

# PDF for OpenText

Easy to use interface

Multiple Organizer and Binder Projects

Advanced document management integration

Dual integration with MS SharePoint and OpenText eDOCS DM or OpenText Content Server

Cost-effective PDF management solution

Enhanced business processes and workflow

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.

## DO MORE, PAY LESS

pdfDocs Desktop is a cost-effective enterprise-wide solution. It enables corporations, government agencies and professional service firms to realize significant gains in efficiency and productivity through enhanced integration and workflow. pdfDocs Desktop integrates into business applications, processes and systems to help manage business-critical documents and forms more efficiently, more securely.

## MANAGE PDF CONTENT MORE EFFICIENTLY

pdfDocs Organizer lets you assemble and collate documents from different applications and systems into a single secure PDF document. You can edit, redact, annotate and secure the content as well as apply stationery, watermarks or numbering sets across all the documents stored in the Organizer Project.

You can set up multiple Organizer Projects within pdfDocs Desktop. Import all the content related to a specific case, matter or project into the appropriate Project folder. Each Project folder can be configured with individual output and security settings.

*"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

## SAVE TIME AND MONEY WITH BINDER PROJECTS

pdfDocs Binder converts documents or entire folder structures into a single or multi-PDF document, automatically generating a table of contents, cross-document hyperlinks and bookmarks. You can insert cover pages and apply headers and footers across the Binder Project in a single click. Create templates and cover pages to minimize workload. Print the Table of Contents as a reference document.

With pdfDocs Desktop you can set up multiple Binder Projects for different clients or projects. Each project has its own output and security settings.

## EXTEND THE VALUE OF OPENTEXT ECM

pdfDocs Desktop integrates with OpenText ECM eDOCS DM and Content Server, enabling users to convert external documents to PDF and to profile them into OpenText ECM repositories. Users can convert existing documents in the OpenText ECM repository to PDF as new or related documents.

## MS SHAREPOINT INTEGRATION

pdfDocs Desktop allows users to Save into and export documents and libraries from MS SharePoint. pdfDocs Desktop provides dual integration with MS SharePoint and your OpenText ECM repository.

## 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.



<b>CREATE PDF</b>	<p>Create PDF documents from any application</p> <p>Use Watchfolders to automatically convert image files to PDF</p> <p>Combine pages or documents and output as a single PDF, TIFF or JPEG</p> <p>Generate PDF/A compliant documents</p> <p>Verify PDF/A compliance</p> <p>Add bookmarks, watermarks and stationery to the final document</p>
<b>MULTIPLE ORGANIZER PROJECTS</b>	<p>Create multiple Organizer Projects</p> <p>Create Organizer templates, complete with output and security settings</p> <p>Save the Organizer Project to a shared location for collaboration</p>
<b>MULTIPLE BINDER PROJECTS</b>	<p>Collate PDFs and non-PDFs into a Binder Project</p> <p>Generate Table of Contents, bookmarks and links automatically</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</p> <p>Import folders from DMS or MS SharePoint maintaining structure</p> <p>Check documents in the Binder for any updated versions in the DMS</p>
<b>APPLY NUMBERING SETS</b>	<p>Create, edit, copy and save Numbering Sets</p> <p>Add Bates Numbering to a single or multi-document collection</p> <p>Track last used Bates Number automatically</p> <p>Create Numbering Sets with DMS Doc ID, author and version number info</p>
<b>CREATE FORMS</b>	<p>Add form fields to PDF forms to capture information</p> <p>Set the tabbing order in which data is entered into the form fields</p> <p>Align and resize form fields on a page</p>
<b>DMS INTEGRATION</b>	<p>Create PDFs in OpenText eDOCS DM and OpenText Content Server</p> <p>Save page, document or collated documents into eDOCS DM or Content Server as PDF</p> <p>Save the current MS Word document into eDOCS DM or Content Server as PDF</p> <p>Dual integration with MS SharePoint and eDOCS DM or Content Server</p>
<b>SPLIT DOCUMENTS</b>	<p>Split PDFs by size or number of pages for eFiling or email compliance</p>
<b>OUTLOOK INTEGRATION</b>	<p>Email documents directly from MS Word as PDF attachments</p> <p>Convert some or all email attachments to PDF before sending</p> <p>Email multiple documents as single or as multiple attachments</p>
<b>OFFICE INTEGRATION</b>	<p>Single-click conversion to create PDF from MS Word, Excel, PowerPoint</p> <p>Print all worksheets to PDF from MS Excel</p> <p>Print MS Word document with markups</p>
<b>REDACTION</b>	<p>Redact an image or an area of a document</p> <p>Search and redact multiple instances of the same text or string</p> <p>Specify page(s) to be redacted</p> <p>Add redaction codes such as FOI to explain the redaction</p>
<b>SECURE DOCUMENTS</b>	<p>Prevent readers from changing or copying document content</p> <p>Password-protect a document and apply digital signatures to PDF</p> <p>Cleanse PDF documents of metadata</p>
<b>ANNOTATE AND MARKUP</b>	<p>Add free form text, sticky notes and business stamps on the PDF</p> <p>Add comments and highlights to the PDF document</p>

# OPENTEXT

THE CONTENT EXPERTS

OPENTEXT INTEGRATION  
OpenText Content Server  
OpenText eDOCS DM

## SYSTEM REQUIREMENTS OPERATING SYSTEMS

- Microsoft® Windows® XP with SP2 or 3 (32-bit and 64-bit)
- Microsoft® Windows® Vista with or without SP1 (32-bit and 64-bit)
- Microsoft® Windows® 7 (32-bit and 64-bit)
- Microsoft® Windows Server® 2003 with SP2 (32-bit and 64-bit) running Terminal Services/Citrix Metaframe
- Microsoft® Windows Small Business Server® 2003 with SP1 (32-bit and 64-bit)
- Microsoft® Windows Server® 2008 (32-bit and 64-bit)



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