

## THE UNIVERSITY OF MICHIGAN

### University uses electronic files to reduce paperwork, streamline communications and improve archiving

Founded in 1817 the University of Michigan is a valued and integral part of life in Ann Arbor. One of every three adults in the city is an employee of the University. Its worldwide reputation attracts faculty who are leaders in their fields creating a legacy of breadth and excellence in education. The campus shapes the city's economy, population, and cultural activities. It houses 12 undergraduate schools and colleges collectively offering more than 211 areas of study and 150 graduate programs. Currently the school of Social Work student enrollment is over 600 instructed by about 50 teachers.

In the past, meeting the School of Social Work's faculty copying, filing, scanning and data entry needs was both laborious and costly because the school outsourced each of these services. The administrative staff continually inquired if there was a better way. Finally the school purchased the Xerox Document Centre 490 combined with ScanSoft's Scan to PC Desktop Deluxe solution. According to Renee Heath, Program Coordinator for the 12 member Faculty Administrative Support Team, "We looked at both hardware and software solutions and decided to purchase the Xerox Document Centre 490 for all of our copying and scanning jobs. Our goal was to bring everything in-house and to have a reliable hardware and software package that could do it all. We are very pleased with the performance of our Xerox Document Centre; and then, in addition, to have this really great ScanSoft solution packaged with it; it's like the icing on the cake. The powerful combination of using both of them together is what sold us on the Xerox solution."

Using the Scan to PC Desktop solution to help move the office from relying on paper to being electronically based has made many tasks for the Faculty Administrative Support Team much more streamlined. Adds Heath,

"These ScanSoft Optical Character Recognition and really make tedious tasks much easier for us. For example, we do handle a large volume of data entry; basically anything that the faculty needs word-processed. This includes working with their manuscripts or syllabus and taking really poor quality paper documents and turning them into clean electronic copies. "I have had instances where someone brings a book to me they are working on and I will need to scan the entire book in order to help them create their electronic courseware. Sometimes these books can be up to 200 pages. In the past we were forced to retype these documents in their entirety to create an electronic version, now we just use the Scan to PC Desktop OCR tools and turn their paper documents directly into electronic copies quickly and accurately. In an instance like this we can save up to a day's worth of work by using the ScanSoft solution."

Just keeping up with the day-to-day movement of information in such a large institution can be daunting due to the large number of paper documents handled and the amount of filing space required to store that paper. Today the School of Social Work communicates

**Challenge:** Reduce cost and labor associated with scanning and data entry needs.

**Strategy:** Use the Document Centre and Scan to PC Desktop solution to digitize, edit and archive paperwork and manuscripts.

**Results:** Enormous cost and time savings. Most files now stored electronically. Has improved communications with other departments and University at large.

**“...to have this really great ScanSoft solution packaged with [the Xerox Document Centre]; it’s like the icing on the cake.”**

**— Renee Heath, Program Coordinator**

with other areas of the university and stores most of its data electronically with ScanSoft’s PaperPort software included in the Scan to PC Desktop solution. According to Heath, “The director of our department has asked me to scan offer letters so that we may develop a database and keep the offer letters in an electronic file instead of storing them in filing cabinets. This makes it much easier for us to communicate with other departments.” Her team now e-mails electronic records to the campus Business Operations Office when something needs to be filed with the University. Adds, Heath, “It’s really nice to be able to use the PDF file format for e-mailing purposes.

Faculty members typically don’t want electronic copies of their courseware changed after they are mailed to their students. It’s very important for us to make sure the PDF copy is the same as the original document regardless of the file format of the original. Using PDF is a great benefit because the copy looks exactly the same as the original. I have even scanned signatures when I need to send form letters to the students. Instead of signing approximately 35 letters at one time, all I have to do is scan the signature, drop it in to the letter and then just print it out. It streamlines the whole process making it much easier and faster.”

For information about how the ScanSoft Scan to PC Desktop Deluxe solution can benefit your organization, please contact your local Xerox representative or:

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