



The Document Conversion Specialists

INFOCON is the world leader in FormFlow to IBM® Lotus Forms™ conversion. We have converted thousands of pages of forms for customers including the U.S. Air Force, U.S. Army, Royal Canadian Mounted Police, and PureEdge Solutions, Inc., from FormFlow and other formats (such as PDF) to the XML-based XFDL form standard. Whether you are interested in outsourcing your conversion or you require an advanced approach to optimizing your workflow, we offer a wide variety of conversion solutions that can be tailored to your specific needs.

Company Overview

Information Consultants, Inc. (INFOCON) was incorporated in the State of Delaware on October 27, 1971. Since 1997, the company has developed custom document processing and conversion tools for organizations migrating from legacy document formats to SGML and XML. More recently, INFOCON has acted as a service bureau for large organizations in the Federal Governments of the United States and Canada, converting electronic documents and forms between diverse source and target formats.

INFOCON has developed methods and optimized software applications that allow for high-volume, high-speed and high-quality conversions at a cost-effective rate and provides customers with unsurpassed experience in the following areas:

- Development of custom applications to automate document and form conversion
- Document conversion services into PDF and structured SGML/XML
- Form conversion services into Workplace Forms XFDL format

Services

INFOCON offers several options for form conversion to our clients based on their needs, timelines, internal capabilities and budgets. All projects require an initial evaluation of the source documents and file formats to establish the complexity and scope of the conversion effort.

In addition to conversion, we offer other services related to XFDL and IBM Lotus Forms including:

- Form Design
- Consulting and Development
- Training

Conversion Methodology

The complete process of conversion is defined by four steps: Filtering, Cleanup, Enhancing, and Reviewing. Filtering is the initial conversion from one format to another; Cleanup is working in the target format to correct any filter problems or deficiencies; Enhancing is adding information that XFDL supports (such as Section 508 accessibility text) but was not possible or present in the original format; and Reviewing is ensuring that all the specifications of the conversion standard have been met. Each of these steps has specific issues that vary based on the original format and client requirements.



Filtering. The form is first filtered from the source format (such as FormFlow 2.2.3) to an initial rendition of the form in the target format (e.g., XFDL 6.5). INFOCON developed its own filter software that can easily be customized to meet the demands of a diverse range of conversion pathways.

Cleanup. This step represents the tasks performed by form design specialists to match the layout and functionality of the XFDL form to the original. Many of these tasks are necessary because of differences in features and capabilities between the source and target form software programs. Cleanup can be a time consuming step if performed manually due to complexities in the business logic, multilingual requirements, non-standard tab order or navigation, differences in help text and error message handling, and formatting incompatibilities. Our customized software assists our conversion specialists with these tasks thereby reducing the time spent on these steps in turn reducing the cost to the customer.

Enhancing. In this step, converted forms are modified to make them compliant with a pre-defined standard, to add information not present in the originals, and to enable features or capabilities that the original software did not support. We have created customized utilities to add special functionality using single click actions making these complex task more efficient and user friendly.

Reviewing. In the final step of a full service conversion, a specially trained reviewer compares the original and final renditions of the form, looking for differences and identifying any deviations from the conversion standards. Reviewers reject any incorrectly converted forms and return them to the designers for further processing. This step helps to ensure the utmost accuracy and precision of our conversion upon delivery thus helping to reduce the time and money the customer has to spend on quality assurance.

Conclusions

INFOCON has the experience, capacity, technical qualifications and business profile needed to meet high production levels and demanding deadlines.

INFOCON's methods and custom software tools promote standardization at every stage of the form conversion process and permit a high degree of automation without sacrificing quality. Our conversion process is modular and readily scalable to meet required production rates.

INFOCON has unique expertise in developing custom XFDL applications and managing form conversion projects. Our programmers and conversion specialists are an invaluable resource to the customer, providing technical insight as well as wealth of form design and conversion experience.

Contact us today and learn more about our customized conversion services.

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