



M-FILES OCR - CONVERT YOUR *paper* DOCUMENTS *into* SEARCHABLE PDFs

With the **M-Files OCR** Add-on, you can extend M-Files' powerful content management capabilities to include the information captured in scanned images and paper documents.

The **M-Files OCR** Add-on is compatible with virtually any scanner or multi-functional device for automated conversions of paper and images to searchable PDF documents. Additionally, your document handling processes will be significantly improved with automated naming, classification, indexing and metadata tagging of imported documents, as well as automated workflow initiation!

EASILY *create searchable* PDF FILES FROM *paper* DOCUMENTS



M-FILES OCR

- Improve decision making by turning scanned image content into searchable and actionable information
- Improve the efficiency of document handling by automating your document import, classification and indexing process
- Improve the accuracy of your scanning process with language matching and barcode recognition

LEVERAGE THE CONTENT LOCKED IN PAPER DOCUMENTS AND IMAGE FILES

By converting scanned image files and paper documents into searchable PDFs, content can be more effectively managed, searched for and utilized by all M-Files users in your organization.

AUTOMATE DOCUMENT IMPORTING AND ARCHIVING

You can configure M-Files to automatically import scanned files to M-Files with appropriate metadata and permissions. For archiving purposes, **M-Files OCR** can convert files to the PDF/A-1b format.

IMPROVE YOUR DOCUMENT HANDLING PROCESSES

M-Files OCR can automatically classify and tag converted documents with metadata based on their content, such as by customer name, invoice amount, order number, due date, project, etc. This "ID-based" approach for scanning enables organizations to automate tasks such as file naming, defining properties and metadata, initiating workflows, and processing signed contracts based on the identification of the contract's signature.

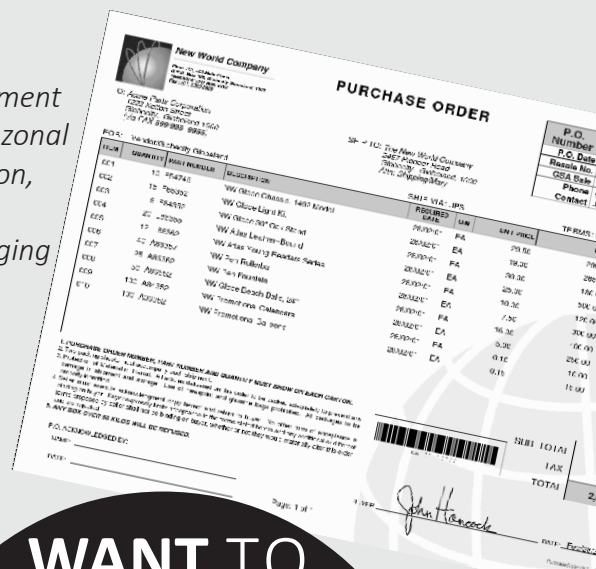
BENEFIT FROM AN ACCURATE CONVERSION PROCESS

In order to produce accurate results from the conversion, **M-Files OCR** utilizes dictionary matching technology that analyzes the content against a primary and secondary selection of 45 languages and character sets, including Arabic languages. **M-Files OCR** also recognizes barcodes (1D, PDF417, and QR codes).

SUPPORT FOR NETWORK AND LOCAL SCANNERS

In addition to the typical network scanner set-up, M-Files OCR also supports the use of local scanners with TWAIN or WIA drivers via a USB connection.

Improve document handling with zonal OCR recognition, automated metadata tagging and barcode recognition!



WANT TO
learn more?

M-Files OCR is a useful addition to your M-Files Enterprise Content Management System. For more information on improving your document handling with OCR contact M-Files today at sales@m-files.com

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