



## How do you find image-only files once they are stored?

If named and tagged correctly, quite easily, but who has the time to do just that?



PC



Mobile





## Convert to PDF

Avoid the need of adding metadata tags, just so you can find the document again!

Search for the content contained within – quick, easy, and accurate.



PC



Mobile

Your business is moving to a new cloud-based storage solution, many of the files are Image Only PDF formats.



Your team can batch upload the files to be converted into Text Searchable PDFs, saving time adding metadata.



## Convert to PDF

Standardize your documents.

By converting files to PDF, you can ensure everyone you deal with, or work with, can view them.



PC



Mobile

Your team needs to share key documents with mobile workers. Keeping file sizes small is essential.



By converting to the PDF/A format, businesses can streamline document sharing and collaboration, and gain long-term digital preservation.



# Convert to PDF

## The case for automation

### **The need.**

The client needs to convert legacy, image-only, scanned documents to a Searchable/Archival Format

### **The problem.**

Converting each file individually takes a huge amount of time and effort.

### **The automated solution.**

Set up a new workflow to monitor a cloud folder. Drop all the old files in the folder and let the conversion to the new format happen automatically and in the background.