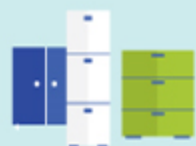# 5 Reasons to GO PAPERLESS

WHY GO PAPERLESS

Because it'll make you feel good about yourself. Not only will you be doing the environment a favor, you'll also be improving both your personal and professional lives.

We've transitioned into the Digital Age, and going paperless is a step in the right direction.

SAVE MONEY

The average office worker uses 10,000 sheets of copy paper each year. Studies show the cost of using paper in your office runs from 13-31 times the cost of actually purchasing it!

SAVE TIME

Professionals spend about 50% of their time searching for information, and roughly 18 minutes on average locating each document

SAVE TREES

It takes about 2.4 trees to produce 10 reams (500 sheets) of non-recycled office and printing paper

SAVE DATA

Paper copies are often lost or mis-placed, which is why digitizing your documents is the way to go. You can protect sensitive information by encrypting your docs with passwords and saving copies of your work in the cloud

SAVE SPACE

Not only do paper documents increase clutter on your desk, the important ones are generally stored away in large filing cabinets, which take up a lot of floor space

WHERE DO I START?

It's not as hard as you think. There are many programs that can help you go digital such as Word, Excel, Evernote, Dropbox, and OneDrive, and there are eco-friendly file formats such as .wwf that cannot be printed. What's more? Most of them are directly integrated within PDF applications such as Soda PDF to make your lives easier. So what are you waiting for? Go paperless now!

SodaPDF

SMART & SIMPLE

www.sodapdf.com

Sources

http://conservatree.org/learn/EnviroIssues/TreeStats.shtml
http://www.m-files.com/Content/documents/en/res/ECM_Stats_White_Paper.pdf
http://156.98.19.245/paper/