

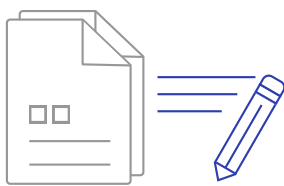
How Government officials can improve their invoices and forms to decrease overhead costs with PDFelement

Introduction

In an era of tight budgets, government agencies need to find efficiencies to continue delivering the most value to citizens. One means to achieving this is through automation and standardization of form and invoice workflows. A compact PDF solution like PDFelement can be your key to inexpensively unlocking the efficiencies of a paperless office, improving your form productivity and eliminating delays.

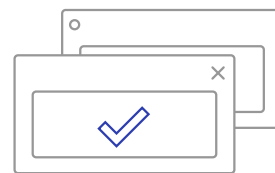
The savings of workflow automation can be substantial. According to the Association for Information and Image Management (AIIM), auto-document processing can eradicate up to 75% of hidden labor costs associated with manual data entry, document backlogs and employee overtime.¹ At a fraction of the cost of Adobe Acrobat DC over two years, PDFelement is your most convenient PDF alternative for accessing these advantages. Its user friendly software ensures quick and seamless adoption. While its advanced form technologies simplify form creation and cut form data entry times by over 90 percent.

6 reasons to switch to PDFelement, for your Mac or Windows office



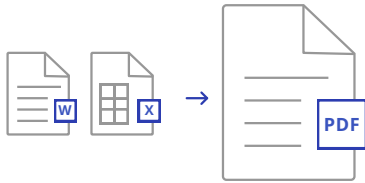
Smarter, Faster Text Editing

Edit documents just like you would in Microsoft Word without losing formatting or fonts.



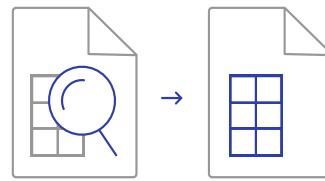
Unified Office 2016 Design

A new interface ensures a short learning curve and familiar experience remarkably consistent on Mac and Windows.



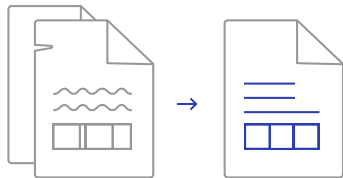
Form Recognition

Create interactive, fillable PDF forms from Word and Excel files at a click.



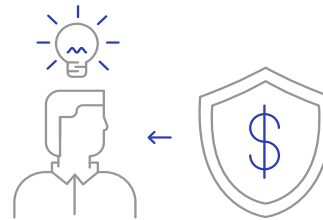
Advanced Form Data Extraction

Extract data from forms and eliminate errors and delays caused by manual data entry.



Extract from Paper

PDFelement's unique form technology even extracts information from paper forms.



Simple, Affordable Pricing

You don't have to pay subscription prices that pile up over time. Your one-time investment gets you full access.

PDFelement - Highlights for government professionals

- 256-bit AES encrypted password controls on specific functions like printing, filling, editing, viewing and rotating
- Permanently black out sensitive information with customizable click and drag redaction tools

- Transform scanned papers and photos into editable, selectable and searchable PDFs for easy indexing and auditing
- Automate form processes with form recognition and form data extraction

Key Features

- Customizable access controls.
- Redaction tool
- Optical Character Recognition (OCR)
- eSign+ for signing documents on the go
- Breakthrough form recognition and form data extraction technologies

The Benefits of Form Automation

In addition to tools to create, edit, combine and convert document files, organizations require ways to automate workflows. The benefits of robust form technologies and data extraction tools are many. With PDFelement's automatic form tools, you'll be able to

- Simplify scan-and-capture of paper documents, reducing processing time, delivery costs and space needed for storing paper documents.²
- Speed up data entry from forms by over 90 percent.
- Eliminate errors associated with manual entry of information.
- Reduce repetitive strain injuries caused by excessive typing.
- Improve data security & privacy.

Advanced form tools with PDFelement

PDFelement Professional introduces advanced form technology that can recognize form fields in imported Excel and Word documents at a click. It can also extract information from forms just as easily, through a new form data extraction feature. This can extract form data from up to hundreds of forms into a single .CSV file in minutes, eliminating costly, time consuming and unhealthy manual data entry.

Data Extraction -- even straight from paper

PDFelement's data extraction even works on scanned paper forms or photos of forms: i.e., documents without selectable, searchable and editable text objects. With PDFelement's form field tool, you can highlight sections of the scanned form you wish to extract. At a click, you can then process literally hundreds of identical scanned forms in seconds. PDFelement is unique in that it will automatically use its built-in Optical Character Recognition (OCR) to accurately recognize, extract and sort information from the areas you have highlighted.

Badly designed PDF software holds back document workflow automation

You can find many PDF solutions with form technologies that will allow you to create interactive, fillable PDF forms. Surprisingly, however, the design and cost of many of these solutions is perhaps the most significant obstacle to their widespread adoption.

Elaborate menus and exhaustive feature sets make navigation annoying, sapping time which could be better spent completing tasks. In addition, Adobe Acrobat and similar products with form technologies include many tools which your average knowledge worker will never use. Yet these still inflate the overall cost and add more unneeded complexity. Other obstacles thrown up by vendors include subscription prices that pile up over time; complicated licensing and intrusive auditing policies; and limited customer support.

PDFelement, the most convenient way to work with PDF invoices, forms and reports.

Affordable Lifetime Investment

Get everything you need to create, edit, convert and combine your PDFs plus advanced form tools at fraction of what Adobe Acrobat DC will cost you over two years.

No Sweat Licensing

Your single investment gets you lifetime access with no strings. Your ITs will never have to endure the pressure of an Adobe audit. With PDFelement's perpetual license model, deployment is simple.

The Bottom Line: Buy a lightweight form solution

With its short learning curve and intuitive design, PDFelement is the most convenient and cost-effective way for your government office to equip employees with powerful document and form tools. These improve your document productivity, cut office overhead and eliminate unreasonable labor costs, leading to savings you can turn into value for citizens.

Works Cited

- 1 Nick Geddes, "Turning Documents into Data: using data capture to improve document processing," AIIM, 2014.
- 2 Dan Lucarini, "The 5 Strategic Benefits of Transforming Information Management with Intelligent Document Recognition". ibmL/AIIM, 2016



The PDF Association exists to promote the adoption and implementation of International Standards for PDF technology across developers, software vendors and end-users.

The Mission of the PDF Association is to promote Open Standards-based electronic document implementations using PDF technology through education, expertise and shared experience for stakeholders worldwide.

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