



The *Wall Street Journal* reports that the volume of paper consumed by businesses is increasing 20% annually. So much for the “paperless office.” At the same time, digital documents offer great advantages, and have become a necessity to many of today’s scientific, research, and industrial sectors.

The Office of Scientific and Technical Information (OSTI) leads the Department of Energy and U.S. Government in developing paper-to-digital (P2D) electronic workflows that convert scientific “paper” documents into electronic formats. Powerful software tools allow storage, distribution, searching, and management of these documents.

In its management and business models, OSTI uses the latest electronic document management systems (EDMS) to make digital documents accessible through customized Internet portals. OSTI has developed several EDMS Web tools that can search and retrieve across millions of documents. This and other cost-effective P2D document conversion services are now available to other government agencies.

Digitally converted documents retain the look and feel of printed originals—down to handwritten notes and signatures—while offering several distinct advantages:

- **Fast, cost-effective conversion and easy distribution.** Information is shared with anyone, anywhere via e-mail, the Web, CD-ROM, or disk.
- **Simplified searches and cross-references.** Quickly find information using keywords or text strings, while hypertext links and bookmarks move you within and between documents.
- **Compact storage options.** Entire file cabinets can be reduced to a few CDs or a Web database.
- **Security options.** Confidential documents can be protected and authenticated using encryption and digital signatures.

OSTI has all the necessary expertise to quickly and efficiently provide project services from concept to completion. If you have one file cabinet or a warehouse of legacy documents, we can design the right management and conversion system for you.

To assist you in answering questions regarding these services and associated costs, please contact:

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