

# ColumbiaSoft™

## **New Tree-Saver Calculator To Highlight Advantages Of Using Document Management Software For A Paperless Office At Energy Trust Better Living Show**

*ColumbiaSoft will unveil its new calculator that helps companies determine the tree-saving benefits of a paperless office when using its electronic document management software for a greener alternative to document storage and collaboration.*

**Portland, Ore. – March 24, 2010** – With the average office worker using thousands sheets of paper per year, electronic document management software company ColumbiaSoft believes going paperless is a more environmentally sustainable and money-saving way of doing business. The company plans to highlight the advantages of its paperless office software while unveiling a new Tree-Saver Calculator at the Energy Trust Better Living Show in Portland, Oregon March 26 through March 28.

“Some studies have shown that the average office worker uses as much as 10,000 sheets of paper a year... much of it thrown away, filed away, shuffled among co-workers, and shipped in slow-moving businesses processes,” said ColumbiaSoft executive vice president, David Pogue. “Going paperless offers real environmental advantages by eliminating paper, storage, and mailing. Plus, business processes are made more efficient because it’s easier and faster to search, retrieve, and share information.”

Statistics indicate that, on average, information workers use a sheet of paper every 12 minutes, and disposes of 100 to 200 pounds of paper annually. Other studies indicate that the cost of handling, storing and shipping a single sheet of paper can add up to as much as \$30.00 over a document's life.

When managed electronically, the actual cost of paper, paper storage, and shipping are reduced or eliminated entirely. Plus, business processes often become more efficient through the use of electronic collaboration tools like version control, workflow, notifications, and electronic approvals.

ColumbiaSoft provides tools for businesses to manage electronic documents, as well as capture paper documents and turn them into electronically searchable digital files. The company’s document

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management software, called Document Locator, lets businesses reduce the use of paper by allowing them to store, share, and manage files electronically. This also reduces the need for printing and shipping of paper documents.

To help underscore the drawback of using paper, ColumbiaSoft is unveiling its new Tree-Saver Calculator at the Energy Trust Better Living Show. The calculator estimates the number of trees needed to produce typical paper items used in business like sheets of paper, envelopes, and even sticky pads.

The Energy Trust Better Living Show is the largest sustainable lifestyle show and gathering of sustainable-minded people in the Northwest region of the United States. Drawing a crowd of more than 20,000, it's a free three-day event designed to empower attendees to become more thoughtful consumers and lessen their impact on the environment by learning about high-performance, earth-friendly products and services.

**About ColumbiaSoft Corporation**

ColumbiaSoft is a leader in document management software and services designed to enhance efficiency, reduce risk, and improve collaboration. Information workers in the U.S. and worldwide use ColumbiaSoft software to manage and share paper and electronic documents, e-mail, faxes, and other electronic files to reduce costs, increase productivity, automate business processes, and meet compliance requirements. As a Microsoft Gold Certified Partner, an Autodesk Authorized Developer, and an Adobe Solutions Network partner, the company's products fully integrate with popular applications such as Microsoft Windows, Office, Outlook, SharePoint, Adobe Acrobat, AutoCAD, and more. ColumbiaSoft is a privately held company based in Portland, Oregon and was founded in 1998. For more information, visit <http://www.documentlocator.com>.

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