



Recycling and
Environmental
Action
Planning
Society

Greening Your Office

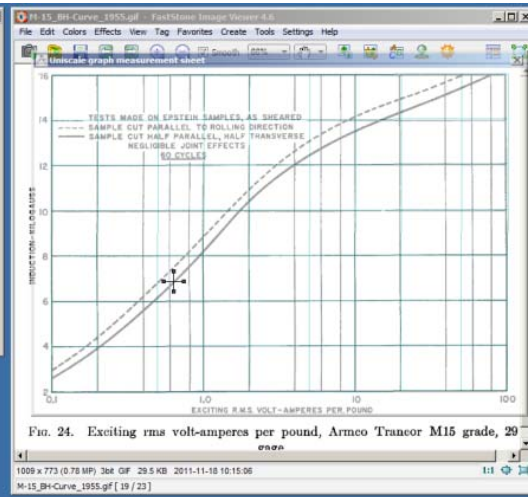
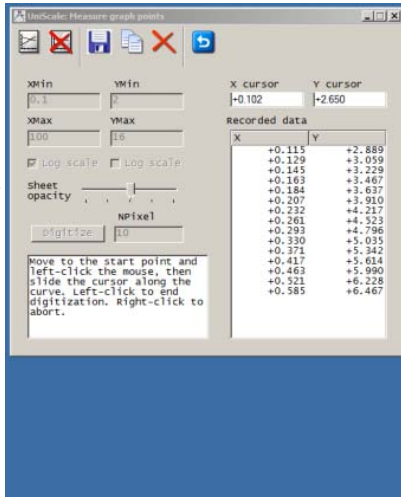
Tips by Email

Attention: **Office Staff** From: **REAPS**
Date: **June 2012** Phone: **250-561-7327**

GREEN TIP #26:

Digitize

Digitize It does seem a bit strange that in the "digital age" we still consume enormous amounts of mashed up, bleached tree pulp, most of which gets used once or twice and then tossed or recycled ("downcycled," as McDonough and Braungart would call it). The greenest paper is no paper at all, so keep things digital and dematerialized whenever possible. The more you do online, the less you need paper. Keep files on computers instead of in file cabinets (this also makes it easier to make offsite backup copies or take them with you when you move to a new office). Review documents onscreen rather than printing them out. Send emails instead of paper letters. New software like [Greenprint](#) helps eliminate blank pages from documents before printing and can also convert to PDF for paperless document sharing.



Any Questions or Suggestions? Call or Email us! 250 561 7327 or green_solutions@reaps.org