



KONICA MINOLTA



# KOFAX POWER PDF

ASSET PROTECTION FIRM  
BOOSTS CLIENT SERVICE

**KOFAX** 

Giving Shape to Ideas



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## SUMMARY

Robert Matthews is no stranger to editing PDFs. In the late 1990s, the owner of Global Asset Advisors, Inc. knew he had to get away from literally cutting and pasting paper, then copying it. It was inefficient, and it took hours to complete a task that should have been simple, like inserting a legal description into a document. These legal descriptions had to be completely accurate, but the complexity and length—up to three pages, and carried over from the 1930s—meant that Matthews spent entirely too much time cleaning up handwritten notations.

## WEB SEARCH YIELDS POSITIVE RESULTS

Power PDF had already been easy to use, but the latest version proved to have an even more familiar interface: menu ribbons along the top, similar to what Matthews had already been using in Microsoft Office products. It's easier for him to find what he needs.

But that's just the beginning of Power PDF's usefulness. Matthews regularly deals with the aforementioned legal descriptions. In some states, these descriptions can be up to three pages long, passed down for decades, and copied over and over. Matthews needs to acquire a copy of the county records, which often has crossed out and handwritten information that needs to be removed to create a clean legal description. It used to take up to two

hours to clean up these descriptions, but with Power PDF, he spends five to ten minutes scanning the document, removing things like annotations and stamps, and finally providing a clean legal description to use in client documents.

It's also easier to convert documents to Microsoft Word. "It's a feature I use constantly," Matthews said. Often, he needs to paste text into Microsoft Word, and from within Power PDF, he can save the document as a Word file for editing. In the new version of Power PDF, the conversion button is in the menu ribbon at the top of the screen, streamlining the process further.

The Power PDF upgrade is also even more accurate at converting documents to Word, eliminating stripes and handwriting that otherwise took extensive editing to remove. "I was testing one of these files yesterday," Matthews said. "I thought it would be a lot of effort, but I was done in less than five minutes."

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## BENEFITING FROM TIME SAVINGS

Power PDF's main benefit for Matthews is the ability to save time, sometimes hours, so that he can take on more clients. But he also doesn't have to charge clients for the time he spends wrangling documents, which frees him up to provide better service.

Part of the better service he's able to provide for clients stems directly from how Power PDF can convert or unscramble PDF or files in other formats that otherwise wouldn't be easy to use. He doesn't need to go back to clients and request new files or go to the county recorder, which can result in the client canceling the order because it becomes too much work. "My relationships with my customers go smoother; I can take a mangled file and fix it up to give them what they need," Matthews said.

## SECURING FILES

As business has expanded to overseas offices, Matthews is naturally concerned about protecting client information. His clients and associates often use Dropbox for larger files or to send files offshore, and these PDFs need to be secure. Power PDF gives him the peace of mind and security he needs by password-protecting sensitive information.

Ultimately, Power PDF, combined with PaperPort, has been a valuable combination for Matthews and Global Asset Advisors. "For me, those two Kofax products have always worked well together. Now it's easier to work with Microsoft Office, which is an integral part of what I do," he said.

## CHALLENGE

- Require ability to edit PDFs
- Insert complex legal descriptions into client documents
- Secure documents with password protection

## SOLUTION

- Kofax® Power PDF

## RESULTS

- Time savings—something that used to take two hours now takes five minutes
- Can take on more clients, charge clients less money
- Can secure documents to send to overseas associates



**"MY RELATIONSHIPS WITH MY CUSTOMERS GO SMOOTHER; I CAN TAKE A MANGLED FILE AND FIX IT UP TO GIVE THEM WHAT THEY NEED."**

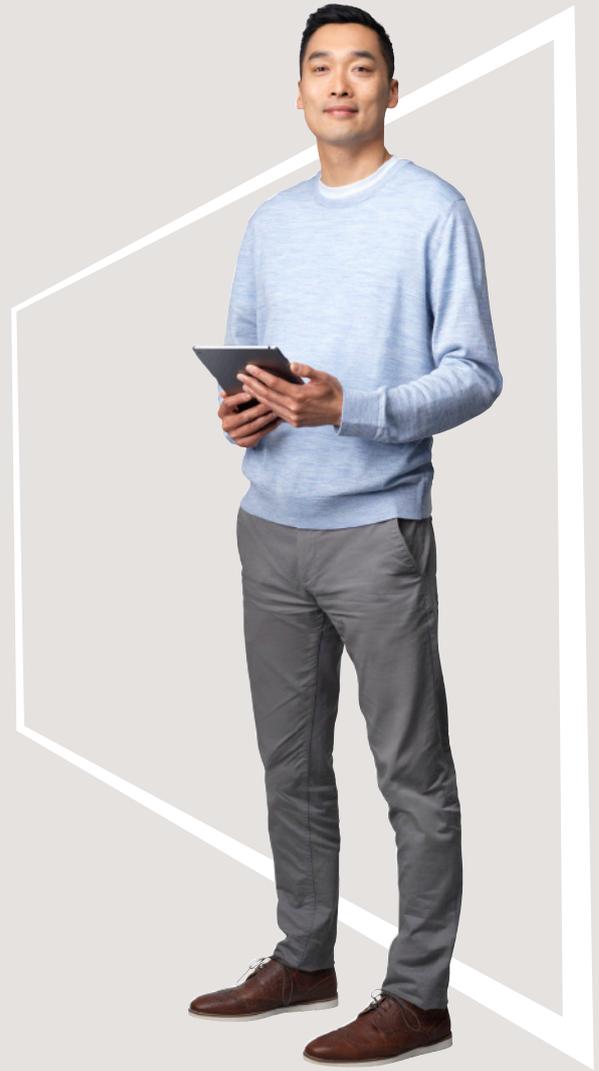
Robert Matthews, Owner  
Global Asset Advisors

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## LET'S TALK

Contact us to find out how our document management system will help your business increase efficiency, reduce cost, become more agile and ultimately focus on delivering an enhanced customer service

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