



Create complex PDFs. Easily.



PDF is a must-have technology for sharing documents reliably and securely to the world outside your office.

Dropbox reports that there are five billion PDF files in its service alone. Consider what that number would be if you included all the other file sharing and cloud storage services.

There is no escaping the simple fact that PDF is everywhere and that every business needs a PDF tool.

How else would you package multiple file formats into a single file for easy and secure email distribution?

Creating and printing PDFs is just the start. There is no other file format that delivers so much: document sharing, collation, compression, reliability, and security.

With the right PDF application, your users will be able to work more securely and efficiently.



# pdfDocs is a powerfully simple application that takes the work out of creating and sharing complex PDF documents.

pdfDocs streamlines the process of collating multiple documents from multiple sources into a single, secure PDF document, saving you countless hours of work.

It's a completely different approach to other PDF applications. At its core is a unique project-centric PDF workspace in which you can collate, edit, mark-up, annotate, and secure document sets.

Pages or documents in the collated set can be easily excluded from a particular version of the final document (not deleted). Simply check them again and they are included in a different version of the document.

You can reduce the workload for your teams by creating templates containing a standard set of documents that can be modified as needed for specific business requirements.



## Works the way you work

Not everyone works or interacts with PDF documents the same way or to the same degree.

For some it's a light touch—viewing and reading PDF documents. For others, it's working with thousands of documents, which requires a robust set of tools and automation to get the job done. pdfDocs can accommodate how you work.

**Single Document mode** - allows you to open and work with a single instance of a PDF document. This is a faster, simpler way of interacting with documents.

**Organizer Project mode** - lets you add virtually any document type to a project workspace, including email messages and Microsoft Office documents, which can be output to a single, secure PDF for distribution.

**Binder Project mode** - automates the process of converting and assembling vast amounts of documents into a single or multi-PDF document, complete with a Table of Contents, Cover Page, Bookmarks, and Links.





## Works beyond PDF creation

Creating and viewing PDFs should just be your starting point when it comes to a PDF application.

By extending digital workflows you maximize your investment and increase staff productivity. pdfDocs will empower your staff to do more.

Some digital workflows that will immediately benefit you:

### **Document review**

Send out document drafts so stakeholders can mark up and comment.

### **Form creation**

Create electronic PDF forms to make it easier for your clients to enter information that is consistent and correct.

### **Optical Character Recognition (OCR)**

Ensure all documents are text searchable so they can always be found.

### **Content repurposing**

Convert PDFs to Word documents so you don't have to waste time retyping documents.

### **File splitting**

Automatically split PDFs to comply with file size requirements for email or when filing documents electronically with the Courts.

### **Bates numbering**

Apply Bates numbers to individual PDF files or a set of PDF files.

### **PDF/A**

Create and validate PDFs for long-term archiving and storage to comply with government and Court requirements.

### **Redaction**

Permanently remove information with redaction capabilities, including review and approval workflows and pattern search to save time and reduce risk.



## Works where you work

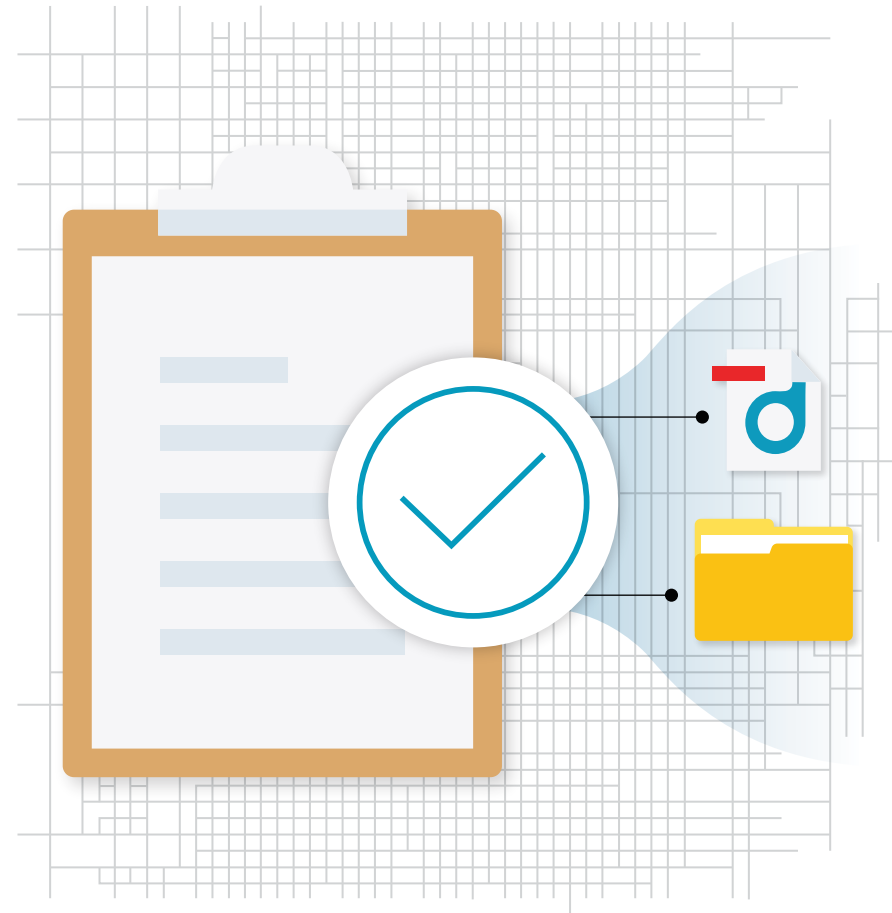
Document professionals in many industries work extensively in case, document, or practice management systems.

It is important that their PDF application integrates seamlessly with their systems to maintain compliance with strict record retention rules.

pdfDocs lets users create and edit PDF documents within the document management system to ensure compliance and streamline workflows.

Users can also collate and save external documents into the document management system from pdfDocs, profiling it directly into the appropriate cabinet, folder, or matter.

Single-click workflows let users save Word documents to PDF and profile them into the document management system.





## Works so you don't have to

In many industries, the final product given to the client is a collection of documents related to the work or service. These eBinders are referred to by many different names, Court Bundles, Matter Bibles, or Deal Books for example.

This can be a massive undertaking, which does not usually generate additional revenue—it's all part of the service.

pdfDocs Binder lightens the workload by automating the process of converting the documents to PDF, generating a Table of Contents, Bookmarks, Links, and a Cover Page, outputting the document collection to a single PDF so the reader can more easily navigate the document.

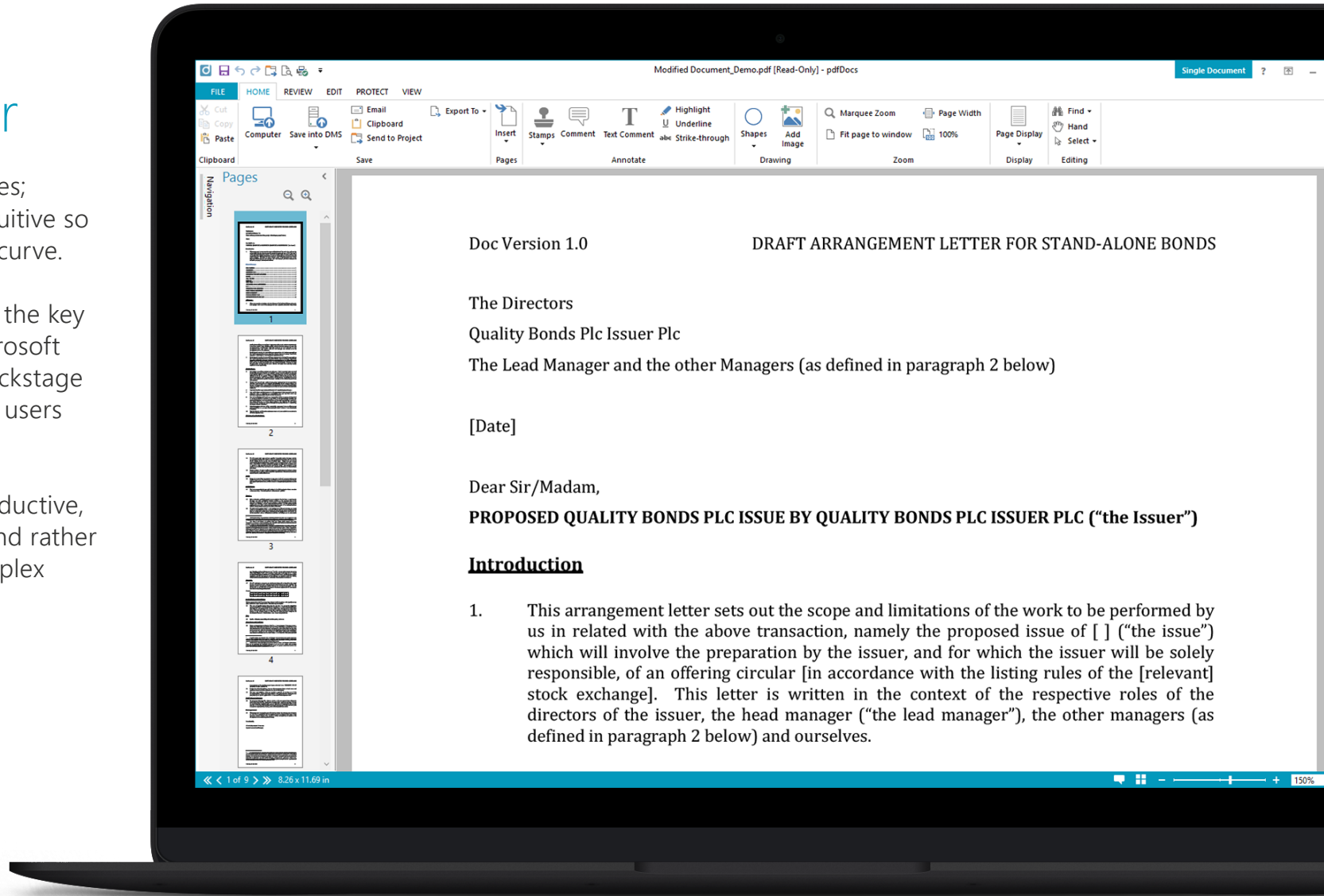
Using pdfDocs Binder to create an eBinder can be done in a fraction of the time it takes someone to manually do it—users estimate they get the job done 75% faster using pdfDocs Binder.

# Works familiar

No more complex interfaces; pdfDocs is familiar and intuitive so there is no steep learning curve.

pdfDocs employs many of the key design elements from Microsoft Office, ribbons and the Backstage view for example, to make users feel at home.

Users are immediately productive, focusing on the task at hand rather than grappling with a complex interface.







# What our clients are saying

"pdfDocs has improved our client experience immensely. The document bundle we produce today is consistent in layout and split into sections allowing clients to view only the relevant sections that are clearly numbered. Prior to using pdfDocs each paralegal had their own bundle style, which often caused issues with our clients."

**Andrew Morris**

***Business Manager of Legal Services at Swansea Council***

"pdfDocs provides efficiencies around delivering a faster client service in an increasingly digital and mobile environment. It saves hours of printing and scanning for support staff and is a major contributor to the success of our PaperLite initiatives."

**Debbie Kealy**

***Technology Solutions Manager at Macpherson Kelley***

"Staff use pdfDocs to redact sensitive information in Litigation-type departments. Plus, its other features like PDF to Word conversion, and document bundling is used by legal secretaries across multiple departments. This was a key benefit for us: pdfDocs does everything in one place, meaning we don't have to use several different solutions for all these important workflows."

**John Kelly**

***Head of IT at ByrneWallace***



## pdfDocs

pdfDocs is a project-centric PDF management application that integrates with business applications and systems to provide users the ability to create, collate, edit, annotate and secure PDF content. Users can set up unique Organizer workspaces for specific cases, matters, or projects complete with output and security settings.

## pdfDocs Binder

Enables users to collate PDF and non-PDF documents into a single or multi-document collection, complete with a table of contents, cross-document bookmarks, links and indexes.



Work Smart

DocsCorp designs easy-to-use software and services for document professionals who use enterprise content management systems. We provide solutions for document creation, metadata removal, document processing, PDF manipulation, and document comparison.

The DocsCorp product suite is built to drive business efficiency and increase the value of existing technology investment. We help transform any organization's slow and outdated processes using sophisticated solutions that integrate with most major document management systems.

DocsCorp is a global brand with customers located in the Americas, Europe, and Asia Pacific. More than 500,000 users in 67 countries rely on DocsCorp software every day.

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