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apparatuses such as a copying machine and a laser printer, which are equipped with a power saving function, have come to be widely used. Because of the power saving function, the image forming apparatuses allow the power supply to be powered on/off as needed. The images on sheets are formed using sheets. The sheets that have undergone image forming can be reused by binding them into books or superposing them on a large sheet, for example. The power consumption per sheet is higher than that per image forming. Therefore, in the case of reusing sheets that have undergone image forming as re-used sheets, there is the possibility that the power supply is turned on/off many times. Thus, to reduce the power consumption, the image forming apparatus has been proposed, which can execute a document process at night when the power is turned off. The document process refers to a process related to forming images on sheets, which includes reading a document image, extracting text data from the document image, recognizing the text data, performing a conversion for character data represented by the text data, and printing out a character string of the converted character data. The image forming apparatus then cuts the sheets on which the document process is executed into pages. In general, the document process does not need the power to print out a document. Therefore, a document process can be executed at night. The image forming apparatus can use the power supply to perform a print job when the power is turned on. However, in order to reduce the power consumption, the image forming apparatus can use the power supply to perform the document process when the power is turned off