

# E-Forms

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## Business Process

### The Challenge

This Law Firm is a recognized firm in Atlanta, with practice in the following areas.

*Commercial Real Estate*

*Real Estate Finance*

*Corporate Law*

*Litigation*

*Wills, Trusts, and Estate Planning*

*Immigration & Naturalization Law*

The CHALLENGE for this Firm was to be able save time from filling volumes of standard forms manually, that were not available in an electronic version. This would not only increase their efficiency but also give them the flexibility of tailoring forms to specific customer needs.

### The Solution

The solution was to scan hard copy of the forms and convert them to an electronic version while retaining the layout of the entire form, more importantly the Form #'s. The solution involved

1. Doing an OCR and create Word Document
2. Proof Read OCR Output
3. Create Text Fields in Word
4. Convert to PDF
5. Change the attribute of Text Fields in PDF to keep them editable

### The Result

Our client now has ore time to review the documents that actually entering or modifying it. The recommendation that the electronic version of the forms be in both Word and PDF formats has also eased the pain i.e the word format will allow our client to customize the document to the specific need of their customers without having to type the entire document all over again. The PDF format gives our client's Customers the flexibility to fill information on their own without having to worry about modifying or deleting data by error.

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