

# Quick Guide – ClimateCalc Basic calculator

## 1 Start page

Define the period of the company carbon account - one year period

**Remember** to tick mark for copy of data if you already have an account for a previous period

## 2 Company information

Type in general information about the company

**Remember** to tick mark for the printing techniques used in the company

## 3 Input company

Type in data for fuels, energy, paper and substrate waste

Make a clear description of all references

## 4 Input substrate

Type in data for specific substrate qualities (option)

Data can be typed in from:

- PaperProfile
- CEPI Ten Toe
- Other substrates

## 5 Company information

**Push** the button to mark the carbon account as completed. An e-mail will be sent to the auditor

**NB:** Afterwards you **must** upload documentation for **all** entered data.