

BACKGROUND ON BUSINESS

Paying For Paper With Productivity

(NAPSA)—The road to an efficient business may start with cutting paper trails. Yet American businesses generate over four million tons of paper each year and the average office worker plows through about 12,000 sheets annually.

The problems with paper? It can cost a company a pretty penny. Besides the price of the supply itself, related expenses—such as postage, file cabinets, forms, rental costs for the space devoted to file cabinets, off-site storage and waste removal—can stack up.

Perhaps even more expensive, however, is the price paper can make companies pay in productivity. It takes far less time to post a document or send it electronically than to load a machine with paper, fix a paper jam, address envelopes, sort and distribute envelopes, file paper and haul away used paper. Also, searching through paper documents can be a tedious, time-consuming process.

To reduce paper, companies use technology such as Omnipage Pro12 Office. The software lets people scan paper documents into their computers, turning them into fully workable, electronic documents. The documents can be converted to most programs and edited however a user wants.



Cut Paperwork—Offices can increase productivity by converting paper files to electronic ones.

The technology uses what's called Flowing Page Output to maintain the page's format—all columns, tables and charts remain in place while the text flows naturally.

The software also lets users unlock "read-only" PDF files and edit them into formats of their choice—including Word, Excel and HTML. That can help increase productivity by turning unworkable documents into shared works-in-progress.

Perhaps equally important, the software lets users automatically convert and route documents or files from their computers to their network. That means offices can create searchable electronic-document archives—and that can make handling paperwork less work.

For more information visit www.scansoft.com or call 1-800-443-7077.