

MANAGING YOUR MONEY



Small Improvements Can Equal Big Benefits



With a little forethought, you may be able to save big when it comes to printing documents for your small or home business.

(NAPSA)—Cutting costs and saving money on paper and ink supplies may be simpler for many small and home-based businesses that heed these smart printing tips:

- **Think before you print.** Whether at home or at work, just take a moment to think and print smarter. Review all documents from the computer and only print final versions when necessary. Share soft copies of documents when possible. Also, reduce your margins in text documents to get more content on each page—so you'll have fewer pages to print.

- **Print on both sides of the paper.** Check to see if your printer offers a duplex or two-sided printing option. This automatically cuts the amount of paper being used and therefore your cost of paper supplies is reduced by as much as 50 percent.

- **Print most documents in black ink only and save color ink for when it's necessary.** Doing so will save you from having to refill more-costly color cartridges. For an easy way to make sure you “print black only,” you can download a free toolbar that works with any printer at www.Lexmark.com.

The toolbar also lets you eliminate Web ads when printing from the Internet, which can help you print significantly less. By using this option, you automatically print fewer pages and avoid printing colorful ads.

- **Join a rewards program.** Rewards programs compensate you for recycling used cartridges. For example, with Lexmark inkjets, you get a free cartridge for every five you return for recycling and for every five you buy from the printer manufacturer. Check the Web site for current offers. Or go through your local retailer or office supply store to find the best rewards program.