

# Index, Search and Retrieve: Migrating from Paper to Digital Documents

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**X1. Search at your fingertips.** My introduction to X1 has an anecdotal spin. I was given a trial version of X1 at the Federal Office Systems Expo (FOSE) in Washington in 2004. I was in dire need of a better search tool for email. This product immediately changed my approach to searching documents the way that Adobe Acrobat and ScanSoft PaperPort changed the way I view and manage documents. I have used it daily ever since. X1 helps me find emails and documents in mere keystrokes instead of hours, unlike anything I have tried before. It instantly seemed as if I had a dedicated assistant working for me (and I did). But let me warn you, X1 is a user-seductive tool, the more you use it, the more you will *want and need* to use it.



My job is immersed in the scanning and document world, and it quickly became apparent to me that scanned documents could greatly benefit from this fast, smart and secure search utility. I was right, it was a watershed event. Every document scanned at the desktop and at the enterprise is now searchable and the information contained in them is at my fingertips. So, here I've outlined the simple process of scanning and finding documents with ease. Imagine a solution that's truly easy, powerful and works! Welcome to the world of X1.

**Less is More.** The **accumulation of paper** in the life of the business professional is overwhelming. Paperless office? Wouldn't you settle for the "less paper" office? It's not just a goal, it is a reality and offices are implementing it aggressively. It doesn't take a lot of money or IT power, just some planning and commitment. If you can envision your world with less paper and what your needs of the new digital documents are, then you're well on the road to a more organized office. The conversion process is basically four steps:

1. **Capture** (scanning and OCR'ing paper so that the words on the page are real text, not just an image of words and the integrity of the scanned page is preserved),
2. **Index** (feed the content to an index that can be searched and document matches retrieved)
3. **Storage** (saving the new digital document and determining where/how it will be stored),
4. **Retrieval** (finding the document later using keywords or other document descriptions).

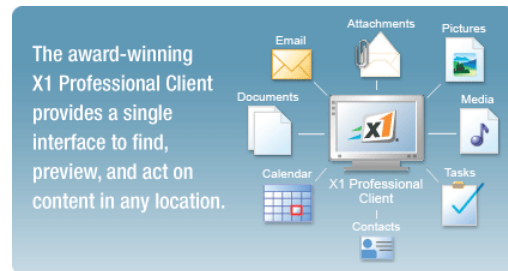
Paper is a *temporary* medium for information, efficient only in small quantities. In large quantities it is expensive, inefficient in almost every way, without sufficient security measures and fraught with risk of loss or compromise. The numbers vary a little depending on how you slice them, but here are some statistics that should put the numbing task of managing paper in perspective and a higher priority on your to-do list. On average:

- It costs \$5 to file a paper document, *and then \$20 to find it later.*
- It costs \$250 to reproduce a paper document (text, graphics, photos, layout). *The average typing speed of the business user is < 50 words per minute*
- In the end 7.5% of all paper documents get lost altogether. *Re-creation costs: inestimable.*

**Searchable PDF.** Rather than simply scanning your documents as images of the page, scan them to text-searchable PDF files. Most scanners that claim PDF support only store your documents as a PDF *image*, basically a picture of the page in a PDF wrapper so that Adobe Acrobat can open it. **If you can't search your scanned documents by their content, you might as well be looking at paper again.** The first important step is creating an *image-over-text PDF file*. It preserves the integrity of the scanned page so that signatures, logos and photos remain intact, but the text is OCR'd so that you can search the document by content. If you're emptying a file cabinet, you'll have a lot of scanned

documents. How impressive is it to search hundreds or thousands of documents that used to be paper and find what you're looking without moving your chair! While your analog colleagues are looking through hanging folders and wondering if they can ever find their document, you're using the information to accomplish more.

**Search beyond paper.** Of course storing documents electronically is of little use if you can't retrieve and access them easily. When scanned document storage grows to the hundreds and thousands or *hundreds of thousands* of documents, searching by filename and keyword is not enough. Enter **X1**. Because you've scanned your documents as searchable PDF, the OCR'd text has been collected by the X1 index. Your scanned documents are now completely searchable as easily as their born-digital siblings.



And everything is searchable by typing just a few keywords. For example, I need to find a press release from two years ago. I can search DOCUMENTS and as quickly as I type PRESS and the PRODUCT NAME, my 12,000+ document list gets whittled down to 3. I can search email just as easily and 35,000+ messages in all my folders gets trimmed to 2 after typing two or three words. I just saved 20 minutes and I do this at least five times a day. *Could my ROI really be less than one day?*

At Visioneer, it's our goal is to blur the lines between information on paper documents and that from electronic files. You shouldn't have to consider the medium of your information, just access it when you need it. But this is only possible through an easy to use scanning solution. Visioneer understands the importance of this, and so does X1. In the end all your information is available at your fingertips.

**Ease-of-use.** Technology providers have a common problem when they attempt to design ease of use into their products. They end up "dumbing down" the device to the point that it is far less useful than anyone originally intended. But truly great products overcome this problem. Visioneer OneTouch technology is well known as an easy-to-use utility that connects the buttons on your Visioneer or Xerox DocuMate scanner with a powerful set of scanner settings so that with one touch, your document is scanned automatically to email, or SharePoint, or your printer, or simply a file folder.



The X1 Professional Client allows you to find any file or email on your desktop and through the complete X1 Enterprise Search Suite, find any object on your network. So whether you are searching email, documents, contacts, calendar events, it will be found. Paper is no longer excluded from the search pool. Your scanned documents are now searched by X1 and information is presented for any purpose: manage it, analyze it, secure it, repurpose it, and share it.

X1 and Visioneer OneTouch. Electronic content benefits from two great ideas that just got better because they got together. **It is your information, tap into it.** By scanning documents as searchable PDF and then using X1 to find them, every document in your enterprise yields results to your searches. Imagine the power you could now have, searching for information without regard to file format, origin or application type.

Paper is not going away; you can either manage it or it will manage you. X1 and Visioneer give you control over your documents.

**About X1 Technologies, Inc.**

X1 Technologies, Inc., a recognized leader in desktop search solutions, was founded in 2003 to help business users easily find, preview and act upon information residing anywhere on the desktop or across the enterprise. X1 pioneered the concept of desktop search and has consistently developed innovative and award-winning technologies including fast-as-you-type searching, intuitive interface, saved searches, file and email previewing, and the ability to act on the found email or files. X1 Technologies is headquartered in Pasadena, California and is an operating company of Idealab. For more information, visit [www.x1.com](http://www.x1.com) or call +1 626-229-3050.

**About Visioneer, Inc.**

Visioneer® provides a broad range of scanning solutions for the desktop, distributed and departmental document imaging markets as well as the mobile and remote business scanning segments. In 2003, Visioneer combined its leading scanner technology with the Xerox® brand recognition to develop the Xerox DocuMate® product line. Visioneer and Xerox DocuMate high-performance business scanners and imaging software solutions offer users speed, image quality, advanced paper handling and ease-of-use with exclusive Visioneer OneTouch® technology. For additional information on Visioneer and Xerox scanning solutions, visit [www.visioneer.com](http://www.visioneer.com) or [www.xeroxscanners.com](http://www.xeroxscanners.com).

