



Office Makeover

Keeping documents up to date is an endless task.

Recreating old or lost documents and re-entering data adds extra steps and wastes time.



PC



Mobile



MFP





Convert to MS Office

Don't start from the beginning again.

Upload and convert to an editable Microsoft file (.doc, .ppt, .xls).
Save time, save money, save steps.



PC



Mobile



MFP

Sylvia is working from home and needs to update several old marketing brochures, which are image-only PDF documents.



She batch uploads, converts them to Microsoft Office files, makes inline updates, then routes them to DocuShare Go, on which she can now collaborate with colleagues and republish.

xerox™



Convert to MS Office

Even a PDF is not necessarily final.

Take an important file, upload it, and convert it to an editable Microsoft file (.doc, .ppt, .xls). Save time, save money, save steps.



PC



Mobile



MFP

Kate needs to update a PDF client proposal prior to their meeting.



In the taxi, she can convert and change information, enabling her to present the corrected proposal.

xerox™



Convert to MS Office

Don't start from the beginning again.

Lost the original digital document?
Upload and convert to an editable
Microsoft file (.doc, .ppt, .xls).
Save time, save money, save steps.



PC



Mobile



MFP



Marc only has the hard copy
of a slide he needs for
a presentation.



He can scan at the MFP
and convert to the MS
Office .ppt file format for
easy inclusion.



Convert to MS Office

The case for automation

The need.

The client needs to update numerous PDFs due to new legal mandates.

The problem.

Source files sit with an external agency, meaning additional costs when requesting changes.

The automated solution.

Set up a new workflow to monitor a cloud folder. Each time a document is added, it converts the file to MS Word for easy editing. The edited file can be converted to a PDF again and reposted at no additional cost.