

Saving Paper, Saving Trees



Using less paper is one easy way to help the environment. Why is paper-usage a problem? For starters, cutting down trees damages the ecosystem and contributes to global warming. The pulp and paper industry itself is the third largest consumer of energy and uses more water to produce a ton of product than any other industry. The production of paper also creates greenhouse gas (it is one of the biggest sources of global warming pollution in the world), and many of the chemicals used in this process harm the environment. Finally, paper becomes a massive waste problem. It takes up a huge amount of space in landfills, and its ink there can pollute rivers and streams.

Recycling paper is important, but it too uses energy and contributes to environmental pollution. Our best bet is to use less paper in the first place. Here are some ways to do so:

General Household

- Replace paper towels and paper napkins with cloth
- Avoid paper cups, plates and tablecloths
- Use erasable chalk or white board instead of note paper
- Reuse wrapping paper
- Reuse scrap paper for note-pads
- Writing smaller uses less paper!
- Use the library instead of buying books
- Bring your own bags whenever you shop – not just to the supermarket

Office and Home Office

- Use recycled paper products
- Apply for electronic bills, and pay bills on line
- Keep information digital
- Reuse paper printed only on one side; reuse envelopes

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Professional Organizing Services for Your Home and Office

- Use e-mail to replace letters, fax, memos, greeting cards, newsletters
- Take your name off mailing lists, avoid junk mail as much as possible
- Sign up with www.yellowpagesgoesgreen.com to stop the delivery of unwanted telephone books
- Manage e-mails electronically instead of printing them out
- Utilize unfinished notebooks before buying new ones
-  Please consider the environment before printing out any e-mail. Add this statement to your e-mail signature

Printing

- Think twice before you print out copies (put reminder sign on computer or printer)
- Create a pile of scrap paper whose reverse side can be used for printing
- Check your documents carefully before you print to avoid do-overs
- Shrink size of document before you print
- Make use of printer's double-sided printing feature, or print "odd pages" first then "even pages" on other side
- When printing web pages, use "printer-friendly" or "text only" versions
- Use print preview and the "print range" feature to avoid printing unnecessary info
- Print more words on each page by using smaller font, narrower margins, narrower line spacing, the "2-up" or "4-up" feature, and fonts that take up less space (e.g. Times New Roman and Ariel)
- Send a fax of a Word document without printing first
- Look into "Print Management Software" (like Green Print) which automatically detects unnecessary pages before printing
- Avoid fax cover page if possible