6 WAYS TO UNLOCK

EFFICIENCY

With ABBYY FineReader PDF Corporate

C O N T E N T

www.ABBYY.com

ABBYY FineReader PDF Corporate
The productivity booster for your business!

2

BIG COMPANIES ARE POWERED BY DOCUMENTS

Large enterprises receive and produce thousands of documents every day. Success in business is determined by their ability to effectively manage those documents and make the most out of the information they contain. They are able to organise, search, excerpt, share, edit and archive documents quickly and easily so they can run their operations efficiently, serve their customers and partners well and grow their businesses.

Even if your company already has some established document workflows, there is always room for improvement.

Many of the documents you work with may still be paper, and it is difficult to manage paper documents efficiently in our increasingly digital world. Your company can lose significant time and money trying to access, use and share the information contained within paper documents.

Digital documents can also present challenges. The ones you receive from customers, partners and vendors are often scans and image files that are neither searchable nor editable. It is not always easy to find or extract the relevant content from digital documents and it can also be difficult to share such documents securely.
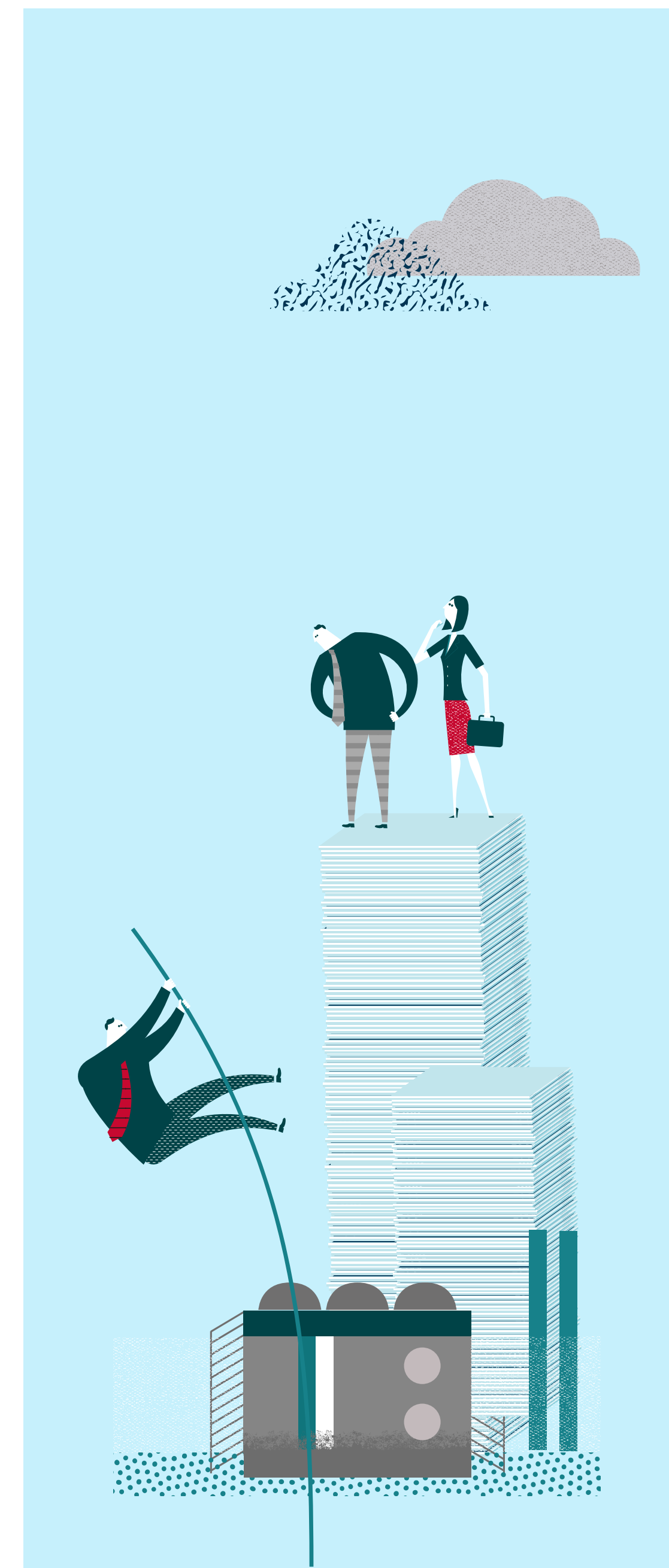
MAXIMISE YOUR TIME WITH **ABBYY FINEREADER PDF CORPORATE**
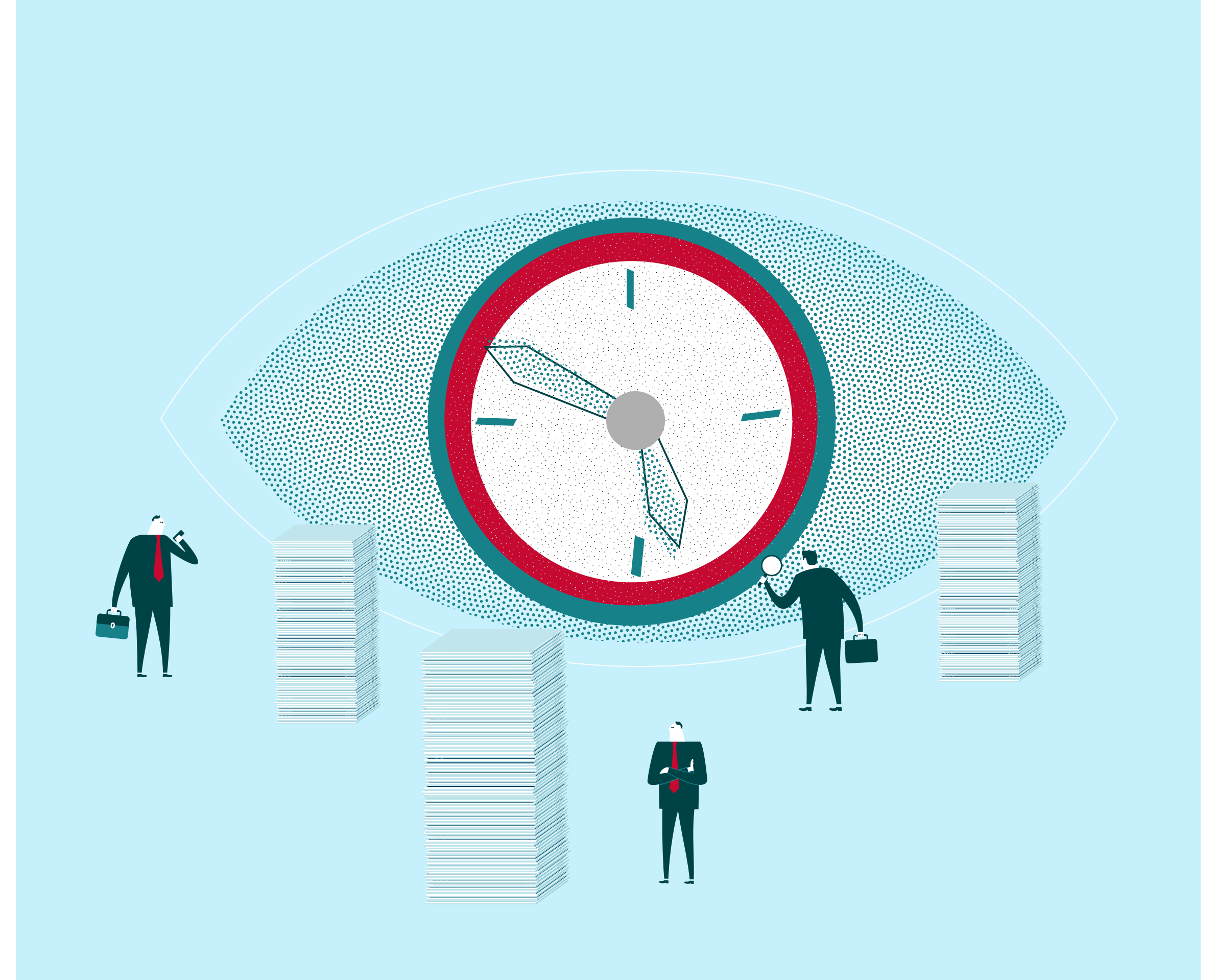
Your company may already use document management tools that have optical character recognition (OCR) capabilities. But when those tools lack accuracy, or when they cannot distinguish different types of content in your documents, employees get stuck spending time and effort trying to make the converted content usable.

www.**ABBYY**.com

ABBYY FineReader PDF Corporate
The productivity booster for your business!

4

SPEAKING OF RECOGNITION, DO YOU RECOGNISE THIS SCENARIO?

If you want to select and copy some text from a document and your text recognition software gives you poor results, you will need to spend time correcting the recognition errors from your copied text.

If you use FineReader PDF Corporate, you'll already be on to your next task.

www.**ABBYY**.com

ABBYY FineReader PDF Corporate
The productivity booster for your business!

5

WHAT MAKES FINEREADER CORPORATE THE CHOICE FOR BUSINESS

With FineReader PDF Corporate, your company can significantly speed up the processes of managing, preparing, reviewing and producing business documents – and the time saved can be spent on higher-priority work that generates more revenue.

FineReader PDF Corporate helps you:

❯ Save time and reduce overheads by eliminating the need for retyping and reformatting.

❯ Search for and find information faster.

❯ Edit and reuse document content more easily.

❯ Share and archive documents more securely.

❯ Detect changes in a document quickly.

FineReader PDF Corporate was designed to help you and your employees become even more productive.

www.ABBYY.com

ABBYY FineReader PDF Corporate
The productivity booster for your business!

6
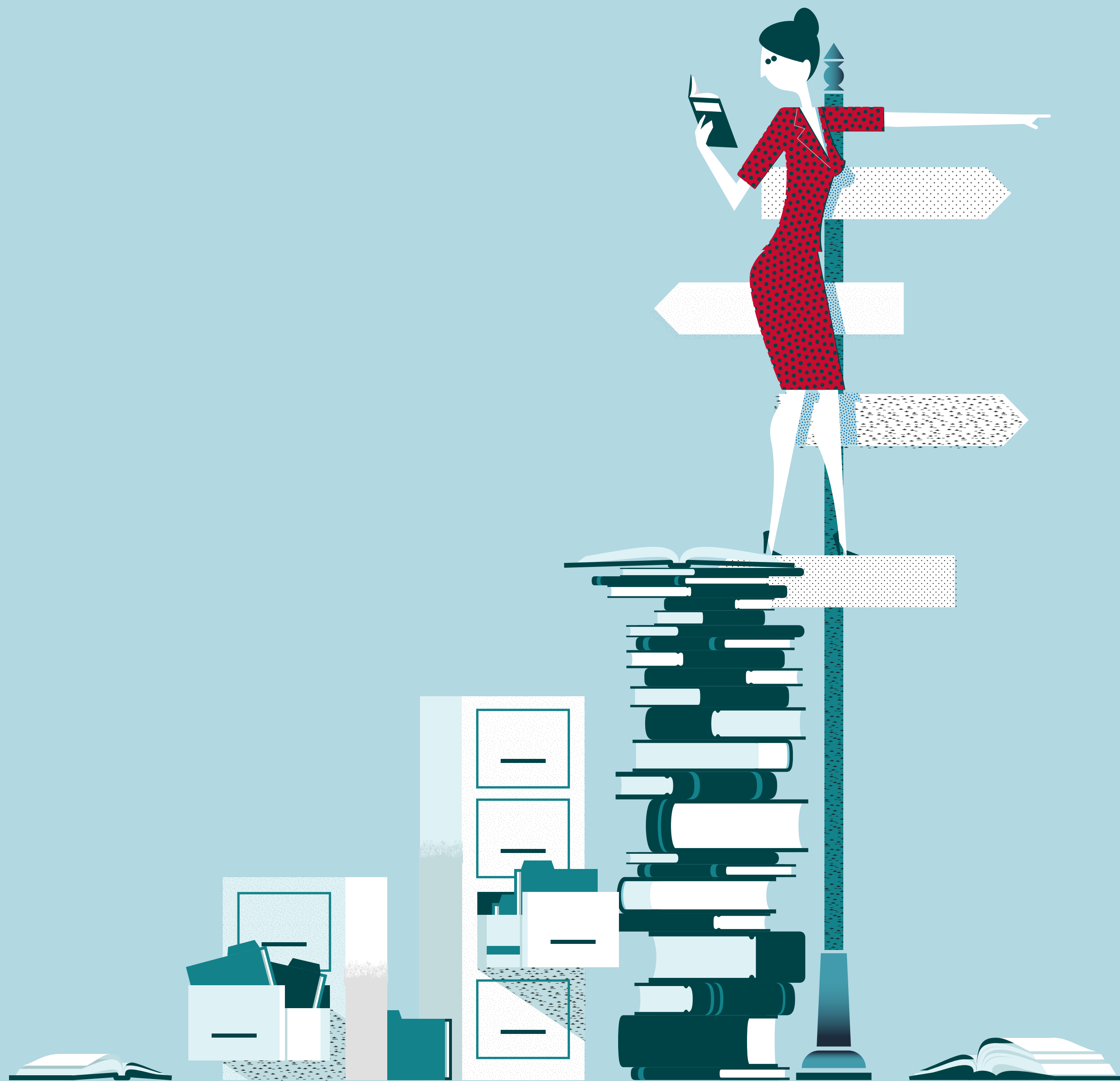
6 WAYS TO UNLOCK EFFICIENCY WITH ABBYY FINEREADER PDF CORPORATE

#1
MAKE EVERY DOCUMENT SEARCHABLE TO ACTION ALL YOUR INFORMATION

FineReader PDF Corporate enhances business intelligence, because it streamlines the processes of converting paper and digital documents into searchable, useable text. This enables you to retrieve customer, industry and internal company information more efficiently while ensuring that you never miss an opportunity to gain value from your data.

BATCH-RECOGNISE INCOMING DOCUMENTS SO THEY ARE READY WHEN YOU ARE

With the **ABBYY Hot Folder** tool you can easily set up "watched" folders to automatically batch-process incoming business documents. Local as well as network, FTP and email inbox folders can be configured as hot folders for FineReader PDF Corporate. You can also create custom, one-click Quick Tasks according to your own document-processing needs, and then share those tasks with your workgroup.

Use cases:

❯ Administrative personnel can batch-recognise incoming mail and faxes, and then redirect them to appropriate team members.

❯ PR staff can automatically create reports and press clippings as well as inbox directories with articles, presentations and other documents to search and read later.

www.**ABBYY**.com

ABBYY FineReader PDF Corporate
The productivity booster for your business!

9

QUICKLY AND ACCURATELY CONVERT ALL OF YOUR DOCUMENTS – BOTH PAPER AND DIGITAL – INTO SEARCHABLE FORMATS

FineReader PDF Corporate lets you convert images of text, such as scans of paper documents, into actual text so that you can search and retrieve the information you need faster.

Use cases:

> IT staff can digitise printed technical manuals and other documentation and make them available for quick searching in a knowledgebase.

> Libraries can provide access to books and other publications, which are easily accessible, searchable and available to more readers, than just physical copies.

CAPTURE PAPER DOCUMENTS EVEN WHEN A SCANNER IS NOT AVAILABLE

Employees can use digital cameras or mobile devices to photograph documents and images when they have no access to the office scanner. FineReader PDF Corporate automatically corrects even low-quality images and converts them into text with accuracy.

Use cases:

> Legal staff can capture documents when a scanner isn't available, like in clerk's offices, libraries and business partners' offices.

> Sales representatives can take snapshots of documents when out in the field and run text recognition on them later.

www.ABBYY.com

ABBYY FineReader PDF Corporate
The productivity booster for your business!

11

#2
EXTRACT AND REUSE CONTENT FASTER

Your employees are constantly pulling content from business documents so they can share it with others or repurpose it in other places, like presentation slides and reports. FineReader PDF Corporate simplifies and speeds up the process.

EXTRACT RELEVANT, SECTIONS FROM ANY DOCUMENT IN A SNAP

FineReader PDF Corporate recognises text with up to 99.8% accuracy*, so you can easily copy select elements such as tables, charts, pictures or text from documents. There is no need to process the whole document – just select the content you want to copy and FineReader PDF will extract and recognise it for your immediate use.

Use cases:

❯ Legal staff can quickly extract content from scanned legal documents. FineReader PDF Corporate even identifies line numbers and treats them separately from the text, so it's easy to remove them from converted documents and/or avoid copying them into new documents.

❯ Accounting staff can grab tables and charts from a variety of financial documents and paste them into reports and presentations.

* According to internal ABBYY testing. Accuracy and formatting results can vary depending on factors such as document quality and scanner settings.

#3
EASILY EDIT AND UPDATE DOCUMENTS

FineReader PDF Corporate preserves the structure and formatting of even the most complex document layouts, including text, tables, charts and pictures – so you can update and re-use the document even if you do not have the original any longer. It also makes it easy to turn existing documents into Microsoft® Word templates and use Word's ability to track document changes.

APPROVED

MAKE DOCUMENTS FULLY EDITABLE TO UPDATE AND REUSE

Make the content in any PDF or other image format fully editable so it's easy to update and modify.

Use cases:

> Legal teams can easily make changes and additions to draft versions of contracts and other legal documents.

> Marketing staff can collaborate more easily with the ability to edit and update documents.

Comment and annotate PDF documents to easier collaborate with your colleagues.

Use cases:

> Editors can clearly see any changes made since their last round of edits, so they can save time by reviewing only what's new.

> Any member of the team can get a quick view of how the document they are collaborating on has changed over time.

www.ABBYY.com

ABBYY FineReader PDF Corporate
The productivity booster for your business!

15

#4
SHARE
MORE
SECURELY

Many company documents contain confidential information, and FineReader PDF Corporate helps you keep that information secure.

REDACT SENSITIVE CONTENT

It only takes seconds to redact (black-out and remove) sensitive text or other content from your digital documents before you share them.

Use cases:

> Human Resources personnel can redact employee names and other identifying information from incident reports, employee reviews and other sensitive documents.

> Legal staff can remove names and other confidential information from documents before submitting them to third parties.

PROTECT YOUR DOCUMENTS

Add passwords and encryption to documents to safeguard their contents.

Use cases:

> Business development personnel can safely exchange documents and information with potential partners and acquisition targets.

> Engineers can add an extra layer of security to documents that contain product specifications, product roadmaps and intellectual property of all types.

#5
ARCHIVE
WITH
CONFIDENCE

FineReader PDF Corporate helps you preserve company documents properly so you can easily access and reference them in the future.

MAKE ALL OF YOUR CONTENT SEARCHABLE AND EXTRACTABLE

That way, you can mine the data later for use in other projects. You never know when you'll need to repurpose content in other documents, presentation slides and reports.

Use cases:

❯ Content managers and marketers are able to research relevant information on already covered topics and repurpose it to quickly build fresh material for distribution.

SAVE YOUR DOCUMENTS IN PDF/A FORMAT SO THEY ARE COMPLIANT FOR LONG-TERM ARCHIVING

The PDF/A format ensures that documents are completely self-contained, with all information necessary for proper display of the document – including links, fonts and colour information – embedded in the file.

Use cases:

› Every department can securely archive its documents – from legal case files to marketing plans to financial reports – for future reference, auditing and inspiration.

› Well-archived documentation, articles and specific information are much easier to find and track. Date tagging the documents allows systematic periodic checking of documents to ensure data reliability.

#6
REDUCE COSTS AND BOOST EFFICIENCY WITH CORPORATE LICENSING

For medium to large enterprise installations ABBYY offers cost effective volume licensing options with attractive discounts, making it possible to provide this software to your whole business.

AVAILABLE LICENCE TYPES

Volume licences Per Seat

Ideal for organisations of any size with decentralised or LAN-networks. This licence type allows the installation and use of one copy of the software on one particular workstation (licensing per workstation). It supports roll-out installation with single licence key.

Volume licences Remote User

Ideal for companies and organisations with IT infrastructure based on virtualization solutions. Supports desktop and application virtualization, terminal server farms. A licence of this type allows use of the software by one user and is assigned to a specific user name (licensing per user). Roll-out with a single licence key for multiple users.

AVAILABLE LICENCE TYPES

Volume licences Concurrent

Ideal for small companies looking for a cost-effective solution for all employees, workgroups, or the employees with occasional need in working with documents in mid- to large-size organisations using LAN.

Concurrent licences can be installed on an unlimited number of workstations, but the number of simultaneous users is limited to the number of licences purchased.

Software Maintenance and Upgrade Assurance (SMUA)

Purchasing SMUA services* with Volume licences allows access to software updates and maintenance releases, upgrades to the latest version, and technical support, which ensures availability of the most recent functionality, compatibility, bugfixes and access to ABBYY's support for all your employees.

* Purchasing SMUA for the 1st year is mandatory. SMUA services are provided subject to the terms and the policy.

! The **Licence Manager** tool makes assigning, adding, removing and monitoring all types of licences quick and easy.

# WHAT TYPES OF ENTERPRISES USE FINEREADER CORPORATE?

Government organisations use FineReader PDF Corporate to perform text recognition on paper and digital documents, excerpt them and archive them for digital storage.
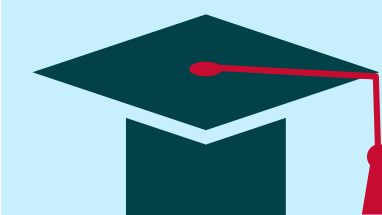
Educational institutions and **organisations** use FineReader PDF Corporate to digitise research archives, turn paper books into accessible formats and add publications to e-libraries.
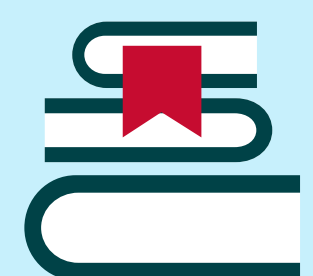
Law practices and in house **legal departments** use FineReader PDF Corporate to search and share documents, and to prepare them for eDiscovery.
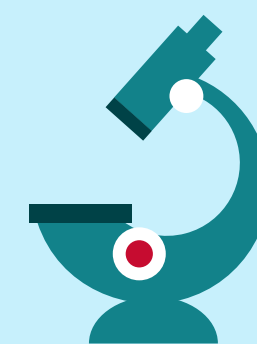
Healthcare and **pharmaceutical companies** use FineReader PDF Corporate to collect materials from disparate document sources for research.

Translation agencies use FineReader PDF Corporate to make multi-lingual content searchable and editable prior to translation.

FIND OUT MORE

With its unmatched text recognition accuracy and batch conversion capabilities, FineReader PDF Corporate is the ideal solution for companies that need to work with accurate information on a daily basis.

If you can appreciate the need for a versatile software which solves your need for an information productivity tool please contact us today and test this incredible software for yourself.

› Download TRIAL