



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

pdfDocs Desktop 2.2



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.

PAY LESS, DO MORE

pdfDocs Desktop is a cost-effective solution that enables corporations, government agencies and law firms to realize significant gains in efficiency and productivity through enhanced workflows.

pdfDocs Desktop integrates into your business applications and systems to provide your users with the ability to create, collate, edit, annotate, bind and secure PDF content.

INTEGRATE YOUR WORLD

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

WORK SMARTER

Print all your documents to the Organizer workspace, where you can work on single pages, documents or multiple sets of

documents. Assemble, edit and update content until you are ready to save the final document to your local, network drive or directly into your document management system as a PDF.

SAVE TIME AND MONEY BUNDLING

Create a Closing Book or a Binder Project in minutes rather than hours! The pdfDocs Desktop Binder will convert multiple documents into a single PDF or a collection of PDF documents, automatically generating a table of contents, cross-document hyperlinks and bookmarks.

Apply a watermark, numbering or security settings across the Binder Project in a single click. Create templates and cover pages to minimize the workload.

Settings are embedded in the Binder Project making it easy to share with other pdfDocs Desktop users.

EXTEND YOUR DMS

pdfDocs Desktop integrates completely with Open Text Livelink ECM – eDOCS and DOCS Open, enabling users to save documents as PDF directly into Open Text Livelink and instantly produce documents in Open Text as PDF. Additional functionality enables users to email as PDF.

pdfDocs also provides Open Text users with document collation, editing, annotation, redaction, document numbering, bates stamping and document binding capability.

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.

"I highly recommend this product to any law firm that wants efficient software to organize its PDF documents — this is the best I have seen to date."

Legal Assistant Today: Milton Hooper, litigation support specialist

"All in all, pdfDocs Desktop can serve as an adequate substitute for Acrobat Professional (and a lot less expensively). The pdfDocs OCR Server is also worth a serious look."

TechnoLawyer: John Heckman, legal technology consultant

CREATE PDF	<p>Create PDF documents from any application</p> <p>Single-click conversion to create PDF within MS Word</p> <p>Use Watchfolders to automatically convert image files to PDF</p> <p>Combine pages or documents and output as a single PDF</p> <p>Define workflows for processing PDF documents</p>
CREATE BINDER PROJECTS	<p>Collate PDFs and non-PDFs into a Binder Project</p> <p>Generate table of contents, bookmarks and links automatically</p> <p>Arrange file and folder content and structure with drag and drop ease</p> <p>Select documents within the Binder Project as cover pages</p> <p>Edit non-PDF documents in their native applications</p> <p>Create Binder Project templates for the entire business to use</p> <p>Send Binder documents to the Organizer for editing or redaction</p> <p>Apply watermarks, security and Bates numbering to the Binder Project</p>
APPLY BATES NUMBERING	<p>Add Bates numbering to a single or multi-document collection</p> <p>Add alphanumeric prefix and suffix to Bates number</p> <p>Customize location and Bates number appearance on the page</p> <p>Track last used Bates number automatically</p>
APPLY NUMBERING SETS	<p>Create, edit, copy and save Numbering sets</p> <p>Display Numbering set in the header and/or footer</p> <p>Create Numbering sets with DMS Doc ID, author and version number</p>
CREATE FORMS	<p>Convert static PDF forms to interactive forms</p> <p>Add text boxes, checkboxes and combo boxes to PDF forms</p> <p>Set the tabbing order in which data is entered into the form fields</p>
OPEN TEXT INTEGRATION	<p>Create PDFs in Open Text Livelink</p> <p>Save page, document or collated documents into DMS as PDF</p> <p>Save the current MS Word document into DMS as PDF</p> <p>Save PDF documents to TIFF format</p>
SPLIT DOCUMENTS	<p>Split PDFs by size or number of pages for eFiling or email compliance</p> <p>Save new files to same or new location</p>
OUTLOOK INTEGRATION	<p>Email documents directly from MS Word as PDF attachments</p> <p>Automatically convert email attachments to PDF</p> <p>Email multiple documents as single or as multiple attachments</p>
REDACT INFORMATION	<p>Redact an image or an area of a document</p> <p>Search and redact multiple instances of the same text or string</p>
SECURE DOCUMENTS	<p>Prevent readers from changing or copying document content</p> <p>Password-protect a document and apply digital signatures to PDF</p>
MARKUP CONTENT	<p>Add free-form text on the PDF</p> <p>Add sticky notes and business stamps to PDF documents</p> <p>Add comments and highlights to PDF documents</p>
ENHANCE DOCUMENTS	<p>Add bookmarks, watermarks and stationery to the document</p>



SYSTEM REQUIREMENTS

OPERATING SYSTEMS

Windows 2000 (SP3 or above) workstation
 Windows XP Professional workstation (SP1 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
 Windows Vista
 Microsoft .Net 1.1

MS OFFICE

Supports Microsoft Office 2007



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