

# Don't print emails save them electronically

- Challenge yourself to minimise your printing of emails
- For efficient retrieval, organise and save your emails in an electronic folder system
- If you have to print, cut and paste the essential content of emails into a word processing document to save paper
- This saves money and the environment

**Use less paper. Go 'Paper-Less'**

[www.PaperLessAlliance.com](http://www.PaperLessAlliance.com)



More Info

Submit an idea – email the Paper-Less Alliance

Thanks to the Minnesota Pollution Control Agency