

**Docs Corp**

# pdfDocs Solution Suite

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## Content Management for Law Firms

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[www.Docscorp.com/tutorials](http://www.Docscorp.com/tutorials)



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Easy to use interface  
Reduce costs and risks  
Streamline document  
review process  
Increase collaboration  
Helps with eDiscovery and  
document management  
Enterprise-wide solution  
Vista compliant

## See the difference



The compareDocs approach to document comparison and workflow is unique.

Its easy to use interface lets you compare anything to anything, integrating seamlessly into the applications you use every day— MS Word, Outlook and Adobe Reader. No more proprietary viewing technology; no more cutting and pasting between applications; no more time wasted!

Instead, its leading-edge technology identifies changes in documents and outputs the changes directly to Word or PDF so that you can continue to work on the document. The result is a seamless, integrated workflow that delivers unprecedented levels of accuracy and efficiency.

### A DOCUMENT COMPARISON SOLUTION

As business embraces the notion of collaboration, the need for a robust document comparison and control solution becomes even more critical.

Manually comparing and contrasting documents is a time-consuming process that is prone to error. pdfDocs compareDocs gives business a solution that is *fast*, accurate and efficient.

### TWICE THE COMPARISON

compareDocs goes beyond the simple Word-to-Word or PDF-to-PDF only solution.

As a stand alone application, compareDocs will compare Word to Word and PDF to PDF.

### COMPARING APPLES WITH ORANGES

When bundled with pdfDocs Desktop, compareDocs compares apples to oranges, that is Word to Word, PDF to PDF, Word to PDF, anything to anything.

### DOCUMENT MANAGEMENT INTEGRATION

pdfDocs compareDocs integrates with Interwoven, NetDocuments, Open Text and WORLDDOX document management systems.

A single right-click on a document allows users to compare documents stored inside the DMS environment.

### COMPLIANCE

pdfDocs compareDocs enables business to meet industry and corporate compliance regulations by providing a reliable tool for tracking, discovering and reporting changes to business-critical documents.

[www.docscorp.com/comparedocs](http://www.docscorp.com/comparedocs)

<b>COMPARE DOCUMENTS</b>	<p>Compare Word to Word</p> <p>Compare PDF to PDF</p> <p>Compare Word to PDF*</p> <p>Compare PDF to any other text-based document format*</p> <p>Swap original/modified document positions</p>
<b>MODIFY RENDERING SETS</b>	<p>Choose from a variety of rendering sets for document markup</p> <p>Create, edit and save rendering sets</p> <p>Copy and rename rendering sets</p>
<b>EDIT COMPARISON SETTINGS</b>	<p>Set comparison engine granularity</p> <p>Set Ignore case option to ignore changes in case</p> <p>Set Attach punctuation to better display punctuation changes</p>
<b>ACCEPT CHANGES WITH WORD TO WORD</b>	<p>Word-to-Word comparisons display in new Word document</p> <p>Uses Word Track Changes functionality to accept/reject changes</p> <p>Display Moves natively in MS Word 2007 comparisons using Track Changes**</p> <p>Track Changes and Reviewing Pane automatically set to display</p>
<b>DMS INTEGRATION</b>	<p>pdfDocs compareDocs integrates with Interwoven, NetDocuments, Open Text and WORLDOX</p> <p>Right-click on a document within the DMS environment to compare with another document</p> <p>Save back into the DM as new, new version, attachment or related documents</p>
<b>MS OFFICE INTEGRATION</b>	<p>Complete integration with MS Office 2007 DOCX file formats</p> <p>Click Compare button on Word toolbar to compare current document with another document</p> <p>Right-click on a document in Windows Explorer to send to compareDocs</p> <p>Drag and drop documents and email attachments into compareDocs</p>
<b>PDFDOCS INTEGRATION</b>	<p>Click Compare button in the pdfDocs Organizer workspace to compare the current document with another document</p> <p>Right-click on a document within the Organizer workspace to compare with another document</p> <p>Compare the current document with another document stored in a document or records management system</p> <p>PDF-to-PDF comparison with MS Word comparison report marked up with Track Changes or Formatting***</p>
<b>DOCUMENT COMPARISON OUTPUT</b>	<p>Produce a variety of statistical summary, side-by-side and consolidated reports highlighting document differences</p> <p>Summary report can be a separate document or included in Side-by-Side and Consolidated reports as first or last page</p> <p>Create separate change summary and detail reports, or append these to the marked up comparison report for single file distribution and collaborative review</p>

\* requires pdfDocs Desktop and compareDocs

\*\* only available in Word 2007 or higher

\*\*\* requires pdfDocs Desktop, compareDocs and OCR Server



#### 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.

Supports Windows Vista

##### MS OFFICE

Supports MS Office 2007



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- Easy to use interface
- Unique Organizer workspace
- Easy document bundling
- Advanced document management 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 with Interwoven WorkSite, Open Text Livelink ECM eDOCS (formerly Hummingbird DM) and DOCS Open, NetDocuments, 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 as new or related documents.

pdfDocs Desktop 2.2 integrates with LexisNexis Visualfiles and provides users with Save into MS SharePoint 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



# pdfDocs Information Binder

<b>CREATE PDF</b>	<ul style="list-style-type: none"> <li>Create PDF documents from any application</li> <li>Single-click conversion to create PDF within MS Word</li> <li>Use Watchfolders to automatically convert image files to PDF</li> <li>Combine pages or documents and output as a single PDF</li> <li>Define workflows for processing PDF documents</li> </ul>
<b>CREATE BINDER PROJECTS</b>	<ul style="list-style-type: none"> <li>Collate PDFs and non-PDFs into a Binder Project</li> <li>Generate table of contents, bookmarks and links automatically</li> <li>Arrange file and folder content and structure with drag and drop ease</li> <li>Select documents within the Binder Project as cover pages</li> <li>Edit non-PDF documents in their native applications</li> <li>Create Binder Project templates for the entire business to use</li> <li>Send Binder documents to the Organizer for editing or redaction</li> <li>Apply watermarks, security and Bates numbering to the Binder Project</li> </ul>
<b>APPLY BATES NUMBERING</b>	<ul style="list-style-type: none"> <li>Add Bates numbering to a single or multi-document collection</li> <li>Add alphanumeric prefix and suffix to Bates number</li> <li>Customize location and Bates number appearance on the page</li> <li>Track last used Bates number automatically</li> </ul>
<b>APPLY NUMBERING SETS</b>	<ul style="list-style-type: none"> <li>Create, edit, copy and save Numbering sets</li> <li>Display Numbering set in the header and/or footer</li> <li>Create Numbering sets with DMS Doc ID, author and version number</li> </ul>
<b>CREATE FORMS</b>	<ul style="list-style-type: none"> <li>Convert static PDF forms to interactive forms</li> <li>Add text boxes, checkboxes and combo boxes to PDF forms</li> <li>Set the tabbing order in which data is entered into the form fields</li> </ul>
<b>DMS INTEGRATION</b>	<ul style="list-style-type: none"> <li>Create PDFs in Interwoven, NetDocuments, OpenText, TRIM, WORLDOX</li> <li>Save page, document or collated documents into DMS as PDF</li> <li>Save the current MS Word document into DMS as PDF</li> <li>Save PDF documents to TIFF format</li> <li>Save documents into LexisNexis Visualfiles and MS SharePoint</li> </ul>
<b>SPLIT DOCUMENTS</b>	<ul style="list-style-type: none"> <li>Split PDFs by size or number of pages for eFiling or email compliance</li> <li>Save new files to same or new location</li> </ul>
<b>OUTLOOK INTEGRATION</b>	<ul style="list-style-type: none"> <li>Email documents directly from MS Word as PDF attachments</li> <li>Automatically convert email attachments to PDF</li> <li>Email multiple documents as single or as multiple attachments</li> </ul>
<b>REDACT INFORMATION</b>	<ul style="list-style-type: none"> <li>Redact an image or an area of a document</li> <li>Search and redact multiple instances of the same text or string</li> </ul>
<b>SECURE DOCUMENTS</b>	<ul style="list-style-type: none"> <li>Prevent readers from changing or copying document content</li> <li>Password-protect a document and apply digital signatures to PDF</li> </ul>
<b>MARKUP CONTENT</b>	<ul style="list-style-type: none"> <li>Add free-form text on the PDF</li> <li>Add sticky notes and business stamps to PDF documents</li> <li>Add comments and highlights to PDF documents</li> </ul>
<b>ENHANCE DOCUMENTS</b>	<ul style="list-style-type: none"> <li>Add bookmarks, watermarks and stationery to the document</li> </ul>



**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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*A new way to  
produce, present  
and consume  
information*

## Binder Project

*"We have seen many bundling options, but this is the most sophisticated and robust. It will facilitate increased efficiency and quality control, whilst offering tremendous flexibility.*

Gerard Kamath, Business Manager of Legal Services at Lambeth Council

<b>CONVERSION</b>	Convert Microsoft Office documents and image files to PDF Leave documents in native format
<b>MANAGE CONTENT</b>	Add documents, folders and folders with subfolders from your system, network or document management system to the Binder Re-arrange content within the Binder with drag and drop ease Rename documents/folders
<b>TEMPLATES</b>	Create, edit and save Binder templates, or create a template based on an existing Binder Project Specify Table of Contents, Numbering, Security and Watermark settings
<b>COVER PAGE(S)</b>	Right-click on any document in the Binder to make it the Cover Page(s) Edit the Cover Page in its native application within the Binder
<b>TABLE OF CONTENTS</b>	Customize Table of Contents document in Microsoft Word Add Binder field codes to the Table of Contents template document Edit Table of Contents prior to generating the Binder
<b>EDIT CONTENT</b>	Edit non-PDF documents in the native application within the Binder Annotate, edit and redact PDF documents
<b>BINDER SETTINGS</b>	Specify Numbering Sets, Security and Watermark settings for Binder Turn Binder Settings on/off when generating Binder Project
<b>BINDER SNAPSHOT</b>	Create a Binder Snapshot(s) to prevent users from deleting, moving content Revert to last Snapshot unlocks the documents to previous state Revert All unlocks the Binder contents to original state
<b>BINDER OUTPUT</b>	Output the Binder as a single or multiple PDF documents Output the Binder using Universal or Standard File Naming Output as Cover Page only, consisting of Cover Page(s) and Table of Contents
<b>BINDER PRODUCTION</b>	Specify File and Target System path length Generate Bookmarks and Links to all the documents in the Binder Project
<b>BINDER DISTRIBUTION</b>	Save the Binder Project to your system or network Save the single PDF document (only) to a Document Management System Generate Autorun.inf for DVD/CD





## See the difference...

		ACROBAT 9 PORTFOLIOS	PDFDOCS BINDER 2.2
<b>CONVERSION</b>	Convert Microsoft Office documents and image files to PDF	✓	✓
	Leave documents in native format	✓	✓
<b>MANAGE CONTENT</b>	Add documents, folders and folders with subfolders from your system, network or document management system to the Binder	✓	✓
	Re-arrange content within the Binder with drag and drop ease		✓
	Sort content within the Binder based on Binder fields	✓	✓
	Rename documents/folders	✓	✓
<b>TEMPLATES</b>	Create, edit and save Binder templates, or create a template based on an existing Binder Project		✓
	Specify Table of Contents, Numbering Sets, Security and Watermark settings for template		✓
<b>COVER PAGE(S)</b>	Right-click on any document in the Binder to make it the Cover Page(s)		✓
	Edit the Cover Page in its native application within the Binder		✓
<b>TABLE OF CONTENTS</b>	Customize Table of Contents document in Microsoft Word		✓
	Add Binder field codes to the Table of Contents template document		✓
	Edit Table of Contents prior to generating the Binder		✓
<b>EDIT CONTENT</b>	Edit non-PDF documents in the native application within the Binder	✓	✓
	Annotate, edit and redact PDF documents from within the Binder		✓
<b>BINDER SETTINGS</b>	Specify Numbering Sets, Security and Watermark settings for Binder		✓
	Turn Binder Settings on/off when generating Binder Project		✓
<b>BINDER SNAPSHOT</b>	Create a Binder Snapshot(s) to prevent users from deleting, moving content		✓
	Revert to last Snapshot unlocks the documents to previous state		✓
	Revert All unlocks the Binder contents to original state		✓
<b>BINDER OUTPUT</b>	Output the Binder as a single or multiple PDF document	✓	✓
	Output the Binder using Universal or Standard File Naming		✓
	Output as Cover Page only, consisting of Cover Page(s) and Table of Contents		✓
<b>BINDER PRODUCTION</b>	Specify File and Target System path length		✓
	Generate Bookmarks and Links to all the documents in the Binder Project	✓	✓
<b>BINDER DISTRIBUTION</b>	Save the Binder Project to your system or network	✓	✓
	Save the single PDF document (only) to a Document Management System		✓
	Generate Autorun.inf for DVD/CD		✓

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**pdfDocs OCR provides businesses with a PDF solution that integrates with their existing business applications to capture critical business information locked away in image files, which can then be made accessible to all in a format that is safe, secure and searchable.**

The integrated pdfDocs OCR solution enables you to set up an automated workflow in which image documents are converted to text searchable PDFs and automatically distributed to all pdfDocs Desktop users throughout your business.

#### **BUSINESS INFORMATION AT YOUR FINGERTIPS**

Converting image files to text searchable PDF documents delivered to every desktop gives everyone instant access to all the critical business information you need to make profitable business decisions.

#### **DOCUMENT MANAGEMENT INTEGRATION**

pdfDocs OCR integrates with the world's leading document management and records management systems.

#### **LOCATE DOCUMENTS INSTANTLY**

Locating documents misfiled on a network is a time-consuming and costly exercise. Converting image files to text searchable PDF documents can help solve this problem.

Once converted, you can search your network for specific document content using Google Desktop Search or other third party products. Never loss another document again.

#### **PDF TO WORD**

Never type another document again. pdfDocs OCR converts PDF documents to Word files.

#### **BRINGING IT ALL TOGETHER**

pdfDocs OCR integrates with your scanners, MFDs, document management systems and other business critical applications to produce seamless, secure business documents that can be safely distributed inside and outside the organization.

#### **THE PDFDOCS SOLUTIONS SUITE**

The pdfDocs Solutions Suite provides business with a complete and affordable PDF solution.

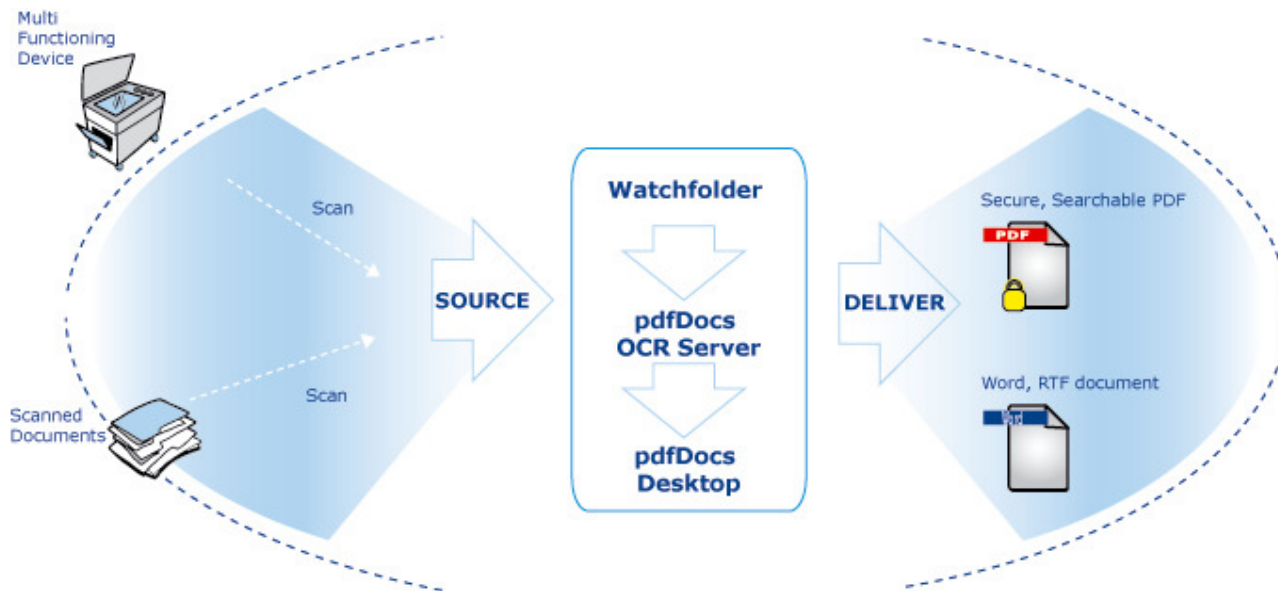
pdfDocs Desktop is part of the pdfDocs Solutions Suite. OCR Server and Process Server are the other products that make up the suite.

#### **DESKTOP**

Integrates with your business applications, scanners, MFDs, document management and records management systems to combine and collate documents that can be distributed in a format that is safe, secure and universal.

#### **PROCESS SERVER**

Provides an automated document processing solution. Automatically create PDF documents, collate with other documents, apply watermarks and page numbering. Save the document to the network or profile it in a document management system.



**SYSTEM REQUIREMENTS**

Intel Pentium III or higher processor or equivalent.

Non-dedicated file server, with at least 256 Mb RAM available for OCR process and 200 Mb free disk space

OCR Server supports up to 100 pdfDocs Desktop workstations, with a recommended capacity of 75,000 pages per month

Supports multi-server implementations

pdfDocs Desktop software connects to pdfDocs OCR Server via TCP/IP protocol using Microsoft .NET remoting technology

Developed using the OmniPage OCR engine from Nuance, recognized as the world leader in OCR technology

Windows 2000 (SP3 or above) workstation

Windows XP Professional workstation (SP1 or above)

Windows 2000/2003 Terminal Server/Citrix

Windows 2000/2003 Server

**OPTIONAL MODULES**

Asian Language Support and hand writing recognition

Handwriting Recognition

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**fx** +61 2 8569 0925  
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**www.docscorp.com**

**PDF CONVERSION**

- Convert graphic files produced by fax machines, scanners and Document Management Systems to PDF.
- An invisible layer of searchable text is placed behind the original image, which remains unchanged.

**SAVE TO WORD**

- Convert any PDF image document to Microsoft Word. You can edit and modify the document for reuse throughout the organization.

**SEARCHING**

- Using the free Adobe Reader software, you can search individual PDF documents for specific information.
- Search highlights each instance of the word in the document in its exact location. This is useful when you need to see the words in context.

**DOCUMENT RETRIEVAL**

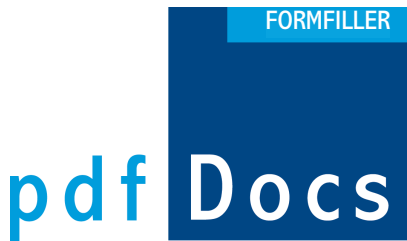
- Supports text searching using third-party products such as Windows Desktop searching, Document Management software or Google Desktop search.
- Locate misfiled or missing files on your system quickly and easily by searching on a word or string of words in the document.

**AUTOMATION**

- OCR processing is performed on your file server reducing the need for complex desktop software installations or expensive high-powered workstations.
- pdfDocs OCR Server integrates with scanners using pdfDocs Desktop Watchfolders.
- Image files in Watchfolders are automatically converted to text searchable PDF documents.
- OCR can be performed on one page, one document or a collated document set.
- Searchable PDF document is delivered to every pdfDocs Desktop user.

**ACCURACY**

- Converts 119 languages with 99% accuracy.
- Uses cutting-edge technology to recognize and convert text.
- Despeckle modules enhances difficult to read documents to help recognition.
- Financial, legal and medical dictionaries enhance recognition.
- Asian language and handwriting conversion optional extra.



**pdfDocs FORMFILLER provides businesses with a PDF forms solution to enhance business processes and workflow. PDF forms can be viewed, edited, saved, digitally signed and distributed in a format that is safe, secure and universal.**

#### **AN ELECTRONIC FORMS SOLUTION**

In the past business has had too few choices with regard to electronic forms. Adobe Reader allows you to fill in data only—you cannot save or edit the data.

The high cost of Adobe Acrobat Professional as a filler application makes the distribution of forms within the business prohibitive.

pdfDocs formFiller gives business a form solution at a price it can afford.

#### **EDIT AND SAVE AT WILL**

pdfDocs formFiller allows you to type data directly into a PDF form, save, close and continue to edit or complete later.

#### **DOCUMENT MANAGEMENT INTEGRATION**

pdfDocs formFiller completely integrates with the world's leading document management and records management systems, giving users the power to fill in and edit PDF forms. Forms can be retrieved from and saved into the document management system.

#### **FORM FLEXIBILITY**

Data entered into the form can be "flattened" using the pdfDocs Desktop software. This way the data is always associated with the form and it cannot be lost, edited or changed in any way.

Forms can be saved and routed to others in the organization to complete a business process or workflow.

Data can be exported as a data file to be archived or imported into another PDF form document to save retyping.

#### **FOR YOUR EYES ONLY**

pdfDocs formFiller enables you to encrypt PDF forms with a password to protect user data and to digitally sign documents.

#### **THE PDFDOCS SOLUTIONS SUITE**

The pdfDocs Solutions Suite provides business with a complete and affordable PDF solution.

pdfDocs FormFiller is part of the pdfDocs Solutions Suite. Desktop, OCR Server and Process Server are some of the other products that make up the suite.

#### **DESKTOP**

Integrates with your business applications, scanners, MFDs, document management and records management systems to combine and collate documents that can be distributed in a format that is safe, secure and universal. Add form fields to a document to create an electronic form.

#### **OCR SERVER**

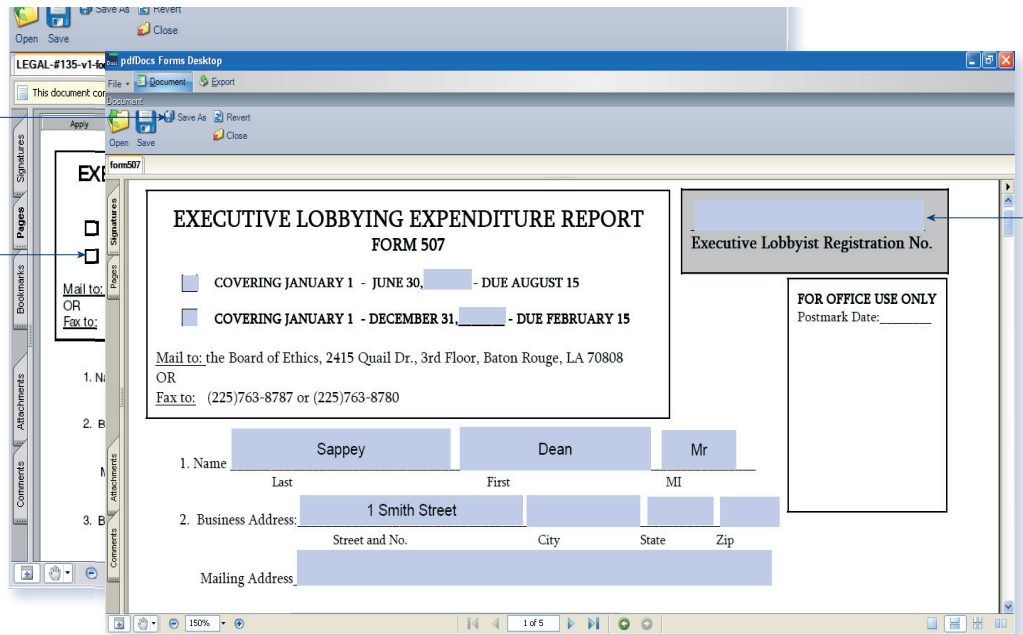
Converts non-searchable image files into text-searchable PDF documents. Documents can also be converted to Word or RTF files. Once converted, documents are automatically delivered to all pdfDocs Desktop users.

#### **PROCESS SERVER**

Provides an automated document processing solution. Automatically create PDF documents, collate with other documents, apply watermarks and page numbering. Save the document to the network or profile it in a document management system.

Save the form into your document management system

Enter data in the form and tab to the next field



## 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.

### ADOBE

Adobe Reader 6.0 or higher must be installed

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**fx** +61 2 8569 0925  
**info@docscorp.com**  
**www.docscorp.com**

### SAVE FORM

- Save the PDF document with all form field data to the Windows desktop or to a folder
- Save the PDF document directly into a document management system
- Save a "flattened" PDF document to the Windows desktop or to a folder
- Save a "flattened" PDF document to a document management system

### EXPORT DATA

- Export data as an FDF (forms data format) file
- Export form data as an XFDF (XML forms data format) file

### IMPORT DATA

- Import data from an FDF file into another PDF document
- Import data from an XFDF file into another PDF document

### DIGITAL SIGNATURES

- Apply one or more digital signatures to a PDF form

### SECURITY

- Secure the form with a password
- Prevent readers from changing or copying document content

### DMS INTEGRATION

- Right-click integration with document management systems enables you to load PDF documents directly into FormFiller
- Open a PDF document stored within a document management system from within FormFiller
- Search for PDF documents using the document management's Query window directly within FormFiller
- The Save As button enables users to save the document into the document management system as a new document, a new version or a related document for example

### REVERT TO ORIGINAL

- The Revert button replaces the current document with the original before any changes were made

### OPEN MULTIPLE FORMS

- Users can have multiple forms open at the same time



*“With pdfDocs Binder you can now create a Document Binder in a matter of minutes rather than hours.”*

## How can I reduce costs and time associated with creating document binders or packaging for eDiscovery?

The process of compiling a Document Binder, complete with a linked table of contents, bookmarks and links to each of the individual documents within the collection is time-consuming and labor-intensive.

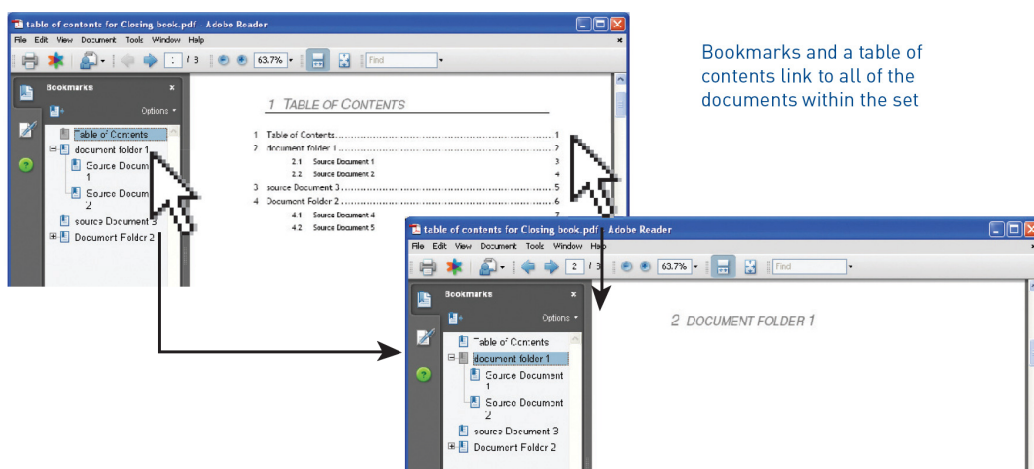
Not so for pdfDocs Binder! You can now create a Document Binder in a matter of minutes rather than hours, reducing costs and freeing up personnel to work on other matters.

### Single click, multiple documents

Using pdfDocs Binder legal professionals can select documents relating to a matter from a variety of sources—a network folder, document management system, CD or any other storage device—and convert all the documents to industry-standard, searchable PDF documents. Users can choose between a single PDF or a collection of PDF documents.

### Information at your fingertips

pdfDocs Binder will automatically generate a table of contents, hyperlinks, bookmarks and indexes to help readers navigate through all the documents. Binder also creates bookmarks for every document within the Document Binder set. The information you need is just a click away!



### Document numbering on steroids!

pdfDocs Binder takes document numbering to the next level. As you would expect legal professionals will be able to tag documents with bates numbers, date and time stamps. In addition, pdfDocs Binder gives them the ability to stamp PDF documents with document information from the document management system itself—such as the Doc ID and Author information.

### Bates numbering for the masses

Bates stamping by one individual at a law firm is no longer the norm. In today's busy practices, firms require multiple staff members to bates stamp documents. pdfDocs Binder caters to this growing need with its new Shared Bates Numbering sets. Shared Bates Numbering allows administrators to configure a bates number set for a network. Users can then apply bates numbers to their documents safe in the knowledge that no bates number is allocated more than once.

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*“With OCR Server users can easily scan and combine documents or scan and profile documents.”*

### How do I make scanned content accessible?

pdfDocs streamlines the process of capturing scanned content. pdfDocs automatically converts scanned documents to text-searchable PDF format. And with pdfDocs Cover Page Routing scanned documents can be profiled directly to Interwoven without user intervention.

#### Scan documents with ease

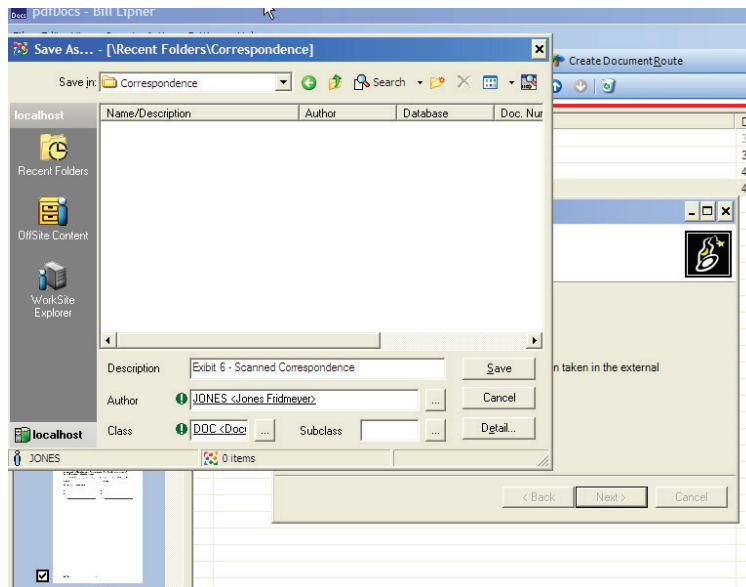
pdfDocs leverages the power of your multi-function devices with two methods of integration – so users can easily scan and combine documents or scan and profile documents depending on the nature of the task.

#### Scan to Organizer

Users can scan documents to the pdfDocs Organizer. The Organizer makes it simple to combine documents, change the order of documents or pages, and then add comments or redact information—all from within one simple interface. This is the ideal way to handle incoming correspondence or exhibits that need to be combined with other documents for electronic filing. This function does not require OCR Server.

#### Scan to Interwoven - cover sheet profiling

Interwoven users can create a cover sheet defining how to profile a scanned document. With pdfDocs OCR Server the user simply places the cover sheet on top of their document – scans the document, and pdfDocs does the rest.



pdfDocs allows coversheet profiling to be reused, saving time. And since pdfDocs Scanning relies on the pdfDocs OCR Server, users are never left waiting while their workstation converts a document to searchable format.

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scanning made easy with pdfDocs OCR Server  
the integrated PDF content management system



## Secure Document Distribution

pdfDOCS makes it simple for users to create or email secure PDF documents. PDF format is inherently more secure than transmitting documents in native format –and additional security can be applied.

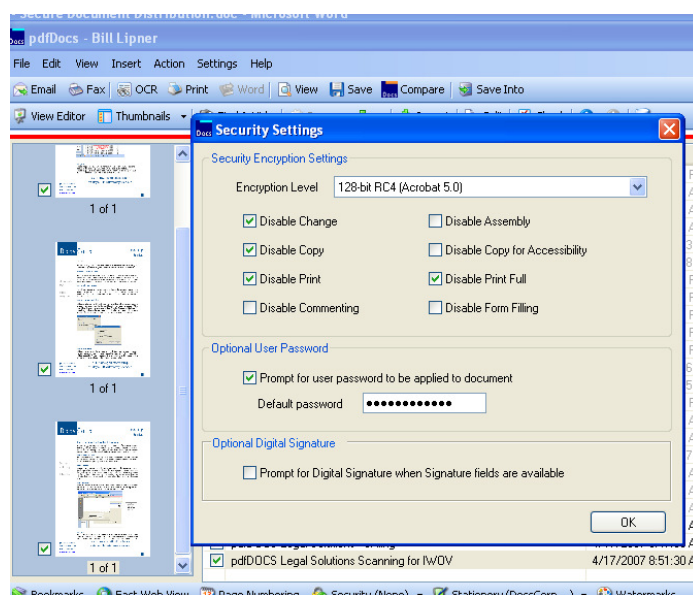
### LEVEL 1 SECURITY

PDF documents are created by emulating the printing process. The end result is that none of the original document's internal metadata is captured in the new PDF document. pdfDocs can automatically convert email attachments to PDF format to assure native documents are only sent when necessary.

### LEVEL 2 SECURITY

PDF documents can be redacted to remove sensitive information from the text layer of the PDF by replacing the redacted text with spaces. This makes it impossible for the recipient to copy out or otherwise extract the redacted text.

Secure  
Document  
Distribution  
made easy



*Setting security is as  
simple as point-and-  
click*

### Level 3 Security

PDF documents can be secured with No Change, No Copy, No Print, to limit distribution of the content. PDF documents can also be password protected at 128 bit encryption making it impossible to open the document without the password.

### Level 4 Security

PDF documents can be secured with an electronic signature which assures that the document wasn't changed after it was digitally signed.

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Secure Document Distribution made easy with pdfDocs Desktop  
the integrated PDF content management system



## pdfDocs compareDocs 3.1

By Brett Burney

Comparing two documents should be an easy task — today's software should be able to take two versions of the same document and effortlessly show the differences. Microsoft Word has a compare feature built-in, but it's limited in what it can do. Adobe Acrobat will allow you to compare two PDFs if you have the expensive Pro version of the software. The most well-known standalone software for document comparison is DeltaView from Workshare, but that utility has been merged into the more comprehensive Workshare Professional software suite that includes many other tools.

Fortunately, pdfDocs' compareDocs from DocsCorp is a simple, effective and reliable software tool that can compare two documents and give you a clear and comprehensible output on the differences between the two.

CompareDocs focuses on comparing either two Word documents or two PDF files. You also can compare Word documents with PDF files. While compareDocs doesn't explicitly compare Microsoft Excel spreadsheets or Microsoft PowerPoint presentations, those file types easily can be converted to PDF and then duly compared in compareDocs.

You might already have an application that converts files to PDFs (such as Adobe Acrobat), but compareDocs actually is part of a larger pdfDocs software suite that includes a "Desktop" component that streamlines the PDF conversion process. While compareDocs can be purchased on its own, it gets an extra boost of PDF power when it's bundled with pdfDocs Desktop. For example, you can ask compareDocs to compare two Excel spreadsheets, and the pdfDocs Desktop component will do the PDF conversion behind the scenes without any additional steps.

In my estimation, however, compareDocs is most useful for comparing two Word documents. I commonly have two different versions of a document and I need to see the differences so I can make the appropriate adjustments for a final version.

To compare documents, you simply point compareDocs to the "Original" and "Modified" files. Next you select the output for the comparison, which can either be a new Word document or PDF file. If you select a Word document for your comparison output, you can opt for either a "consolidated report marked up with Track Changes" or a "consolidated report marked up with formatting."

"Track Changes" is a nifty feature in Word, but not everyone is comfortable using it. It's most commonly used as an electronic "red-lining" feature, but because Word actually keeps track of the changes made to a document, there have been some horror stories in the press where document recipients were able to discover all the changes made to a document, including comments written about it. Plus, the Track Changes feature can be frustrating to use if you don't know how to use it properly.

What I like about compareDocs is that you don't have to worry about whether or not a reviewer has Track Changes turned on — they can make changes to the Word document in "normal" mode. Once you get the modified version back, you can run it through compareDocs with your original document, and compareDocs will create a new document with Track Changes ready for you to use. You then can accept or reject the changes that compareDocs indicates. For example, deleted text is shown in red strikethrough font, and text that was added is double-underlined in blue.

If using Track Changes makes you uncomfortable, you can choose the second output option, Marked Up With Formatting. In this output, a new Word document is created but the Track Changes feature isn't activated, although the changes appear in the same way — deleted text in red strikethrough and added text double-underlined in blue. You can't easily accept or reject changes in this output, but you can select the text and manually change the formatting as appropriate.

If you prefer to have a PDF output of your comparison, compareDocs allows you to create a PDF marked up with annotations. This output is very helpful when you need to e-mail the PDF output file to someone who might not have Word on his or her computer.

When you create a comparison, you can elect to have the document open on your desktop, or you can have the comparison immediately attach to an outgoing e-mail message. If you select this option from the Compare menu, a box will open, allowing you to choose whether you want the original, modified or comparison document attached, or all three.

Lastly, compareDocs (and the entire pdfDocs software suite) integrates easily with a number of document management systems such as Open Text, Interwoven, Worldox and NetDocuments. This helps keep your workflow intact if you are required to save documents into a document management system.

I am thrilled to find a simple and reliable document comparison tool in pdfDocs' compareDocs. I appreciate uncomplicated software that does a specific task, and does it very well. CompareDocs focuses solely on comparing documents and, for that, the software has no comparison.



### pdfDocs compareDocs 3.1

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2000/2003/XP/Vista

**Pros:** Simple and reliable comparison application; comparison output can be either Microsoft Word or PDF; seamlessly integrates with pdfDocs Desktop; excellent tech support.

**Cons:** Only specifically works with either Word or PDF files.

**Verdict:** I definitely recommend this product for comparing two different versions of Word documents.

Brett Burney is principal of Burney Consultants located in Cleveland, and focuses his time on bridging the chasm between the legal and technology borders of the electronic discovery world. You can e-mail him at [burney@burneyconsultants.com](mailto:burney@burneyconsultants.com) and visit his blog at [www.ediscoveryinfo.com](http://www.ediscoveryinfo.com).

**[www.LegalAssistantToday.com](http://www.LegalAssistantToday.com)**  
Please see our Web site for the following related review: "PdfDocs Desktop 2.1 Suite," by Milton Hooper, May/June 2008.

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## TechnoRelease®

Corporate communication that teaches rather than preaches.

March 18, 2009

### compareDocs Maintains Integrity and Fidelity for a Much More Efficient Document Comparison Workflow

Contact: Kerry Carroll, DocsCorp  
(877) 2-DOCSCORP (877-236-2726) | [sales@docscorp.com](mailto:sales@docscorp.com) | [www.docscorp.com](http://www.docscorp.com)

At the risk of stating the obvious, document comparison is all about change! Not just change in the actual documents but also change in the very technology that analyzes, marks up and outputs these changes.

Consider how document comparison has evolved from the days when law firms physically marked up the differences between two documents with a red pen to specialized software that identifies the differences between two documents quickly and accurately.

#### DOCUMENT COMPARISON WITH A DIFFERENCE

With the release of pdfDocs compareDocs, document comparison has taken another leap forward not only in terms of technology but also in philosophy. The compareDocs approach to document comparison and workflow is unique — provide law firms with a seamless, integrated comparison workflow that delivers unprecedented levels of accuracy and efficiency to meet the complex comparison needs of today's law firm.

compareDocs goes beyond Word-to-Word comparisons. Law firms no longer work exclusively with MS Word documents — they work with many different formats. The easy-to-use interface lets you compare anything to anything (Word to Word, PDF to PDF, Word to PDF as well as two image files), integrating into the applications legal professionals use every day — MS Word, Outlook and Adobe Reader.

#### YOUR COMPARISON DOCUMENT IS A WORKING DOCUMENT — THE NEXT ITERATION

The compareDocs comparison engine analyzes the document text layer only. It does not convert the document to another format as part of the comparison process. Nor does it pollute your comparison document with proprietary and problematic styles. Converting documents to another format means that document formatting will be lost. compareDocs by contrast maintains document integrity and fidelity at all times by working within the text layer only — not the presentation layer.

Once the changes have been identified within the text layer, compareDocs outputs the detected changes directly into a new Word document. This new document becomes your next version of the compared documents — a live

working Word document. This new approach results in a more efficient document review process. Consider... no more proprietary viewing technology; no more reformatting comparison documents; no more retraining staff; no more time wasted! Let compareDocs be the catalyst for change in your document review lifecycle.

### **INTEGRATION IS KING**

compareDocs integrates into all your MS Office applications including MS Outlook, document management systems (Interwoven, NetDocuments, Open Text, WORLDOX) and supports Citrix and terminal server.

compareDocs is part of the pdfDocs Solutions Suite. The pdfDocs Solutions Suite (\$189) was designed specifically for law firms providing law firms with PDF creation and management, document comparison and form-filling capability. DocsCorp also provides as a separate module its OCR Server solution, enabling you to compare scanned documents to the original Word document and output the marked up document as a Word document.

### **WANT TO SEE THE DIFFERENCE?**

[Request a trial version to see how you can compare anything to anything.](#)

[Sign up for a private demonstration.](#) See the pdfDocs compareDocs difference today.

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## PDF Software Built From the Ground Up for Law Firms

By Neil J. Squillante

January 28, 2009

The legal profession relies heavily on PDF technology. Most lawyers would agree that it's Pretty Darn Fantastic. But here's the thing. Lawyers picked up on PDF years after the first PDF applications appeared. Those early vendors have since tacked on legal-friendly features but the marketplace seems ripe for a PDF suite built from the ground up for the legal profession.

### pdfDocs Desktop 2.2 ... in One Sentence

DocsCorp's [pdfDocs Desktop 2.2](#) is a PDF content management system that includes features such as PDF creation, collation, annotation, redaction, and file splitting, and integrates with major document management systems.

### The Killer Feature

In a classic TV spot, the owner of a donut franchise grumbled every morning about it being "time to make the donuts." Of course, this grind meant fresh donuts every day for customers, the point of the ad.

Similarly, there's no denying the helpfulness of placing multiple documents into a single PDF file (e.g., closing books, deal books, etc.), but doing all that work is a grind.

pdfDocs Desktop's "Binder" technology automates this task. The new version features a number of enhancements. For example, you could always add both PDF and native format files such as Word to the Binder. But now you can edit any native file from within the Binder, a timesaver.

You might find this ability useful for an executive summary describing the contents of the Binder. If the Binder changes, you can quickly update the executive summary.

### Other Notable Features

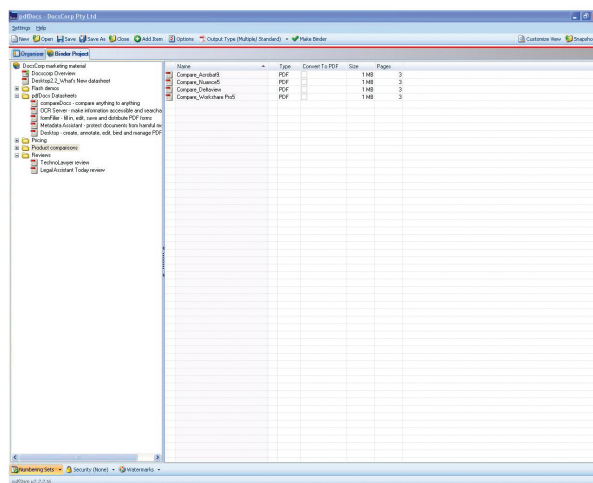
To create a Binder, you can add documents from any source, including document management systems such as Interwoven, NetDocuments, Open Text, and Worldox. You can rearrange files within the Binder using drag and drop.

pdfDocs Desktop's Binder automatically creates a hyperlinked table of contents and keeps it updated when the contents change. To make all the documents appear uniform, you can apply elements in the header and footer such as page numbers, date and time stamps, and information from your document management system such as author, Doc ID, or version.

You can save these header and footer settings for one click use in the future. In fact, you can take this automation even further by saving an existing Binder as a template. Templates can include any security, numbering, and watermark settings.

Speaking of security settings, you can use encryption to prevent users from changing or modifying the content of the documents within the collection, and you can redact confidential or sensitive information.

Also, the new "Snapshot" feature locks down folders and documents within the Binder to prevent others from moving or deleting content within the Binder. Snapshots protect your templates from being changed or modified or having



individuals inadvertently remove core documents.

### What Else Should You Know?

As part of the Binder creation process, pdfDocs Desktop will generate an Autorun.inf file for you, which makes the resulting PDF file you distribute on CD or DVD foolproof for your clients or whomever—it'll open automatically when inserted into a computer.

pdfDocs Desktop is part of the pdfDocs Solutions Suite, which sells for \$189. You can try it for free.

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# PDF Docs Binder: A new way to produce, present and consume information electronically

Assembling large volumes of documents relating to a project, case or matter from different locations, different files types and formats, converting and distributing them as a single or multi-PDF document is a time-consuming and expensive exercise. Local Australian software developer DocsCorp has added another string to its PDF bow to tackle this very problem.

BY DAVID WOOLSTENCROFT



It's late in the afternoon, your manager asks you to assemble and collate 100 documents relating to a particular project and to convert them to PDF, complete with an interactive table of contents and cross-document bookmarks and links. An impossible task, you say to yourself, given that the documents are scattered across the network and some are in the records management system!

DocsCorp has added a new feature to its pdfDocs Desktop application that was developed for projects such as this. Essentially, it automates the process of converting and "binding" vast amounts of documents together into a format or presentation that is easy to read, consume and action. Since the process is less labour-intensive, it reduces costs and frees up personnel to work on other projects.

Three clicks is all it takes: create the binder; add the documents; generate the binder. Need to add or remove a document? Nothing could be easier. Simply add or remove documents and regenerate the table of contents and cross-document bookmarks and links.

#### MAKING A BUNDLE

Documents and folders, even folders with sub-folders from your system, network or an EDRMS such as TRIM Context can be easily added to the Binder interface. Documents and folders can be rearranged within the Binder with drag and drop ease.

All the documents in the Binder can be converted to PDF or some can remain in native format. You can select a document(s) as your cover page(s), which can be edited in its native application from within the Binder. This is useful if you need to write an executive summary or abstract about the contents of the Binder.

#### MAKING LIGHT WORK OF BINDERS

The Binder will automatically generate a table of contents, hyperlinks and bookmarks to help readers navigate through the collection of documents. The information they need is just a click away.

To bring all the documents together as a single unit, you can also apply page numbering, date and time stamps or information from TRIM Context itself such as author, Doc ID or version in the document headers and footers. Create and save header and footer settings, which can be applied to a single document or across a collection of documents at the click of a button.

To further reduce the amount of work involved in creating and generating your Binder, you can create templates from scratch or save an existing Binder as a template. Templates can include any security, numbering and watermark settings that are part of the Binder.

»» "THREE CLICKS  
IS ALL IT TAKES:  
CREATE THE BINDER;  
ADD THE DOCUMENTS;  
GENERATE THE BINDER" ««

#### MAKING CONTENT SECURE

Security settings that come standard are encrypted to prevent users from changing or modifying the content of the documents within the collection; redaction capability to permanently remove confidential or sensitive information from any of the documents; Binder Snapshots lock down folders and documents within the Binder to prevent users from moving or deleting content within the Binder. This protects your templates from being changed or modified or having individuals inadvertently remove core documents from the Binder.

#### DOCUMENTS IN, BINDER OUT

Once all the documents and folders have been added to the Binder, it is simply a matter of clicking on the Make Binder button. There are three Binder output options available to you: output as a single document, multiple documents or the cover page(s) and table of contents only.

Create the Binder and save it to your network, directly back into your EDRMS (single PDF and cover page only) or to your system. As part of the Binder creation process, Binder will generate an Autorun.inf file for you. This is required to launch your cover page automatically on a CD or a DVD if you decide to burn and distribute the Binder on a CD.

Considering how we currently receive and consume information – email attachments, zipped files, paper-based documents – all unorganised and unstructured – this new technology will change how we produce, present and consume information moving forward.

The pdfDocs Binder technology enables users to assemble and organise information quickly and easily; as a result, readers are able to find what they are looking for in a matter of mouse clicks. **IQ**

- For more information on pdfDocs Binders, or any of the other products that make up the pdfDocs Solutions Suite (pdfDocs Desktop, compareDocs, formFiller or OCR Server), please call 1300 559 451 or visit [www.docscorp.com](http://www.docscorp.com)



#### About the Author

DAVID WOOLSTENCROFT is one the founding partners of DocsCorp, in Sydney. He is the Vice President of Sales and Marketing and also oversees partnerships and alliances. Prior to DocsCorp, David worked for a number of software companies, (professional services), in various management roles. He also worked for a number of years implementing and supporting ERP systems in Australia and the UK. David's background is in management accounting.