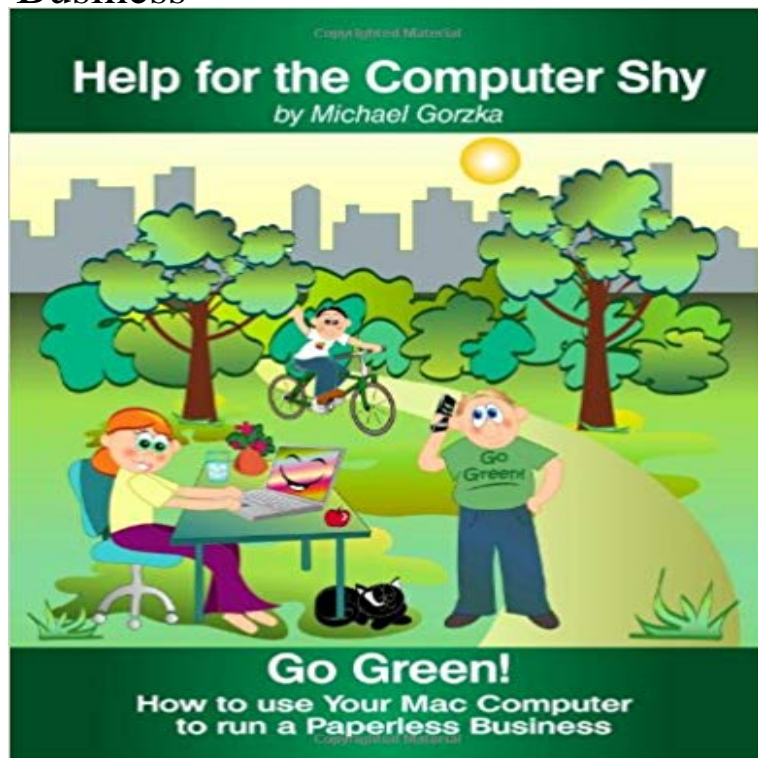


Go Green! How To Use Your Mac Computer To Run A Paperless Business



Designed for Mac computer users who want to join the fight to save the planet! # Written by an experienced computer instructor, Mac user, and business owner. # Includes complete coverage on paperless faxing, document scanning, online PO Boxes, viewing & organizing your digital documents, and how to annotate & sign PDFs. # Step-by-step visual demonstrations # Recommended prerequisite: Mac Computer Basics Go Green! Table of Contents Chapter 1 - Introduction Chapter 2 - How to get paperless receipts Chapter 3 - How to quickly organize & access your digital documents Chapter 4 - Give the mouse a rest! Chapter 5 - Mac applications paper substitutes Chapter 6 - How to send faxes without a fax machine Chapter 7 - How to digitize your paperwork Chapter 8 - How to annotate your digital documents Chapter 9 - Online PO Boxes Chapter 10 - How to back up your important files Chapter 11 - 10 ways to avoid wasting paper Chapter 12 - Where to go from here

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