# PRO OFFICE

Convert Microsoft Office and image
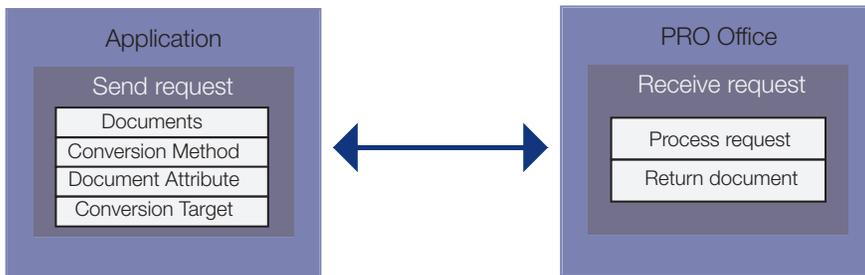files to PDF productively and easily

**CRAWFORD TECHNOLOGIES**

## OVERVIEW

Microsoft Office documents are the backbone of today's agile business environment. However, these formats, although robust for authoring content, do not meet regulatory and other enterprise business requirements...PDF format does.

Documents in PDF (Portable Document Format) provide organizations with a format that is a portable/presentable format regardless of operating system. Approved for archiving, PDF is both an open standard format, and a format that retains integrity and security. Converting to PDF is essential when documents need to be shared or delivered outside the enterprise, and PRO Office provides a solution. Built as a service, PRO Office has the ability to transform all of your MS Office, email and image based documents to a single manageable PDF.

### Consider these situations

- Does your customer communications strategy require access to important documents over the internet?

- Do corporate or customer documents need to be emailed, faxed or delivered as part of a multi- channel communications strategy?

- Does your company require documents to be archived to meet compliance and regulatory rules?

- Does your company have a security policy for shared documents?

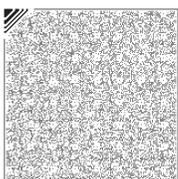| Application | PRO Office |
|---|---|
| **Send request** | **Receive request** |
| Documents | |
| Conversion Method | Process request |
| Document Attribute | Return document |
| Conversion Target | |

PRO Office is a solution that will help you meet these obligations. This centralized, server based solution will convert and/or merge word processing files into PDF without end user intervention, automatically. Plus with PRO Office's web service API, you can easily integrate PRO Office with existing enterprise applications.

### What does PRO Office do?

PRO Office creates searchable PDF documents for document workflows:

- Convert MS Office documents to PDF or PDF/A.

- Standardize documents formats for web presentment.

- Combine documents for easy portability.

- Web service API provides easy integration with existing applications.

- Add watermarks, overlays and stamp output documents.

- Include email content with your document workflows

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**VOICEYE**

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## How it works

A user or an application makes a request to PRO Office, a WSDL based web service using SOAP. Based on instructions within the request, PRO Office processes the document(s), applies attributes such as watermarks or overlays, and returns the converted document to the defined target.

## PRO Office: Driverless v. Office automation

PRO Office has two modes, Office Automation and driverless, for transforming documents. Using PRO Office in MS Office interoperability services (Office Automation) mode, MS Office is used to convert documents to ensure 100% fidelity. When running driverless mode, there is no need to license MS Office products on the server in order to achieve your office document conversion. This also means that you will achieve significant performance benefits and productivity improvements.

With PRO Office users can choose the mode that best fits their transformation requirements.

| Features | Benefits |
|---|---|
| High availability | PRO Office runs as a Windows Service that starts and stops automatically with the host machine; no user intervention is required |
| Cross platform support | PRO Office is built using Windows Communication Foundation. Third-party applications written in both .NET and Java can access the services. Additional communication mechanisms can be exposed through configuration. |
| Support for multiple document types | Pro Office supports multiple document formats. A disparate mix of original documents can be normalized into a single merged PDF. Supported formats include Office 2000-2010 documents (rtf, doc, docx, ppt, pptx, xls, xlsx), Images (tif/tiff, bmp, eps, jpg/jpeg, png, wmf), and Text Documents (txt, htm/html). |

## When should you consider PRO Office?

You are looking to combine documents for archiving.

- You have a need to output large quantities of MS Office documents to production printing equipment.
- You have a large number of users that need to convert a variety of MS Office, emails, image files and other files PDF format.
- You need to integrate document conversion with your current workflow.

## CrawfordTech Solutions

Crawford Technologies develops software and solutions to help enterprises optimize and improve the secure and accessible delivery, storage and presentment of their customer communications.

With over 1,800 customers on six continents, CrawfordTech solutions and know-how enable the largest banks, insurers, healthcare providers, utilities and print services companies to use their existing technologies, documents and data in new ways. We help them navigate the challenges in leveraging legacy applications in the platforms and applications of the future.

CrawfordTech's products, services and domain expertise reside at the nexus of content, data, and output management and are essential components of our customers' digital transformation, output management and document accessibility strategies.