



Step 3: Use Paper Wisely

Recycling and buying recycled paper are great, but it's even better for your budget and the environment, if you use fewer resources in the first place.

Local Paper for London's hierarchy of tips shows you how you can best save paper and money.

STOP USE

- Use email
- Save electronically
- Stop junk mail by Registering with the Mail Preference Service – www.mpsonline.org.uk 020 7291 3300

RE -USE

Save paper used on one side and use it for :

- Making notes
- fax machines
- Inkjet printers

A good idea for printing is to set aside one printer for 'draught' printing and load it with single sided scrap paper.

REDUCE

Get more on each page:

- Print and photocopy copy double sided
- Print '2-up' (two pages on one sheet)
- Decrease page margins
- Decrease font size