



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

Let the work flow



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

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

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.

DOCUMENT BUNDLING SOLUTION

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

The information you need is 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 convert and save external documents to PDF and to instantly convert existing documents in the DM environment to PDF.

Additional functionality enables users to email as PDF.

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 in Macon, Ga

Law Office Computing

"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 in the greater NY area

CREATE PDF	<p>Create PDF documents from any application</p> <p>1-button PDF creation for MS Word documents</p> <p>Drag and drop MS Office and graphic files to instantly create PDF files</p>
COMBINE DOCUMENTS	<p>Combine multiple documents into a single PDF</p> <p>Manage documents in a unique Organizer workspace</p> <p>Set up automatic deletion of documents from the Organizer workspace</p>
CREATE PDF BINDERS	<p>Collate PDF and non-PDF documents into a single or multi-document binder</p> <p>Automatically generate Table of Contents, bookmarks, links and indexes</p> <p>Edit binder content and update Table of Contents, bookmarks, links and indexes</p>
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>Track last used Bates number</p>
NUMBERING SETS	<p>Create, edit, copy and save numbering sets</p> <p>Display Numbering set in the header and/or footer</p> <p>A numbering set can consist of: page number, total page number, bates number, time and date as well as DMS Doc ID, author and version number</p>
FORMS	<p>Add a variety of form fields to a PDF form</p> <p>Set the tabbing order in which data is entered into the form</p>
DOCUMENT MANAGEMENT INTEGRATION	<p>Create PDF documents within DMS</p> <p>Save page, document or collated documents into DMS</p> <p>Save MS Word documents directly into DMS as PDF</p> <p>Save PDF documents to TIFF format</p>
SPLIT DOCUMENTS	<p>Split PDF by file size or page number for electronic filing</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> <p>Drag and drop Word attachments to the Organizer to create PDF</p>
REDACT	<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	<p>Prevent readers from changing or copying document content</p> <p>Password-protect a document</p> <p>Apply digital signatures to PDF</p>
MARKUP	<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	<p>Add bookmarks, watermarks and stationery to the final 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

MS OFFICE
 Supports MS Office 2007



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