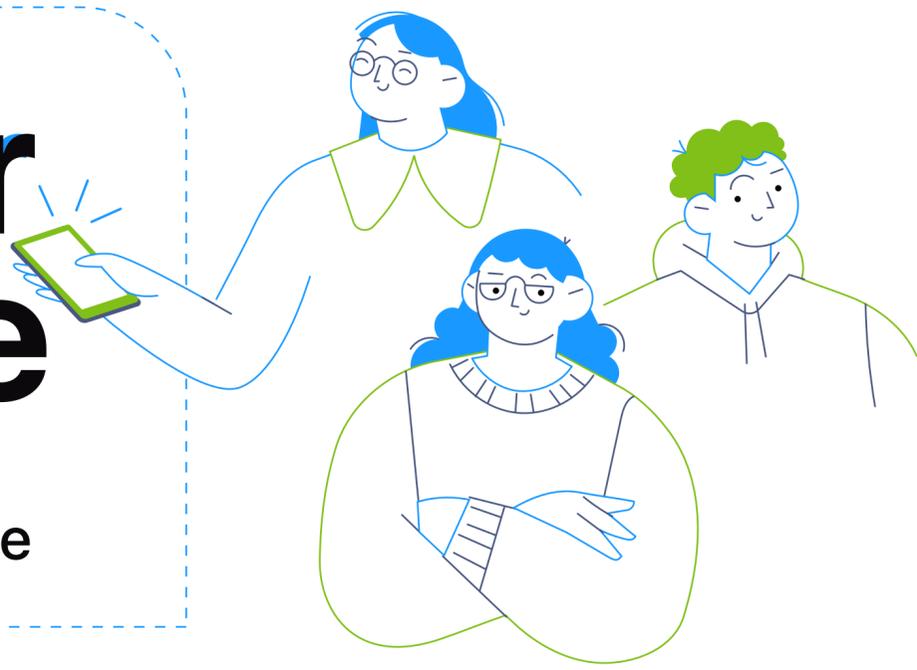


# Declutter & Digitize

A guide to a paperless lifestyle



Have you got a monstrous pile of paper documents at home that you've been meaning to tackle for ages? This guide will help you decide what to keep, what to scan, and what belongs in the recycle or trash bin.

## Declutter

	Keep hard copy	Scan & store digitally	Retention period	Recycle/Trash	iScanner tip
<b>Civil Registry Documents:</b> passports; birth, marriage, divorce, and death certificates; diplomas; social security cards; adoption papers; powers of attorney; military records; inheritance documents; pension plans.	✓	✓	Forever		Scan your important docs, as things can get lost when you move or travel, and paper receipts fade.
<b>Other official legal documents:</b> mortgage paperwork, contracts, investment statements, receipts for major purchases or products under warranty, insurance claims.	✓	✓	As long as effective		
<b>Vehicle info:</b> car title, repair receipts, loan payments, records of everything you've done such as oil change, maintenance, etc.	✓	✓	As long as you own it, you'll need these when you decide to sell your car		
<b>Tax records.</b> Any financial records related to your tax return.		✓	7 years	✓	The IRS doesn't oblige taxpayers to retain hard copies. It's perfectly legit to have digital storage. Scan your tax records and keep them well-organized in iScanner.
<b>Medical records</b>	In case of an open dispute	✓	Forever	✓	To easily access medical records, create personal folders in iScanner for family members and even your pets.
<b>Medical bills</b>		✓	Up to 3 years	✓	
Old magazines, catalogs, flyers, coupons, junk mail, various instruction manuals, etc.				✓	

480.000.000

iScanner users save around 480,000,000 sheets of paper annually.

50.000

That's 50,000 trees or 80 acres of forest and forest life every year!



# Recycle

Good news is, paper docs are recyclable! But remember that you need to obscure all sensitive personal info. Normally, it would be a couple of lines on a page that you could easily cut out or cover. We recommend shredding docs only if you have to. Recycling shredded paper is a big challenge, and very few companies can do that.



## Three rules to recycle responsibly

### Clean & Dry :

Oil or grease make the whole batch of paper unrecyclable!



### Check locally:

Contact your local recycling center and check their requirements.



### Shredded paper separately:

Never mix shredded paper with the rest of the paper for recycling!

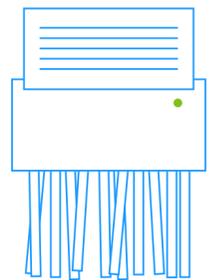


## What paper clutter isn't recyclable

- ✗ Paper with paint or crayons on it
- ✗ Wrapping gift paper, waxed paper, plastic coated paper
- ✗ Cards with glitter or plastic on them
- ✗ Paper contaminated with food (eg. pizza boxes, juice or milk cartons, brown paper bags, coffee cups)
- ✗ Post-it notes, stickers
- ✗ Receipts
- ✗ Shredded paper, wet paper (causes the fibers to break and become short)
- ✗ Paper plates, towels, toilet paper, paper tissues, even unused
- ✗ Books in hardcovers may be glued together, which makes them unrecyclable

## What kind of paper can be recycled

- ✓ Office paper, letters, envelopes (without a plastic window)
- ✓ Magazines, catalogs
- ✓ Flyers, coupons, brochures, booklets
- ✓ Newspapers
- ✓ Telephone books
- ✓ User manuals
- ✓ Books in soft covers
- ✓ Colored paper
- ✓ Cardboard



## Digitize

Even one simple sustainable habit can make a difference in the long run! Here are examples of habits you can make effortlessly that are very good for the environment.



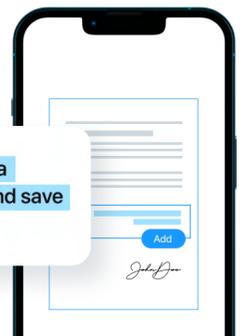
Consider unsubscribing from all magazines, sales catalogs, or any other promotional materials that are mailed to you. **Everything imaginable is available online today!**



Adopt a habit of scanning everything that lands in your mailbox. Place a permanent "Recycle" bin in the place where you usually sort mail.

Avoid printing out documents as much as you can, and use mobile devices to store them digitally. Apps like iScanner are full-cycle PDF workshops. You can share documents, edit them, add comments, and even sign just with your mobile phone.

Easily extract text from a scanned page, edit it, and save as a new document.



Carry your own coffee cup—paper coffee cups are neither reusable nor recyclable.



Contact banks, mobile providers, or any other companies that mail bills to you and ask for a digital equivalent.

Start using washable kitchen towels instead of paper towels.



Consider getting e-books rather than paper books. If you are planning to get a paper book, look at books in soft covers.



It can be very difficult to get rid of things you have emotional attachment to, like old greeting cards, children artwork, your old college notes, etc. Research, though, shows that over 80% of paper mementos are never looked at again. Instead of piling them up, pick your favorites and scan them. They will be at hand wherever you go, and you can easily share them with friends and family!



iScanner

**iScanner**, a US-based mobile scanner platform, actively promotes a sustainable lifestyle by assisting people to go paperless, as it's simultaneously a portable scanner, a PDF editor, and a digital storage system.

