

### **MSNBC: Office Depot Tip of the Week:**

- **Make your next presentation or proposal stand out from the rest:** switch from ordinary copy paper to specialized Laser or Inkjet Paper. For a few pennies more per page, your documents look much brighter and feel more substantial – it's a big difference.
- **Before an unexpected disaster strikes, consider a water-proof or fire-resistant file cabinet** now for your most critical files and client records. Some models even include both: waterproof protection and fire/heat protection in one unit.
- **Help guard against identity theft: always use Privacy Envelopes whenever you mail sensitive documents or financial information.** These envelope feature an interior security tint that prevents light from passing through.
- **Tired of tripping over tangled cords and cables?** Make smaller offices more space-efficient with an all in one machine. You'll print, scan, fax and copy all from 1 unit!
- **Protect sensitive files** with a Monitor Privacy Filter for your computer. Narrows view so others can't see your documents on-screen. Offers extra security when working in high-visibility spots like nurse stations, payroll depts. or on planes.
- **Tend to stuff your binders to the max?** Make sure you get binders with LOCKING rings, so you don't lose papers. Gain extra storage space by choosing D rings over standard ring binders – D Rings hold up to 25% more!
- **Shredders help protect you against identity theft: for maximum protection, go with "confetti-cut" style.** Your paper is shred into very small, unreadable pieces – even smaller than the regular strip-cut style shredders. Some shredders even shred credit cards, CDs and DVDs.
- **When you share files - you share GERMS too!** Help reduce the spread of colds and flu in busy offices with "Antimicrobial" File Folders. They're specially coated to repel germs – a great solution for high-traffic filing areas.
- **Now it's easier than ever to be green... (and blue... and red).** Recycled folders and other items come in more colors and style choices. Plus Recycled PAPER is equal in quality and brightness to virgin paper. Look for post-consumer content of 30% or more.
- **Are you a lefty?** Left-handed writers generally find that ballpoint pens work better and are more comfortable to use than rollerball or gel styles– the ink is virtually smudge-free and won't bleed across the page. You'll find a huge variety of tip sizes and styles
- **Chair mats protect YOU– as well as your carpets and floors!** Mats help reduce leg and back strain, and make moving around much easier. There are specialized mats for carpets and floors. For those who install or repair computer systems, Anti-Static mats neutralize harmful static buildup – protecting expensive computer components.
- **Chances are, you spend more hours in your office chair than on your living room sofa or bed!** Protect against aches and pains by making sure any chair you choose has adjustable seat height, tilt, arms and back. This way you can customize the chair to fit your shape and preferences.