


Enterprise Document MANAGEMENT

END-TO-END STRATEGIES FROM PRINTING TO SHIPPING

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Many of the ways that enterprises today manage their documents involve the intricacies of information technology — hardware, storage networks, software that oversees process flows, and what to archive and when.

Nevertheless, all those computing devices and techniques have not delivered on the promise of the “paperless office.”

On the contrary, according to a recent study by the Electronic Document Systems Foundation, the amount of paper worldwide has doubled every four years since 1992 and grown by an average annual rate of 6.5% for the last 20 years.

That's why paper documents will continue to play a major role in organizational environments for many years to come. This holds true for desktop-oriented media such as CDs and DVDs on which many electronically generated documents are stored (often before or after being printed onto paper). In an increasingly online world, paper documents inform and persuade in more informal, less pressured ways than their electronic counterparts, and although their uses will evolve and change, paper will not disappear.

So organizations large and small still depend on elemental and straightforward document management techniques and processes. These include utilizing the right kinds of paper on which to print documents as well as the many types of devices and containers that effectively organize, present, distribute and store them. It also includes machines such as shredders that are capable of destroying documents (and thereby preserving the confidentiality of the information they contain) when their useful lifespan has ended.

Without such document management basics, most organizations simply would not be able to function.

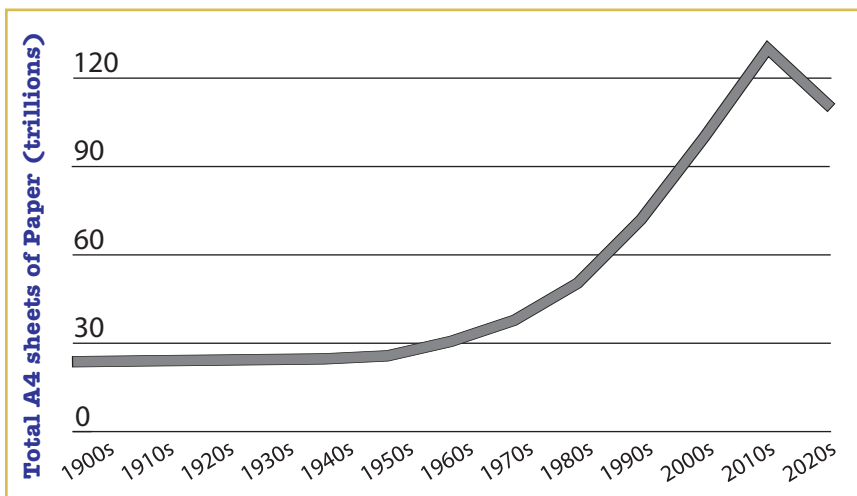
PRODUCTS SUPPORTING KEY DOCUMENT PROCESSES

In our still-paper-dependent world, organizations need a variety of equipment to handle the paper and the desktop electronic storage media so fundamental to their ability to do business.

FROM DISTRIBUTION TO DESTRUCTION

As soon as documents are created, the document management challenges begin, and Fellowes, Inc., products make meeting those challenges easier and more cost-effective. Consider the life cycle of a document:

- *Communicated and distributed* — Fellowes offers products that handle document binding, laminating products and the mail carts needed to move documents through office environments;
- *Organized* — To keep document chaos at bay, Fellowes provides desk organizers, cubicle organizers and literature organizers;
- *Stored* — In addition to Fellowes's media storage offerings, its storage boxes and storage drawers provide strong, reliable, low-cost, space-saving document storage;
- *Protected and/or destroyed* — Fellowes's powerful, durable shredders are an essential tool in preventing identity theft and protecting organizations from the liabilities associated with lost or stolen personal data and corporate espionage.



Source: Electronic Document Systems Foundation

STRONGER STORAGE SOLUTIONS

Fellowes offers two kinds of low-cost Bankers Box® storage systems.

Bankers Box Storage Drawers are designed for frequently accessed files stored in a limited space without shelving units. Storage drawers offer easy access to files, thanks to supporting frames that make easy work of sliding the drawers out. They come in three strengths, measured in terms of their stackability: basic strength can be stacked two units high, steel-supported extra strength will stack up to five units high and steel-framed maximum strength can be stacked as many as 10 units high.

Bankers Box Records Storage Boxes are best used for documents that are infrequently retrieved, and are available in three stacking strengths, as well as several lid styles, and have a quick, one-step assembly option.

THE RIGHT SHREDDER

When it comes to choosing a shredder, Fellowes suggests that you ask three questions:

- **How much will you shred and how many people will use the shredder?** Buy a large-office shredder if 10 or more users shred 5,000 to 36,000 sheets per day. Buy a department shredder if 6 to 10 users shred 3,500 to 14,000 sheets per day. Buy a small-office shredder if five or fewer people shred 2,000 to 6,000 sheets per day.
- **What level of security do you need?** Strip-cutting shredders are good, but confetti-cutting shredders offer maximum security and are recommended.
- **What do you need to shred?** Consider a shredder that can handle credit cards, CDs, staples, paper clips and greenbar paper as well as the usual office paper.



Paper shredders are an effective way to manage sensitive documents.

POWER TO THE PAPER

Documents worth keeping typically carry informational value. As studies have shown, when information is presented in color documents, it attracts more attention and is easier to comprehend and retain.

WHY COLOR MATTERS

In one study, invoices using color to highlight the amounts owed, due dates and return address got paid more than 30% faster. Researcher Dataquest has found that color documents:

- Heighten willingness to read by 80%
- Improve retention and recall by up to 78%
- Boost recognition by 78%

Yet another study by International Communications Research shows that color documents are regarded by 92% of business employees as presenting an image of impressive quality, and 90% believe color documents help attract new customers.



COST-EFFECTIVE COLOR DOCUMENTS WITH COLORLOK™

But too often, the most cost-effective way to generate color documents — inkjet printers — has frustrated users. The ink in freshly printed documents smeared because it didn't dry quickly enough. When the ink did finally dry, the paper absorbed it unevenly, so colors ended up irregular and the black-ink text was faded and not crisp.

Never again. International Paper Co., the world's number-one paper producer, has worked with the world's number-one printer firm — Hewlett-Packard — to create ColorLok technology, a breakthrough in inkjet paper that enables the quality of inkjet color documents to rival that of color laser printer output.

Thanks to this research-and-development collaboration, those who use *HP Everyday Papers* with ColorLok — manufactured exclusively by International Paper — in concert with HP inkjet printers and inks will be able to print color documents that dry much more quickly and are less likely to smear.

ColorLok technology is engineered into every sheet of the best-selling *HP Everyday Papers*, all of which are identifiable by the distinctive ColorLok logo. The ColorLok papers also work as well with other laser printers, as HP papers always have.

Special additives have been incorporated into the paper so that inks do not penetrate the paper too deeply. Consequently, documents will exhibit more uniform and vivid colors. Thanks to this "improved optical density," black text will appear darker and bolder, and even gray tones will look richer and deeper.

What's more, International Paper's ColorLok *HP Everyday Papers* are brighter and, more important, whiter than ever before — so the documents printed on them are more vibrant and brilliant than ever and of archival quality. This breakthrough technology is certain to benefit companies of all sizes, as well as individual consumers, to manage their documents more effectively and efficiently. ■

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