

Data conversion has become need of the hour!



By [Ritesh Sanghani](#)

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AHMEDABAD, INDIA: With the depleting forest cover on earth, 'paperless' culture is getting immense momentum in the recent years. In fact, all the documentation and paper work is now being digitised at an exponential rate. This trend has given rise to document conversion.

Document conversion primarily consists of transforming or changing a document or file into electronic versions. Moreover, it also refers to transforming some form of a [document into another form of document or formats](#) it into a compatible format, making it readable in various applications.



Digitisation has almost conquered worldwide markets and has completely overpowered print media. This trend has swept throughout the industrial spectrum; leaving behind no exceptions, be it educational sectors or large enterprises. Every sector is, these days, looking forward to convert (on paper) data into electronic format. There are numerous professionals associated with a variety of industrial verticals, who are now getting more and more inclined towards data conversion.

Does accurate data conversion help you change the face value of your organisation? - the answer is definitely "YES"!!!

Apart from promoting a paperless environment in the organisation, data conversion also:

- Channelises various operations and ensures smooth functioning.
- With a digitised database, information can be stored for a longer period of time; it can be retrieved at any moment, in just few seconds.
- One can save valuable time and energy that goes in maintenance or retrieval of files.
- Moreover, converting data into any preferred electronic format will help you to access the files almost immediately; this way any important and urgent work will not be hampered.
- Also, the chance of losing any crucial data reduces to zero!
- Moreover, editing on paper has its own restrictions; it is time-consuming and cumbersome. This so-called painful task of editing the data on paper will no longer bother you with a digital file (a word document has spell and grammar check feature which reduces the work to a great extent.
- This will surely boost up the functioning of the organisation and streamline the work; even if some unforeseen circumstances (power failure for example)

And even if you are not willing to let go the traditional 'on-paper' philosophy; you can keep hard copies of documents; along with converted documents. This practice will undoubtedly be extremely useful in case, of any emergency and inevitable situations.

Among several document conversions; PDF to Word conversion surely has much to offer & has emerged as one of the crucial aspects in corporate world:

- A self-contained cross platform format; PDF files contains text, fonts, images and 2D vector graphics. Therefore, no data (even if it graphic or image) will be intact.
- One of easiest and convenient ways to represent the paper documents in electronic format. In fact, PDFs are one of the most useful way to send application data to browsers and to business applications.
- Extremely useful to represent a two dimensional document that is compatible on any software, hardware, and operating

system.

- The must-tool if you want to represent any complex data structures.
- PDF format includes and shows the original formatting, fonts and images of the earlier data.
- PDF files are compressed; therefore, enables you to download even complex structured information efficiently.
- PDF enables replication of published documents on diverse platforms.
- PDF files contain structure data, information for better text extraction and availability.
- Security is at its best when you use a PDF file. It can be encrypted and only with a password you can view or edit the contents.
- 3D drawings or objects can be ingrained to PDF documents, since it supports graphic transparency.

Data conversion has become the need of hour. With rapid digitalisation, electronic versions of documents have found an important place in the organisations. It is certainly prove to be the smartest move to go for a document conversion and ensure smooth functionality.

ABOUT RITESH SANGHANI

Ritesh Sanghani is a Director at H-Tech Outsourcing Services for the past 15 years. He has worked with several international clients and has executed BPO projects of varying scales and complexities.

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