



PaperToOffice Pro™

Go from paper to digital

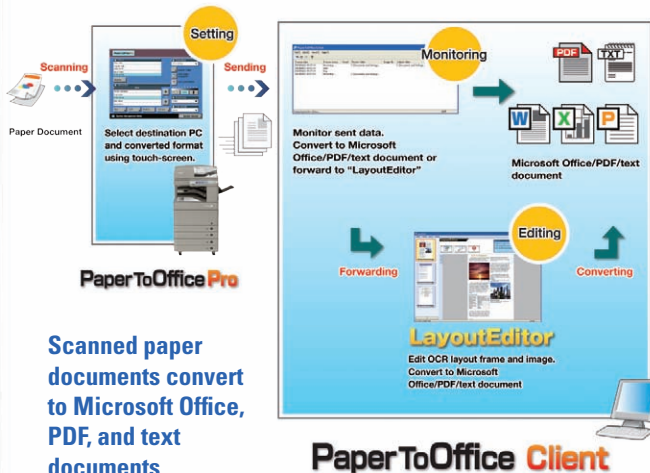
- paper-to-digital solution
- selected file format conversion
- easy document delivery

SOFTWARE SOLUTIONS



Convert paper documents to electronic Microsoft® Office files automatically.

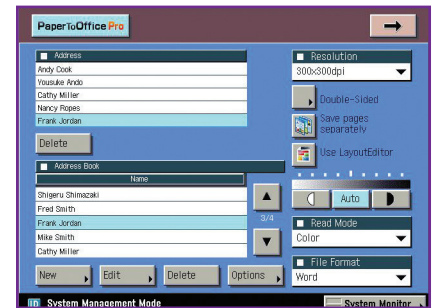
PaperToOffice Pro™ Go from paper to digital



PaperToOffice Pro is a simple-to-use software application consisting of embedded and desktop components that convert paper documents to electronic Microsoft Office formats. Using PaperToOffice Pro, end-users are capable of scanning paper-based documents and selecting the Microsoft Office output type of their choice directly from an intuitive user interface at Canon imageRUNNER and imageRUNNER ADVANCE systems.

When documents are scanned, the PaperToOffice PC client automatically executes the OCR engine and converts the file to Microsoft Word, Excel, PowerPoint®, text, or PDF. Using its high-accuracy OCR engine, PaperToOffice Pro allows all levels of users—from beginners to professionals—to extract characters from the scanned paper documents, automatically recognizing font size and color in the document.

By taking advantage of the imageRUNNER and imageRUNNER ADVANCE systems' core scanning capabilities, users can easily scan single- or multiple-page documents, specify resolution, color depth, tone, and single-/double-sided scanning. In addition, users can easily deliver documents to the appropriate destination by selecting them from the PaperToOffice Pro address list at the device.



Up to five addresses can be selected at the front panel of the imageRUNNER device.

Convert Paper Documents to Microsoft Office Data Using a High-Accuracy OCR Engine

PaperToOffice Pro contains a powerful, built-in OCR engine that accurately and quickly converts documents to the file format selected by the user (Word, Excel, PowerPoint, text, or PDF). PaperToOffice Pro delivers comprehensive OCR capabilities and the following key results:

Microsoft Word

When a paper document is converted to an electronic Microsoft Word document, landscape or portrait orientation is automatically detected. Additionally, the position of text and images as well as character size and color will be recognized.

Microsoft Excel

Tables in a paper document can be converted to a Microsoft Excel file. Ruled lines are recognized automatically.

Microsoft PowerPoint*

With PowerPoint documents, the position of text and images are recognized with great accuracy.

Text Document

The purpose of converting documents to text is to recognize character information only and convert this data to text format. This is useful for recognizing and converting certain parts of a paper document and copying the data to another application.

* Conversion to PowerPoint is not available to Mac users.

PaperToOffice Pro

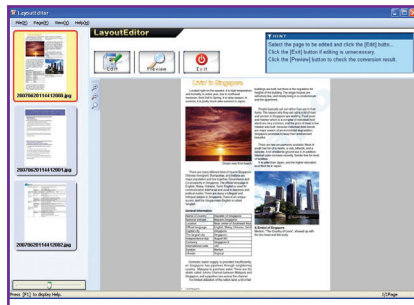
PDF

Standard PDF and Searchable PDF can be generated. The characters in standard PDF can be edited using Adobe® Acrobat® Professional/Standard.

LayoutEditor*

If the result of auto-recognition doesn't meet the user's standards at first, attributes in the scanned document can be edited by using LayoutEditor. This function allows PaperToOffice Pro to edit the document layout and convert image data using an automatic OCR process. By pressing the LayoutEditor button on the front panel of the imageRUNNER or imageRUNNER ADVANCE system, documents can be sent in the same way as auto-recognition.

LayoutEditor makes it possible for users to convert even the most complex documents, and it's ideal for converting paper-based documents into PowerPoint presentations.



Within LayoutEditor, you can manually recognize document attributes, including text, images, tables, and figures.

Customer Benefits

PaperToOffice Pro offers many benefits as described below. The most significant ones, however, are its ease of use and ability to aid users in the easy conversion of paper-based documents into usable Microsoft Office files.

Time-/Cost-Savings

- Manual labor time reduced (no need to retype or create documents from scratch)
- Easy deployment—no server, no administrator
- No need to prepare a special PC—just use your own (OS: Windows® 2000/XP/Windows Vista®/Windows 7/Mac®)

Increased Productivity

- Ease of use that requires little training
- Integrated directly into the imageRUNNER MFP for simple operation
- Elimination/reduction of typing work

Application Environments

PaperToOffice Pro is positioned as an easy-to-use, general office application that can be used in any market environment looking to improve work efficiency.



General Office

- Meeting materials, including financial reports (Excel spreadsheet), strategic plans (Word), press articles (PDF, text), and PowerPoint slides.

Education

- Students and faculty can capture and store paper-based assignments and syllabi electronically for future use.

Healthcare

- A healthcare facility can use PaperToOffice Pro to convert medical records and patients' personal information into electronic format.

Simplify Your Document Creation

PaperToOffice Pro represents a new breed of application software, providing comprehensive capabilities in an extremely easy-to-use package. Forget about retyping or creating documents from scratch in cases where source files are not readily available—PaperToOffice Pro handles this and so much more.

With user access as simple as the touch of a button from select imageRUNNER or imageRUNNER ADVANCE systems, users will wonder how they did without this unique productivity tool.

* LayoutEditor is not available to Mac users.

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