

# Why you should seriously consider the replacement of your manual redaction techniques ...



Typically, 'Good-Practice' regarding Document Redaction has heavily relied upon manual techniques ... Organisations frequently photocopy original documents before manually redacting the second (or sometimes third) copy using a marker pen or similar implement... This final 'redacted' copy document is then sent through a photocopy device an astonishing third time to be scanned into an electronic, redacted form.

## NOW FOR THE REALITY OF MANUAL REDACTION ...

### For Example:

An organisation has a **4-Page** form that needs to be redacted manually and it is copied **3-times** to be redacted.

The first copy is used to remove the pen pressure marks that are visible from the original and the second copy is used to pick-up the redacted marker pen content.

If that same organisation processes **10,000** forms of this type, the amount of paper that is used and the number of trees used to supply that paper is phenomenal:

In the example that organisation would have used **10,000 x 12** pages of paper or **120,000** pages in total over a twelve month period.

**Not a single sheet of paper would have be used to achieve the same Document Redaction results with the easy-to-use, cost-effective and highly-secure**

MANUAL REDACTION STAGE	TOTAL PAGE COUNT
STAGE 1: Print Original 4-Page Document	4 Pages
STAGE 2: Print Copy 2 of Original 4-Page Document	8 Pages
STAGE 3: Print Copy 3 of Original 4-Page Document	12 Pages

**1 tree** makes **16.67** reams of copy paper (or **8,333.3** sheets).

**Therefore in this scenario the manual redaction processing for that one 4-Page form alone would utilise a staggering 14.4 trees per annum... !**



For your free trial of e-Redact call us today on: **01565 873 918**