Microsoft Office 2016 promises functionality, productivity, efficiency and bottom-line results to make your business more competitive in the marketplace. Many of your critical operations depend on key applications such as Access, Excel, PowerPoint and Word to run efficiently and the new features in Office 2016 will help your company operate more nimbly in a changing economic climate.

And then you realize you have over a million files that you could potentially have to convert for compatibility with the new XML file formats.

Ouch! Obviously, you are not going to convert them all at once, but where do you start?

• How do you identify the most business critical files that your organization relies on daily to convert?

• Which ones have clearly visible problems and which ones have embedded compatibility issues that could cause serious headaches?

• What resources do you have to dedicate to this project and what happens if crucial files are unusable after the Office 2016 migration?
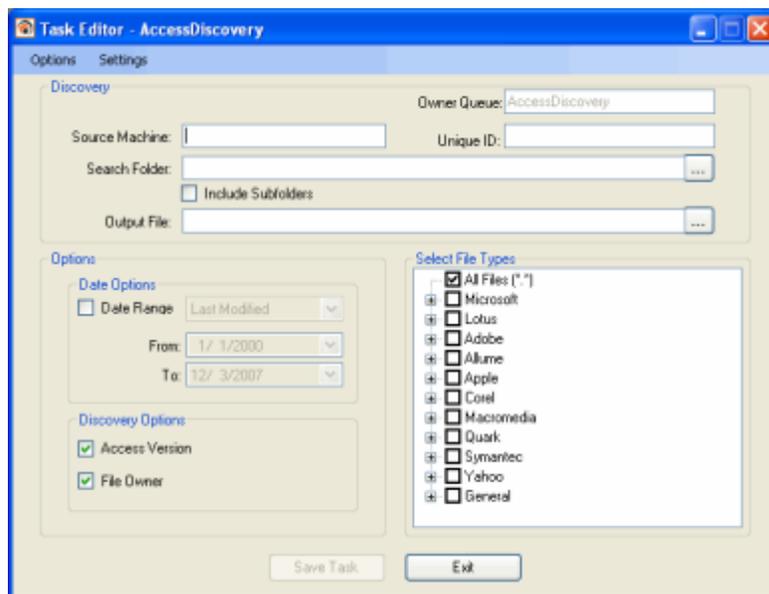
All of a sudden, your drive to complete this project is stalled amid fears that it will be too time consuming and worse, too risky. What you need is a way to clearly identify only the files you must convert first to better define the scope of the project. Doing so makes the project manageable and ultimately, more successful.

ConverterTechnology's **DiscoverIT** was developed with your migration goals in mind. It is the essential first step in any migration to newer versions of Office, and it is usually the first tool deployed in the OfficeConverter suite of products. **DiscoverIT** automates file discovery and flags key files and potential problems *ahead of time*.

DiscoverIT helps organizations move forward with their Office migration projects by:

- Automatically identifying all files on the network based on a variety of filtering criteria

- Helping define the scope of migration to choose exactly which files out of millions to convert

- Automatically tagging which Office (Access, Excel and Word) files contain Visual Basic for Applications (VBA) passwords links or charts

- Delivering output information in XML format for other functions (such as reporting)

- Collecting metadata on files such as the date the file was last modified, who the owner is and what the file size is

- Copying files to be converted and tested in the migration lab, where organizations can see how the migration would go without risking damage to the original file

- Creating discovery task templates to quickly formulate discovery tasks for many servers or file shares using the same search criteria

- Automatically generating email messages when tasks complete successfully, fail, or both

- Copying files from one server or file share to another

- Scheduling tasks to run during off hours

Once organizations have clearly identified the scope of their migration project, they can proceed with other conversion tools including:

OfficeConverter - Automates the file migration and conversion process for Microsoft Office applications to a targeted Microsoft Office version

ReportIT - Generates detailed reports so managers can determine which files to convert

LinkLab - Add-In for Microsoft Excel and Word that identifies links and assists the user with repairing or updating