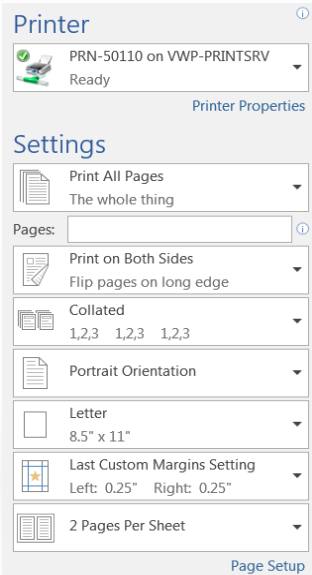
- Don't waste extra copies
- Quicker
- Print one then make copies
- Scan and distribute



EDIT ON SCREEN!

- Use editing tools in Microsoft Word or Adobe Reader to make comment or edit notes

REDUCE PRINTER WASTE!



- Print on both sides
 - Check the sample preview
 - Adjust the page layout
 - Decrease margins
 - Adjust/delete headers & footers
 - Make font size smaller to fit more on a page
 - Find printer-friendly versions of online articles
 - Print black & white
 - Select toner/ink/draft save modes
 - Copy from website and paste into Word
 - Turn off banner printing on Internet
 - If it was sent electronically, keep it electronic!
- AND MORE!

TURN  LESS  OF  THESE INTO THESE 