

# Efficient document workflows for modern public administration

## **Digitize, convert, annotate, and edit documents with ABBYY® FineReader® PDF**

Digital transformation in public administration requires new ways of working and modern tools. FineReader PDF offers comprehensive document processing tools and convenient conversion options for day-to-day tasks at the workstations of digitized administration. FineReader Server complements these resources with powerful, scalable digitization and conversion functions on a central server.

The implementation of the EU eGovernment Action Plan 2016–2020 and such national regulations as the German E-Government Act or the UK Government Digital Strategy is designed to make the civil service more modern and efficient – and hence to connect authorities and citizens more quickly and successfully. Through the use of digital IT solutions, individuals and companies are already being offered selected electronic administration services, independent of location or time constraints. As these online services expand, digital cooperation among individual authorities and offices will advance.

Daily tasks involving the handling of digital documents in PDF format will thereby arise in digital administration. This is where FineReader PDF shows its strengths. Whether you want to comment on your documents for effective collaboration with colleagues or edit the data, FineReader PDF will assist you. Documents can be made searchable or converted to PDF/A format for future-proof archiving, or to PDF/UA format to ensure accessibility. It is also possible to convert PDF data into commonly used office formats for further processing.

Comprehensive security options ensure that work is secure and transparent. Documents can be encrypted and password-protected against unauthorized access or accidental editing. Digital signatures certify the processing steps, and users can mark documents using ready-made stamps or stamps they created themselves.



Digitizing and making documents searchable using OCR (optical character recognition) can be done directly at the workstation using FineReader PDF. For large quantities of documents, FineReader Server is the product of choice. This powerful solution converts digital documents and makes them searchable, and it is also scalable as required. FineReader Server can also be integrated with SharePoint®, thereby supporting numerous specialized procedures.

## FineReader PDF Desktop

### Master the process of digitization at every workstation

- Conversion of paper and digital documents
- OCR (optical character recognition) turns scans into searchable PDF documents
- Comprehensive comment functions for collaborative work
- PDF editing and optimization
- Securely remove confidential information from documents and metadata
- Automatic comparison of document versions
- Security, thanks to encryption and digital signatures
- PDF/A for secure long-term archiving
- Tagged PDF and PDF/UA for document accessibility

## FineReader Server

### Centralized document digitization

- High-performance, scalable, server-based optical character recognition solution
- For the automated conversion of large volumes of documents
- OCR technology converts documents with an accuracy of up to 99.8%
- Recognition of historical fonts
- Various export formats (e.g. PDF, PDF/A, XML, Microsoft® Office® files)
- Suitable for paper-based and digital input formats (e.g. documents from scanners, fax machines, e-mail servers, folders, and Microsoft SharePoint libraries)
- With integrated indexing function, document separation and barcode recognition



## Document digitization

With FineReader PDF, you can easily convert all incoming and existing documents into searchable, digital formats. You have the choice between manual and automated conversion (Hot Folder function). This means you can simplify and enhance access to documents and information considerably compared to traditional paper records.

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## Streamlining document processing

Speed up processing time on your tasks. FineReader PDF offers numerous editing and collaboration tools for documents in PDF format.

You benefit from machine-based information search capabilities and the smooth exchange of documents across your organisation.

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## Long-term archiving

FineReader PDF offers well-developed functions for optimal preparation of documents for digital archiving. You can compress PDF files significantly without impairing their visual quality. Support for PDF/A format enables long-term access to your archive, making it future-proof in terms of technology.

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## PDF accessibility

No limits on user groups or technologies: FineReader PDF supports conversion into formats that enable document accessibility. Documents digitized using text recognition (OCR) make image files – such as those from scans, for example – accessible to screen readers.

## Volume licensing for administration

ABBYY offers volume licensing at attractive discounts, enabling companies and organizations to empower more employees with digital workflow productivity tools. This means resource-intensive document processes can be optimized, costs can be lowered, and the time required for working with paper documents and PDFs can be reduced.

