Chicago Title Goes Greener

Tips on Saving Resources

1. **Don't print e-mail attachments!** Save important files in an organized file structure on your computer hard drive for easy future reference. You'll save paper and office space!

2. **Check your printer settings.** Some studies have reported that resetting basic printer settings can save the average user 1,400 pages of wasted paper a year. You can also set the printer to print on both sides by default, further reducing paper usage. Check the manufacturer website on your user manual for details on changing your printer settings. Also, always use "print preview" before printing to avoid printing unusable pages.

3. **Switch to electronic Prelims, Commitments and Customer Service.** Title work and the supporting documents necessary for review can consume a lot of paper and can cost thousands of dollars a year to print and deliver. Consider accepting and sending electronic documents as opposed to hard copies. Save time and money by utilizing electronic document delivery. Ask me about ways we can help you manage your transactions online!

4. **Send faxes directly to E-mail boxes.** Faxing directly to a recipient's inbox opposed to their fax machine is an easy way to eliminate wasted paper.

5. **Recycle your office paper.** If you have sheets of paper printed in error or no longer necessary, consider running them through your printer on the unprinted side for proofs and personal use.

THE FACTS ABOUT PAPER USE:

- Average cost of a wasted page is $.06 cents

- About 25% of what is thrown away is paper

- 17% of wood used worldwide becomes paper

- The typical family uses on average six trees worth of paper each year

- A single mature tree can release enough oxygen back into the atmosphere to support 2 human beings