



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

pdfDocs Desktop 2.2 Binder

pdf Docs
DESKTOP

The pdfDocs Binder capability in pdfDocs Desktop focuses on the needs of corporate, government and legal clients to automate the process of bundling vast amounts of documents and information related to a case, matter or project into a single, easily-navigated document, which can then be archived to a network drive, into a Document Management System, or delivered on a CD/DVD to a client or to an external third party.

WORK SMARTER, MORE EFFICIENTLY

Previously, assembling Closing or Deal Books, CD Bibles or Court Bundles was a time-consuming and expensive exercise. Not so for pdfDocs Binder!

You can now generate a Binder in a fraction of the time, reducing costs and freeing up personnel to work on other projects. Generate a Binder in three steps: create the Binder; add the documents; publish the Binder.

Need to add or remove a document? Nothing could be easier—simply add or remove documents and regenerate the Binder.

Find what they are looking for in a matter of mouse clicks!

MAKE A BUNDLE

Add documents and folders, even folders with sub-folders from your local drive, network or Document Management System (Interwoven WorkSite, NetDocuments, Open Text or WORLDOX) to the Binder interface.

Convert all the documents in the Binder to PDF or leave some 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.

MAKE LIGHT WORK OF BUNDLING

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!

Apply page numbering, date and time stamps or information from your DMS 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 across the document collection at the click of a button.

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.

"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

"We have received excellent feedback from our legal division. It will facilitate a significant positive change in the working practices, allowing significant time saving and departmental efficiency."

Councillor Mike Carr, Cabinet Member for Direct and Internal Services at Derby City Council

CONVERSION	Convert Microsoft Office documents and image files to PDF Leave documents in native format
MANAGE CONTENT	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
TEMPLATES	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
COVER PAGE(S)	Right-click on any document(s) in the Binder to make it the Cover Page(s) Edit the Cover Page in its native application within the Binder
TABLE OF CONTENTS	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
EDIT CONTENT	Edit non-PDF documents in the native application within the Binder Annotate, edit and redact PDF documents
BINDER SETTINGS	Specify Numbering Sets, Security and Watermark settings for Binder Enable/disable Binder Settings when generating Binder Project
BINDER SNAPSHOT	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
BINDER OUTPUT	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
BINDER PRODUCTION	Specify File and Target System path length Generate Bookmarks and Links to all the documents in the Binder Project
BINDER DISTRIBUTION	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
INTEGRATION	pdfDocs Desktop integrates with MS Office, including MS Word and MS Outlook Integrates with leading Document Management Systems including Interwoven, NetDocuments, Open Text, TRIM and WORLDQX.



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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