



**HELP YOUR BUSINESS  
(*& THE ENVIRONMENT*)  
BY GOING PAPERLESS**



**WHITE PAPER**

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## OVERVIEW

Most companies don't realize the amount of paper they are using and the amount of time their employees spend dealing with paper documents. On top of that, [Record Nations](#) uncovered a scary stat that should convince you going paperless is the right move: More than 70% of businesses would fail within three weeks if they suffered a catastrophic loss of paper-based records due to fire or flood.

As one of only two PDF solutions providers with a full suite of PDF solutions spanning a PDF Reader and Editor all the way to Enterprise Automation and Developer Solutions (SDK), Foxit has helped clients globally go paperless. Our clients enjoy being able to choose cloud or on-premise solutions that adapt to their specific IT ecosystems, all at a 30% cost reduction compared to the competition.

Foxit also offers your users access to training tailored to how you do business and 24/7 live support to keep your business moving.

But, first and foremost, we know that you know what's best for your business. So, whether you're just beginning to move to a paperless office or you're searching for a better PDF solutions provider, Foxit is here to empower you to succeed on the terms your business needs.

Let's explore the benefits of going paperless, and an easy five-step process to get there.

# BENEFITS OF GOING PAPERLESS



## INCREASE PRODUCTIVITY

With many workforces converting from in-person to hybrid or even fully remote, going paperless has become increasingly important. Typical employees in an office [spend 30-40% of their time](#) looking for information kept in filing cabinets. Combining digital documents and collaboration tools enables your employees to share knowledge, collaborate, and innovate by getting the correct information quickly and easily.



## BOOST CUSTOMER SATISFACTION

Your customers will be thrilled when customer support can answer their questions right away. Additionally, digitalizing documents gives your customers on-demand access to their information and other information through your website or email.



## SAVE COSTS

Companies spend [more than \\$120 billion a year on printed forms](#), most of which outdate themselves within three months. All that paper, plus the cost of printers, copiers, ink toner, filing cabinets, etc., can be eliminated and replaced with low-cost computer storage. The ROI of paperless is typically counted in months.



## IMPROVE SECURITY

All too often, email is used to share sensitive information, which turns inboxes into warehouses for confidential documents, and data leaks may pose a threat to your organization. Through encryption, rights management, and audit trails, your digital documents will be protected both online and offline. And, despite the news of highly publicized cyberattacks, digital documents are more secure than printed ones.



## PROTECT THE ENVIRONMENT

The average office worker uses [10,000 sheets of copy paper each year](#), and [45% of paper printed in offices ends up trashed](#) by the end of the day. Plus, manufacturing paper produces greenhouse gases, causes deforestation, and fills landfills—despite our best recycling efforts. Save a tree; go paperless!

# 5 SIMPLE STEPS TO ACHIEVING A PAPERLESS OFFICE



## CONVERT YOUR PAPER INTO DIGITAL DOCUMENTS

If you have tons of paper in file cabinets and/or receive a lot of paper mail and faxes in the mailroom, you will need a high-performance scanner and server software solution to convert paper to scanned images to digital PDF documents.

Choose high-performance software like Foxit and a hardware solution to convert, compress, and OCR (Optical Character Recognition) all your paper documents into standard compliant PDF. OCR software technology lets you convert scanned documents into documents with “live text,” aka readable, searchable text that you can change, copy, edit, and do anything you regularly do to text.

Using Foxit’s software, you can streamline workflow by converting paper contracts, agreements, and other documents to electronic PDF files. With no names licenses and quick installations, your whole team is covered and will be converting like a pro in no time so everyone can get back to focusing on other things.



## REPLACE PAPER FORMS WITH INTERACTIVE PDF FORMS

When it comes to the humble form, your business probably has hundreds of them, along with years of legal and regulatory procedures and thousands of hours of employee training and business practices to go with them.

Not only are interactive PDF forms easy to fill out, but also you can save the completed digital forms for your records and pull the data out of the forms and into a centralized repository. Foxit’s PDF Editor makes creating interactive PDF forms quick and easy. You can also convert forms designed in any application to compact, cross-platform PDF files that faithfully preserve the look and feel of the originals. Anyone with a free PDF Reader can fill out, save, and return your interactive forms online.



## **STANDARDIZE ON A PDF EDITOR TO BUILD, MODIFY, & MANAGE ALL DOCUMENTS**

PDF is the file format of choice for managing a paperless office. Foxit's PDF Editor allows your team to build and modify shareable PDF documents. It also adapts to your IT ecosystems to work seamlessly with your Enterprise Content Management Systems, so you can integrate your documents and make management and collaboration easy.



## **DIGITALIZE DOCUMENT WORKFLOWS IN YOUR APPLICATIONS**

Incorporate PDF technology into your applications with PDF development libraries. Look for a solution like Foxit that offers cross-platform viewing, sharing, and collaborating functionality for maximum team productivity.

You also want the ability to annotate, which enables you to highlight and underline text, add comments, strike out text, and even draw shapes over certain parts of a PDF document, all without any printing, from any device.



## **CHOOSE AN ELECTRONIC SIGNING SOLUTION**

While moving to a paperless, electronic document system gives your employees easier ways to share information, requests for signatures can often represent a final hurdle. Organizations have contracts to sign and documents and forms to approve, both internally and externally. Choose a PDF Editor with integration with an eSigning solution to make document signing in your paperless office a breeze. Not only does eSign reduce paper, but also it's a much more efficient way to get agreements signed.

By deploying digital signature capabilities, Foxit makes data capture and document management automation automatic. Secure digital signatures protect the validity and integrity of electronic documents, enabling your digital documents to become self-contained, portable, and sustainable electronic records. Our software even lets you sign in a digital version that looks like your own handwriting and includes information such as the date, time, and state of the document when it was signed.

## WRAP-UP

There's no question that going paperless is a time- and resource-saving move for businesses of all sizes. However, without the right PDF solutions, a simple five-step process can become overwhelming.

Enter Foxit. Our flexible, enterprise-ready PDF solutions fit perfectly with your IT ecosystems and work seamlessly with your content management systems because we make your workflow our workflow through developer solutions. Plus, Foxit solutions are built to scale so you can grow confidently.

You set the terms, with freedom to choose subscriptions or perpetual licensing. Your team gets 100% of the leading features—editing, formatting, exporting, even eSign. All starting at 30% less than the competitor.

Foxit has helped prominent companies such as First American Bank and Volvo Car Group achieve their goals to go digital. We look forward to the opportunity to help your business also discover a better way to PDF. Better flex, better fit, better deal. Let's Foxit.

To learn more, visit [foxit.com](https://foxit.com) or contact us at 1-866-680-3668 or [sales@foxit.com](mailto:sales@foxit.com).