

# Think before you print

- Adjust your margins and use print preview before printing
- Share your documents electronically
- Edit documents using the comments tool in your PDF file or 'track changes' in your 'Word' document
- 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