

Tech Tip: Using technology saves paper

The Environmental Protection Agency (EPA) estimates that U.S. offices waste enough paper each year to build a 12-foot-high wall of paper from New York to California - about 10,000 sheets per U.S. worker.

Paper consumption is steadily on the rise each year, but we can save paper in the office by using technology. With Earth Day right around the corner, now is the perfect time to get a head start.

Here are a few easy tips to save paper through technology at the office or at home:

- **Avoid cover sheets.** Whenever possible, make an effort to avoid using a cover sheet when sending a fax. Before sending the fax, ask the intended recipient of the fax if it will go directly to that person and ask if a cover sheet is necessary.
- **Use your Outlook Contacts.** Instead of using a Rolodex, use your Outlook Contacts list. Doing so will cut down on having to continuously order index card inserts and will ultimately save paper.
- **Use a document scanner.** If you need a copy of a document, use a scanner to scan the document and save it as an image. This way you can view the document, save it and avoid using paper.
- **Encourage others with your e-mail.** Add a tagline to your automated e-mail signature that reminds others to think of the environment before printing the e-mail. That information may trigger someone to think before they print.

Also printing on both sides of the paper is one of the best ways to save paper.