

Page formatting and font selection

- In larger documents, using smaller fonts can save you several pages
- Document margin defaults are usually set to around 3cm. You can reduce these margins and still provide sufficient white space for your documents
- A space-efficient font like Times New Roman uses less space than Arial
- This saves money and the environment

Use less paper. Go 'Paper-Less'

www.PaperLessAlliance.com



More Info

Submit an idea – email the Paper-Less Alliance