pdfDocs Binder

- **Easy to use interface**
- **Create multiple Binder Projects**
- **Advanced document management integration**
- **Dual integration with MS SharePoint and a document management system**
- **Cost-effective PDF management solution**
- **Enhanced business processes and workflow**

The binder capability in pdfDocs Enterprise focuses on the needs of corporate, government, and law firms 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.

The final, single document can then be quickly archived to a network drive, a document management system, or delivered on a storage device 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:

1. Create the binder
2. Add the documents
3. Publish the binder

Need to add or remove a document? Nothing could be easier. Simply add or remove documents and regenerate the binder.

MAKE A BUNDLE

Add documents and folders, even folders with sub-folders from your local drive, network, or document management system to the pdfDocs Binder interface.

Convert all the documents in the binder to PDF or leave some in native format. You can select a document as your cover page, which can be edited in its native application from within 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

MAKE LIGHT WORK OF BUNDLING

The binder will automatically generate a Table of Contents (TOC), 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-time stamps or information from your document management system 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 new templates or save existing binders as templates. Templates can include security, numbering and watermark settings, and customized Table of Contents.

MANIPULATE THE OUTPUT

Customize your TOC, document links, and bookmarks for PDF and non-PDFs in the binder. For iManage and Worldox, you can also create customized metadata for the binder that links to properties used by your DMS documents.

EXTEND THE VALUE OF YOUR DMS

Users can output documents in a single pdfDocs Binder to a single PDF and then profile that into their DMS. pdfDocs Binder integrates with numerous leading document management systems.

INTEGRATE WITH MS SHAREPOINT

pdfDocs Binder allows users to save into and export documents and libraries from MS SharePoint. pdfDocs Binder provides dual integration with MS SharePoint and your DMS.

pdfDocs Binder

CONVERSION	Convert Microsoft Office documents, image files, and Visio files to PDF Option to leave documents in native format
MANAGE CONTENT	Add documents and folders from your system, network, or DMS to the binder Import documents and folders from your DMS, maintaining their structure Rearrange content within the Binder Project with drag-and-drop ease Sort content within the Binder Project based on binder fields Create user-defined columns of metadata that match your organization's needs Rename documents/folders
TEMPLATES	Create, edit, and save new binder templates Create a template based on an existing Binder Project Specify Numbering Sets, Security, and Watermark settings for templates Specify how the Table of Contents displays
COVER PAGE	Right-click any document in the binder to make it a Cover Page Edit the Cover Page in its native application in the binder
TABLE OF CONTENTS	Customize the Table of Contents document in MS Word Add binder field codes to the Table of Contents template document Edit the Table of Contents prior to generating the Binder Project
EDIT CONTENT	Edit non-PDF documents in the native application in the Binder Project Annotate, edit, and redact PDF documents
BINDER SETTINGS	Specify Numbering Sets, Security, and Watermark settings for a binder Enable/disable binder settings when generating a Binder Project Secure documents by setting various encryption levels with a password
BINDER SNAPSHOT	Create a Binder Snapshot to prevent users from deleting or moving content Revert to the last Snapshot unlocks the documents to their previous state Revert All unlocks the binder contents to its original state
BINDER OUTPUT	Output the binder as a single, collated PDF or as multiple PDF documents Output the binder as a PDF/A-1b document Output the binder using Universal, Standard, or Bates Numbering file naming Output as Cover Page only, consisting of Cover Pages and Table of Contents Information provided when binder fails to generate Start numbering on Cover Page, Table of Contents, or a document to comply with Court requirements in various regions
BINDER PRODUCTION	Specify File and Target System path length Generate bookmarks and links to all 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
VERSIONS	The binder functionality is available in pdfDocs Enterprise only

Operating Systems

Microsoft® Windows Server 2019, 2016, 2012 R2, 2012 or 2008 R2

Terminal Services/Citrix XenApps on the above OS

Microsoft® Windows®10. 8.1, 8, or 7 (32-bit or 64-bit)

Software

.NET Framework 4.6 or 4.5.2 for pdfDocs 4.5

.NET Framework 4.5 or later for pdfDocs 4.4

MS Office 2019, 2016, 2013, 2010 (32-bit or 64-bit), or 365

DocsCorp products integrate successfully with MS Office 365 when installed locally. No integration is possible in Office Online apps or Office 365 when installed using Office on Demand.

MS Outlook 2019, 2016, 2013, and 2010

Hard Disk

Single or multi-core CPU

2 GB minimum free disk space

2 GB RAM

INTEGRATIONS

ALB (Advanced Legal)
ContentWorker (FormPipe)
DMS4Legal (Epona)
Eclipse
HP TRIM
iManage FileSite/DeskSite
iManage Work 10
Laserforms
Oyez Forms
Lawdocs
Leap
Lexolution
Linetime
Microsoft Office
Microsoft SharePoint
NetDocuments (ndOffice)
OpenText Content Server
OpenText eDOCS DM
OpenText Enterprise Connect
ProLaw
Repstor (Transform Data)
Visualfiles
Worldox

AVAILABLE VERSIONS

pdfDocs Professional
Integrates with DMS

pdfDocs Enterprise
Integrates with DMS and provides Binder capability

DocsCorp
Work Smart