# pdf Docs

## **PDF** solutions for business

Fast, secure PDF creation

PDF has become the defacto standard for presenting and electronically distributing documents of all kinds. **pdfDocs** is a flexible tool designed to produce PDF documents from all applications, organise and manipulate these documents, and then save into document management systems or email to your customers.

Simply print any document to the **pdfDocs** printer or receive images directly from your scanner to create fast, accurate and secure documents in the Adobe PDF format. These can then be read by any user with a copy of Acrobat Reader (free from Adobe).

The true strength of **pdfDocs** though, is how it fits into the document workflow of your organisation. Use **pdfDocs** to combine multiple documents, annotate, secure, re-order pages, and finally even convert any PDF document back into your favourite Word Processor for further editing.



#### Create & collate PDF's

Create one PDF combining output from many different programs and scanned images easily. Instantly email directly to your client or save into document management systems. Individual pages can be rearranged, deleted and duplicated.

# **Security to reduce risks**

Not all PDF's are secure - **pdfDocs** creates secure PDF's with full 40 bit or 128 bit encryption, including optional passwords, with the ability to limit the ability to change, copy text, or even print (view only).

# **Key Features**

- Create PDF's from any application
- Combine, annotate & modify PDF's
- PDF to Word<sup>®</sup> conversion
- Scanner to PDF
- Redaction (Find & Hide)
- Fully integrated to Trim Context
- Easy to use and easy on your budget

ph +61 2 8270 8500 fx +61 2 8569 0925 info@docscorp.com www.docscorp.com



# **Organise your PDF's easily**

collate and manage the PDF's you create

With the **pdfDocs** Organiser, you can combine documents from multiple sources into one document, re-ordering whole documents or individual pages. Hide pages not required for distribution. Documents can be grouped, organised and then emailed or faxed to a client, and saved as a permanent record. The organiser prevents numerous 'temporary' documents cluttering your desktop.

View collated document ocs - Business Prophet Pty Ltd File Edit View Insert Action Settings Hel Hide Thumbnails 🕟 Email 🄝 Fax 🔊 Print 😻 To Word 🔯 View 🔒 Save 🔞 Save Into Trim Context View Egitor Find & Hide Process Import Tick pdf Docs Date/Time 30/09/2003 11:19:44 ... 115 KB 29/09/2003 3:12:31 PM 5 KB 30/09/2003 11:33:44 ... 4 KB 30/09/2003 3:03:16 PM 167 KB Group 1 of 42 documents Reorder, hide, insert, or delete individual pages Collated Pages: 58 ♠ Ticked

# Integration to popular document & contact management systems

- Acclipse Desktop
- Act!

Email, Save, Print or

- Hummingbird DM 4 or 5
- Interwoven Worksite (formerly iManage)

Save PDF directly to your selected document management system using the 'Save into' function.

Our commitment to further enhance integration is driven from our customers and will continue to be improved.

# **Bookmarks and hyperlinks**

Styles in your Microsoft Word documents are instantly converted to pdf Bookmarks with multiple levels. Hyperlinks and hidden text links retained as fully operational in your pdf document.

#### **Edit PDF's in Microsoft Word**

**pdfDocs** has a unique ability to convert any unencrypted PDF document to a fully formatted Word document for full editing control.

# **Email any document**

**pdfDocs** allows you to email any report you could previously only print to your printer, as a secure PDF document to your client or customer.

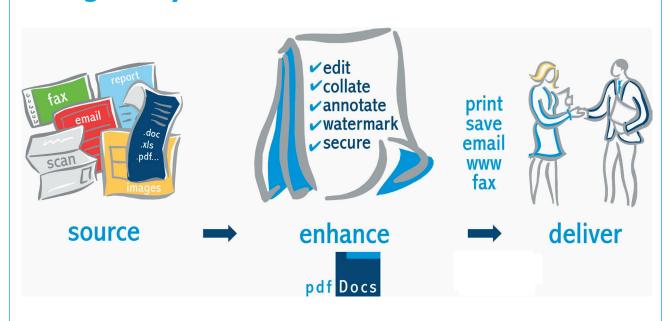
# **Download pdfDocs**

#### **Complimentary evaluation pack**

Visit our web site for details on how you can download a fully functional version of pdfDocs plus case studies on how pdfDocs users have achieved significant benefits from this unique solution.

www.docscorp.com

# Strengthen your document workflow



**pdfDocs** becomes your daily tool for managing documents from multiple sources, and your connection between scanners and any software through to your document management system.

# Scanning workflow

**pdfDocs** becomes the link between document scanners and Trim context document storage. Up to 15 different graphics formats are instantly converted to pdf by the use of **pdfDocs** 'Watchfolders'.

#### **Easily Integrate your Scanners**

- □ Collate/burst scanned documents
- Combine scanned and printed pages
- Users can scan a document on a shared scanner and have their own pdfDocs window launch with their scan within seconds
- Review scanned documents prior to saving
- □ Use 'Save into' to directly save your scanned document to your chosen document management system

# **Reports + Accounts Data**

# capture all your documents

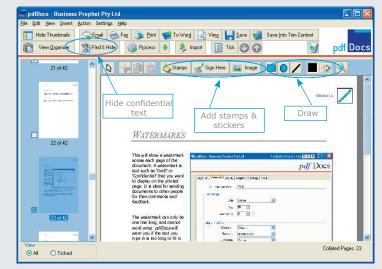
Many financial reports, invoices and Spreadsheets must be printed to your printer, prior to scanning or posting to your client. **pdfDocs** allows any invoice, report, spreadsheet or financial presentation to be converted into a PDF document which is an exact copy of the printed document. This can then be easily emailed or saved. Of course, the document created is **fully text searchable** unlike scanned documents.

This unique feature means that if you can print to a Windows Printer, pdfDocs can accept your report or document.



# pdf Docs

#### **Features of the pdfDocs Editor**



Edit and annotate your documents within **pdfDocs** prior to saving or emailing your document. Draw, highlight, hide text or graphics.

#### Find & Erase - Redaction

**pdfDocs** has a unique ability to block out text from a pdf. This *Redaction* feature allows you to find one or all occurrences of text and either just remove it or block out with a colour block. Underlying text is completely removed. Ideal for legally sensitive document content.

### **'Sign here' stickers**

Annotate your document with preset or user created stamps or other graphics such as scanned signatures, letterheads, or logos.

#### **Watermarks**

Place text such as 'Draft' & 'Confidential' across one all pages of your document.

#### Page numbering

Overlay your own page numbers on collated document sets.

# **System Requirements**

#### **Operating Systems supported**

Windows 98/NT/2000/XP Windows 2000/2003 Terminal Server Citrix Metaframe XP

#### **System**

Minimum 50mb free disk space Acrobat Reader 5.1 + (free from Adobe)

#### Memory

256 Mb RAM minimum

## **About DocsCorp**

DocsCorp continues to deliver on its objective "Small changes - Big Results" with the development of imaginative and innovation software tools that allow you to get the most out of your existing software investment and improve both company efficiency and client communication.

DocsCorp products are used by over 600 companies both in Australia and internationally, with its technology also licenced by such organisations as CCH Australia and Reckon Ltd. All DocsCorp products are developed and supported by DocsCorp's own software engineers based in Sydney, Australia.

www.docscorp.com



ph +61 2 8270 8500
fx +61 2 8569 0925
info@docscorp.com
www.docscorp.com