



PDF

6 **WAYS** TO IMPROVE BUSINESS PRACTICES USING PDF

A PDF is a file type that allows users to securely transfer and view electronic documents. A PDF file cannot be modified without leaving an electronic footprint, making it an essential file format for businesses to incorporate. The Portable Document Format has been the industry-standard for decades, namely because of its complacency in file sharing across a wide range of operating platforms and devices.

PDFs are especially popular amongst companies for their benefits in aiding business operations in a trusting manner. Some of the main benefits of using PDF for businesses include:

01

LAYOUT CONSISTENCY

One of the main benefits of using PDF files is the layout consistency amongst any device. The format of a PDF is always the same regardless of the type of computer you're accessing the files from. When sending files created from Microsoft Word, the formatting can prove to be very different from one computer to the next, making the document difficult to read or follow. With Soda PDF's dependable format, businesses can feel confident when sending important files to their clients. Beyond Soda PDF's visually pleasing main interface, users can view files using a unique 3D page-flipping technology.



02

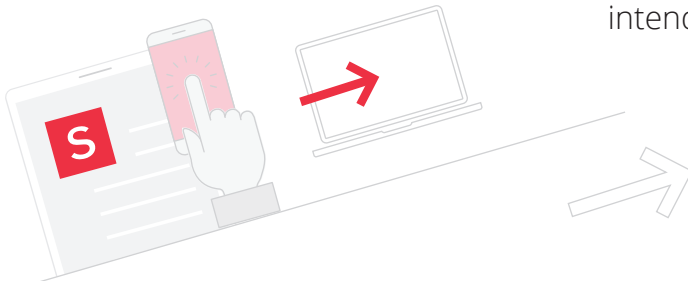
OPTICAL CHARACTER RECOGNITION

OCR is a technology that enables users to transform an image of text into searchable and editable data. Besides the fact that archiving documents is much more cost-efficient when done electronically, one of the many benefits of having an OCR system integrated into PDF software is that users are able to edit documents that were originally in paper form. Retrieving information is much easier and efficient with OCR, limiting the likelihood of losing vital information that otherwise would have been neglected. Soda PDF's award-winning I.R.I.S OCR technology uses artificial intelligence, pattern recognition, and feature recognition in its scanning process, giving businesses limitless opportunities for information retrieval.

03

DEVICE FLEXIBILITY

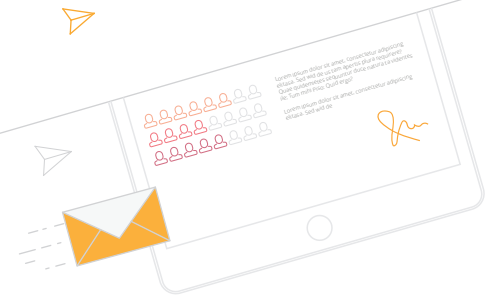
PDFs can be opened on virtually any computer, regardless of the type of device. From PC to Mac and even systems such as iOS and Android, businesses can be sure that their employees and clients are able to open and view their documents the way they were intended to be seen.



PDF file compression allows users to reduce the file size without losing document quality. Files and documents can be downloaded efficiently, without taking up too much space on the user's computer. Soda PDF's ability to compress large files makes it that much easier to download, open, and save files for clients using various devices.

04

SMALL FILE SIZE



05

DIGITAL SIGNATURES

Digital signatures can be used in PDFs where handwritten signatures would have otherwise been used. Digital signatures are stamped with the time the document was signed, ensuring authenticity of documents. They're integral for businesses as they allow users to retrieve defensible electronic stamps that

are fully compliant with all laws that govern electronic contracts. They can even be considered more valid than handwritten signatures, as they offer further proof that a specific person signed the document at a given time. It is much easier to trace evidence in the electronic realm, making online signatures more attractive for companies who require customer or client signatures on a daily basis. In addition, digital signatures allow for quicker contract turnarounds, making it easier and quicker for businesses to settle deals and collect payments. Expedite your business' sales cycle with Soda PDF's Secure & Sign feature, where documents can be signed and sent in a matter of minutes.

06

SECURITY PATCHES

PASSWORD PROTECTION

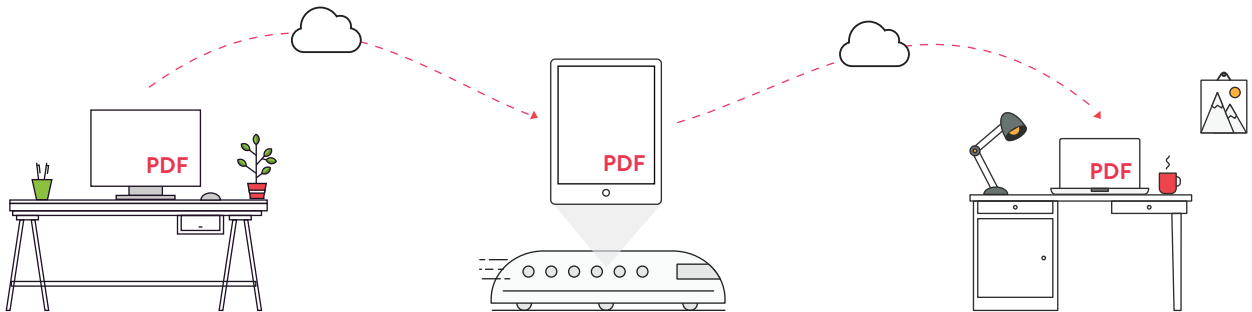
PDFs allow you to limit access to your files by creating passwords and editing specific features in your settings. Evidently, the more sophisticated the user is with their security settings, the less susceptible they are to cyber hacks or breaches. Businesses can feel much more at ease using PDFs for this reason, limiting the likelihood of internal or external leaks. With Soda PDF's 256-bit AES password protection, legally bounded digital certificates, and redaction feature that allows users to permanently black out confidential information, companies can feel secure sending important documents electronically.

It is also important to understand the risks involved with a PDF file format. Like any prominent form of electronic technology, PDFs have enticed malware writers to take advantage of users who do not keep their computers protected with proper antivirus software. Malicious incursions can occur as a result of PDF's considerable flexibility and popularity within the cyber realm. Thus, acknowledging the risks can help minimize any dangers associated with file sharing, specifically with PDF file formats.

Firstly, always make sure that the security updates of the PDF application are maintained. These security updates will address any vulnerabilities that may possibly harm the computer. Ignoring these patches could leave the server vulnerable to "cyber-crooks" or malicious codes. Verifying that the latest version of the PDF software is installed also protects it from potential bugs and enables new feature enhancements to perform as intended. Soda PDF is far less prone to cyber-attacks in general, making it a safer choice for businesses where security is a main concern. With Soda PDF's automated update prompt, users can feel at ease knowing they have the latest version installed at all times.

Secondly, always verify the source from which the documents are coming. Steer clear of downloading files from suspicious websites, specifically those that offer free PDF file downloading. Always scan documents through an antivirus program if they are coming from unfamiliar websites.

Thirdly, using a password protection feature can help minimize the risks of malicious activity from outside sources. Creating a password-protected encryption restricts unauthorized users from accessing the file, keeping your information secure within your business. As previously mentioned, Soda PDF's 256-bit AES password protection protects your company's files from being exploited, giving you the power to control who exactly is viewing sent documents.



With this being said, it is clear that PDF is the most viable option for business purposes. This universally accepted format ensures that users will be able to download and view documents from anywhere, at any time. With Soda PDF's reliable and secure software program, you can feel comfortable sending important documents within (or throughout) your business. Soda PDF will boost productivity, encourage collaboration, and ensure security.

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Sources:

<https://www.signix.com/blog/bid/103216/Top-5-Benefits-of-Electronic-Signature-Software>

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