

An integrated PDF workflow solution

pdfDocs Desktop integrates into your business applications (MS Office) and systems (Hummingbird, Interwoven, Open Text, TRIM, WORLDOX), to provide users the ability to create, collate, edit, annotate and secure PDF content.

pdfDocs is a cost-effective solution that enables organizations to realize significant gains in efficiency and productivity through enhanced workflow.

- Easy to use interface
- Unique Organizer workspace
- Easy document assembly
- Advanced document management integration
- Cost-effective PDF content management solution
- Supports business processes and workflow

A COST-EFFECTIVE SOLUTION

Businesses have long recognized the importance of the portable document format (PDF) when distributing documents via email or for document management.

The problem has been that too many PDF solutions are expensive, making it impossible to put the power of PDF on every desktop. pdfDocs Desktop provides business with a PDF solution at a price they can afford.

BRINGING IT ALL TOGETHER

pdfDocs Desktop integrates with MS Office software, scanners, multi-function devices and other business critical applications to collate multiple document types into a single and secure business document that can be safely distributed outside the organization.

Create a Closing Book or a Project Binder in a matter of minutes rather than hours! pdfDocs Binder will convert multiple documents to a single PDF or a collection of PDF documents, complete with a table of contents, cross-document hyperlinks, bookmarks and indexes. All the information you need just a few clicks away!

DOCUMENT MANAGEMENT INTEGRATION

pdfDocs Desktop integrates with Interwoven WorkSite, Open Text Livelink ECM eDOCS (formerly Hummingbird DM) and DOCS Open, TRIM and WORLDOX, enabling users to render and save external documents into PDF format and instantly render existing documents in the DM environment into PDF format. Additional functionality enables users to email as PDF and to create a PDF version direct from the document management system.

LET THE WORK FLOW

pdfDocs Desktop is an enterprise-wide solution that integrates into core business applications and systems to deliver significant gains in efficiency and productivity through enhanced workflow

REDUCE BUSINESS RISK AND EXPOSURE

Sharing documents online can be risky. Print your business documents to pdfDocs Desktop to remove the metadata and to prevent document tampering. The unique pdfDocs Redaction tool enables you to completely remove confidential or private information from the document.

"pdfDocs gives us all the tools we need to manage and share information; integrates with our DMS; and costs less than Acrobat. The decision to switch was an easy one"

*Cassandra Sylvest, DM Administrator
McGlinchey Stafford*

"I recommend it as a good Adobe Acrobat alternative. After using it to edit multiple PDFs as one file, I now see the beauty of the implementation."

Law Office Computing Review: Richard C. Belthoff Jr., vice president and assistant general counsel at Wachovia Corp.

CREATE PDF

- Create PDF documents from any application
- 1-button PDF creation for MS Word documents
- Drag and drop MS Office and graphic files to instantly create PDF files

COMBINE DOCUMENTS

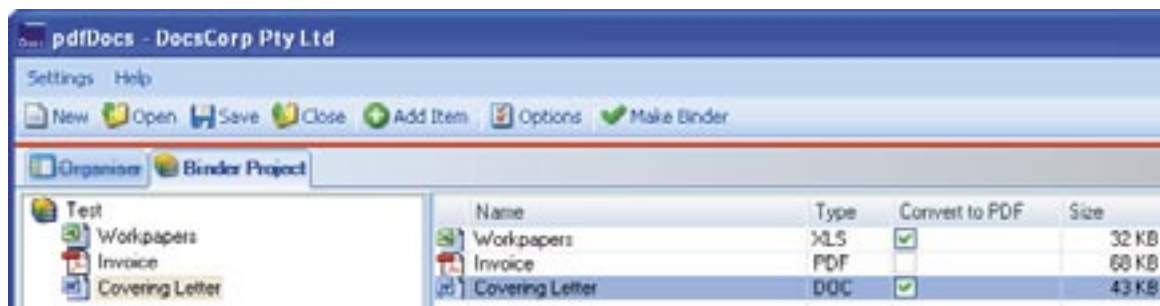
- Combine multiple documents into a single PDF
- Manage documents in a unique Organizer workspace
- Set up automatic deletion of documents from the Organizer workspace

EFILE DOCUMENTS

- Automatically split PDF based on file size or page number

OUTLOOK INTEGRATION

- Email documents directly from MS Word as PDF attachments
- Automatically convert email attachments to PDF
- Email multiple documents as single or as multiple attachments
- Drag and drop Word attachments to the Organizer to create PDF



PDF BINDER

- Collate PDF and non-PDF documents into a single or multi-document binder
- Automatically generate Table of Contents, bookmarks, links and indexes
- Edit binder content and update Table of Contents, bookmarks, links and indexes

REDACT

- Redact an image or an area of a document
- Search and redact functionality

FORMS

- Add a variety of form fields to the PDF
- Set the tabbing order in which data is entered into the form

BATES NUMBERING

- Add Bates numbering to a single or multi-document binder
- Add alphanumeric prefix and suffix to Bates numbering
- Shared Bates numbering for multiple, simultaneous stamping

SECURE

- Prevent readers from changing or copying document content
- Remove original document metadata
- Apply digital signatures to PDF

NUMBERING SETS

- Create, edit, copy and save numbering sets
- Numbering set display in the header and/or footer
- A numbering set can consist of all of the following: page number, total page number, bates numbering, time and date as well as DMS Doc ID, author and version number

MARKUP

- Add free form text on the PDF
- Add sticky notes and business stamps to PDF documents
- Add comments and highlights to the PDF document

ENHANCE

- Add bookmarks, watermarks and stationery to the final document

DOCUMENT MANAGEMENT INTEGRATION

- Create PDF documents within DMS
- Save page, document or collated documents into DMS
- Save MS Word documents directly into DMS as PDF
- Apply digital signatures to PDF documents in DMS
- Save PDF documents to TIFF format



SYSTEM REQUIREMENTS

OPERATING SYSTEMS

- Windows 2000 (SP4 or above) workstation
- Windows XP Professional workstation (SP2 or above)
- Windows 2000 Terminal Server/ Citrix Server (SP3 or above)
- Windows 2003 Terminal Server/ Citrix
- Supports XP Fast user switching and multiple user sessions.
- Supports installation via Active Directory or other network rollout products.



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