

### [How You Can Save Time and Reduce Costs Using Common Ground](#)

Today's world revolves around information. The timely dissemination of information is critical to the success of almost every organization and individual. Now, you're probably producing most of your information electronically on a PC or Mac and printing to paper; then distributing the paper via the mail (internal or federal) or a courier. This is relatively slow and expensive.

With Common Ground, you can send any document electronically, have it arrive instantly to one person or thousands. It's simpler and saves you printing, paper and transport costs. Your recipients can conveniently print on demand. They see the document exactly as you intended with all graphics, fonts, formatting and color intact. This is true no matter which computer platform, applications or fonts your recipients are using.

There are other advantages to distributing electronic documents. Recipients can reuse the text and graphics (only if you let them.) Also there are tools such as searching and thumbnails to help navigate around the document and to locate important information quickly.

Since they won't be printing everything you send, you reduce the consumption of a valuable resource--paper. When you use Common Ground, you not only become more efficient, but you've done something good for the environment.