

**CONTRACT TO MS WORD FILE:**



**SPREADSHEET TO EXCEL FILE:**



**LAYOUT TO MS WORD FILE:**



General OCR Software **PaperToOffice Pro**



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**Convert paper documents to Microsoft Office® files automatically:**

PaperToOffice Pro is a simple-to-use software application that helps users convert paper documents into electronic Microsoft Office® formats with ease. With PaperToOffice Pro, office professionals can quickly and easily scan paper-based documents into the Microsoft Office® output type of their choice directly from an intuitive user interface at Canon imageRUNNER MFPs.

Once scanned, the software executes an OCR engine and converts the file to Microsoft Word, Excel, PowerPoint®, text or PDF. PaperToOffice Pro is suitable for use by all levels of users — from beginners to professionals.

**This Canon solution features:**

- Canon imageRUNNER device
- PaperToOffice Pro



“How will I quickly convert the content of this paper presentation in a new PowerPoint® for my boss?”



“After we scan contracts in, they still require hours of editing and reformatting.”



“I wonder how long it will take to rebuild this hard-copy spreadsheet in Excel.”

**PRODUCTIVITY**

**Improve Paper-to-Electronic Workflow**

There is a wide range of business tools available to us. The most useful of these tools help people accomplish their goals and become more skilled at what they do.

So it can be frustrating when we hit barriers to productivity — like having to rekey a document into electronic format. Some companies have access to OCR software meant to ease the task, but it's often insufficient.

Canon offers a powerful way to address tasks like this. Now any user can quickly and easily transform hard-copy documents into MS Word, Excel, and PowerPoint® files on their PC, then get back to work without losing momentum.

### ■ Labor-intensive paper-based tasks can waste precious work hours:



Handout



PowerPoint Printout

**ADMINISTRATIVE TASK:**  
Needs to reuse text from hard copies. Must rekey it.

**MARKETING TASK:**  
Needs to repurpose PowerPoint® presentation, but only has hard copy. Must re-create it.



Spreadsheet



Contract

**ANALYST TASK:**  
Needs to rebuild spreadsheet based on only available print copy. Must rebuild it.

**LEGAL TASK:**  
Used basic OCR on contracts. Significant formatting still necessary.

**9 HOURS SPENT — POSSIBLY 8 HOURS MORE THAN NECESSARY.**

- ✗ Important files that only exist in hard-copy format must be rekeyed manually.
- ✗ Skilled employees spend too much time dealing with menial tasks like rekeying.

- ✗ Basic OCR scan capability is available, but good results often require significant reformatting and proofing.
- ✗ Research materials are often printed out as hard copies and need to be repurposed.

### ■ Canon efficiencies free you to focus on more important work issues:

#### Fast, Easy, Hard-copy Conversion:



Administrative task, streamlined and expedited.



Marketing task, streamlined and expedited.



Analyst task, streamlined and expedited.



Legal task, streamlined and expedited.

#### With Time Saved:



Training department can now prepare its coursework.



Slides prepared in time to plan critical strategy meeting.



Calculations of reports completed for annual budget meeting.



Contracts updated within short turnaround time.

- ✓ Vital company files are scanned and stored quickly and accurately.
- ✓ Key employees are able to focus on primary responsibilities.

- ✓ Detailed formatting and information is accurate and reliable.
- ✓ Scanning and repurposing materials into any of several different file formats is fast and accurate.