

THE GREEN TREE WRITING COMPANY

Authoring & Documentation Services

GO DIGITAL & SAVE

We have prepared this leaflet to show you the main benefits of having digital Operation & Maintenance Manuals (O&Ms) and other technical / end user manuals. If you would like to discuss your own particular requirements then please do contact *The Green Tree Writing Company* and we will be pleased to help you. We pride ourselves in giving a personal service.

SUMMARY

With Digital Manuals you save:

- time
- space
- paper
- money
- and . . . help SAVE TREES

Most of the above points you will find are closely related.

SAVE TIME

Firstly, considerable time is saved with the easy access to all information by just clicking on the bookmarks or hyperlinks. Move backwards and forwards through the document, pages load in just seconds. Place a search in the document and you will find quickly the topic or item you are after.

With a paper manual it is not quite so easy, although you should have an index of main sections and sub-sections so the information can be located. It does takes time though, going carefully through the document.

SAVE SPACE

Secondly, think of the small amount of space a single CD-ROM takes. Here's something for you to consider if you have a calculator handy and we go a bit mathematical. A CD case measures 140mmW x 125mmH x 10mmD. In comparing that with a paper manual, usually presented in A4 sized 4-ring binders, the measurements are 290mmW x 315mmH x 80mmD. That, for those with the calculator, works out to about 40 times more space by volume to a CD-ROM. Projects can require several volumes (binders) to make a complete set taking up very valuable storage space. Oh, the "40 times" was for just the one binder!

SAVE PAPER

What can be said on this obvious point? All manuals produced by *The Green Tree Writing Company* can still be printed. So, if you need to you can just print a page or section, perhaps to pass on to an engineer or colleague for reference. But think of the money saved in reduced need for paper and ink or toner costs, and not to forget the wear and tear on the printer.

SAVE MONEY

It's all been said above. Save paper, save ink, save toner. Save energy costs to run the printer. Ah, but then, time is money. So you save there as well. In business terms space can be calculated in terms of cost particularly when it can be more efficiently used.

SAVE TREES

We should say we are not fully paid up members of Green Peace or any other "save the planet" organisation. But like most people in this day and age we, as an organisation and personally, are very aware that we must save all resources for our children and our future generations. So by not using so much paper, even recycled, we do help with protecting our resources.