

STRUCTURED

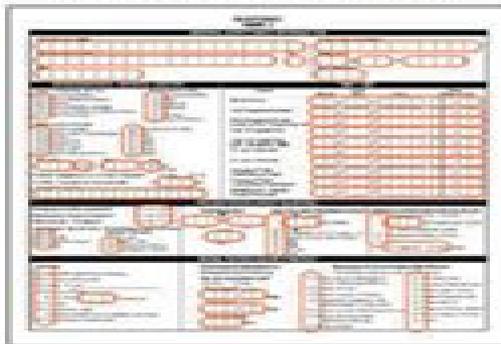
VS

UNSTRUCTURED

DOCUMENTS

Software captures the image of a paper document allowing the information to be translated to electronic data without manual input. Recognition technologies have accelerating capabilities from optical character recognition (OCR) to intelligent character recognition (ICR). The technology differs for each type of document. Which style of documents do you need to automate?

Structured Document



- Surveys
- Questionnaires
- Tests
- Claim forms

Semi-structured Document



- Invoices
- Purchase orders
- Bills of lading
- Explanation of benefits

Unstructured Document



- Contracts
- Letters
- Articles
- Memos

AUTOMATED CAPTURE



Out of a survey of 493 businesses:

- 2% - Don't scan anything
- 7% - Use fixed-forms
- 10% - Scan semi-structured
- 15% - Scan, but don't process data
- 15% - Auto-index captured data
- 17% - Capture full-text for search
- 34% - Manually process data

Are you akin to the 34%?



Determine which types of documents would your process benefit from automating. Capture is just the beginning of the content lifecycle. Decide if you want to manage, store, preserve, and/or deliver the documents and data that you capture.

Source: www.aifm.org

For more information on document automation visit www.optiform.com

OPTIFORM

Structured Documents

Jiyuan Zhang



Structured Documents:

Structured Documents Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the power of words has be much more evident than ever. They have the ability to inspire, provoke, and ignite change. Such could be the essence of the book **Structured Documents**, a literary masterpiece that delves deep to the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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Table of Contents Structured Documents

1. Understanding the eBook Structured Documents
 - The Rise of Digital Reading Structured Documents
 - Advantages of eBooks Over Traditional Books
2. Identifying Structured Documents
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Structured Documents
 - User-Friendly Interface
4. Exploring eBook Recommendations from Structured Documents
 - Personalized Recommendations
 - Structured Documents User Reviews and Ratings
 - Structured Documents and Bestseller Lists
5. Accessing Structured Documents Free and Paid eBooks

- Structured Documents Public Domain eBooks
 - Structured Documents eBook Subscription Services
 - Structured Documents Budget-Friendly Options
6. Navigating Structured Documents eBook Formats
 - ePub, PDF, MOBI, and More
 - Structured Documents Compatibility with Devices
 - Structured Documents Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Structured Documents
 - Highlighting and Note-Taking Structured Documents
 - Interactive Elements Structured Documents
 8. Staying Engaged with Structured Documents
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Structured Documents
 9. Balancing eBooks and Physical Books Structured Documents
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Structured Documents
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Structured Documents
 - Setting Reading Goals Structured Documents
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Structured Documents
 - Fact-Checking eBook Content of Structured Documents
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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