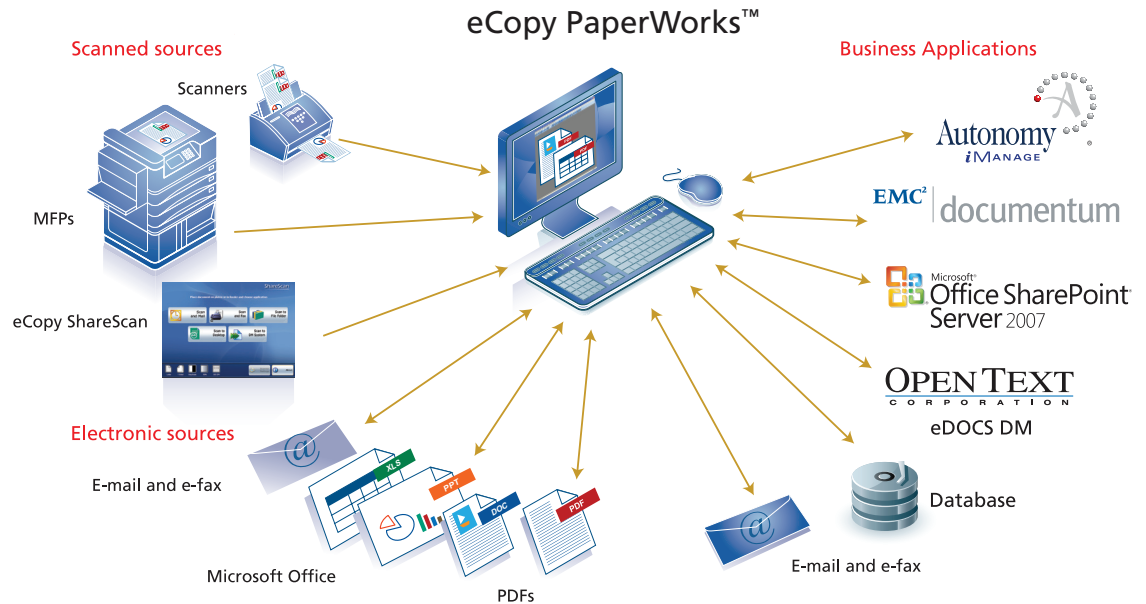


Combine scanned and electronic documents into secure, searchable PDFs

eCopy PaperWorks™ is easy-to-use desktop document imaging software that enables office workers to convert electronic and paper documents into text-searchable, secure PDFs and directly include them in business applications and workflows. eCopy PaperWorks provides office workers with advanced tools to scan, merge, modify, and connect documents with the software they use every day.



SCAN

- Capture paper documents from your desktop scanner or copier
- Use your network copier to scan documents and send them directly to eCopy PaperWorks
- Save the scanned documents as secure, searchable PDFs

MERGE

- Combine scanned documents, faxes, e-mails, and electronic files
- Rearrange pages by simply dragging and dropping
- Create documents in a secure, searchable, common file format
- Merge documents from a variety of storage locations

MODIFY

- View, edit, mark up, and manipulate files
- Insert bookmarks, add dynamic headers, footers, or Bates Stamps, and electronically sign documents
- Annotate pages using drawing tools, text tools, highlight, blackout, whiteout, and notes
- Burn-in changes so that they can't be altered

CONNECT

- Save files as secure documents, distribute via e-mail or fax, and integrate with backend applications and business process workflows
- Using eCopy PaperWorks Connectors for Microsoft® SharePoint®, EMC® Documentum, Autonomy iManage WorkSite®, and Open Text eDOCS DM™, scanned and electronic information can be delivered directly to, stored in, and retrieved from document management systems



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Work faster and simplify common business tasks

	When businesses need to:	eCopy PaperWorks delivers:
MERGE SCAN	Leverage existing investments in scanning hardware	<ul style="list-style-type: none"> The ability to work with desktop scanners, all-in-one printers, and networked scanning devices
	Combine files or integrate information from a variety of sources	<ul style="list-style-type: none"> Merge and convert functionality to transform scanned and electronic documents to PDFs (individually or in batches) and combine with files from other format sources
MODIFY	Modify scanned and electronic document image files	<ul style="list-style-type: none"> Markup tools for modifying documents, including adding comments, text, and attachments Interfaces to create, apply, and edit dynamic headers, footers, watermarks, and Bates and Endorsement stamps Text selection menu for copying text and adding bookmarks
	Easily retrieve and search scanned and electronic documents	<ul style="list-style-type: none"> Ability to create scanned documents with searchable text The use of optical character recognition for converting scanned documents to editable text files Ability to search a single document or any document in any system or network folder Advanced options to search by author, title, keyword, or date
	Support compliance and security initiatives	<ul style="list-style-type: none"> Ability to permanently remove confidential information with blackout/ whiteout tools Password protection to restrict printing, copying, and editing Ability to encrypt documents before sending over a network
CONNECT	Integrate documents into business process workflows	<ul style="list-style-type: none"> Bi-directional connectors to document management systems that enable collaborative business process management Ability to develop integration with back-end business applications using the optional eCopy PaperWorks Software Development Kit (SDK) Flexibility to manage document storage and retrieval from the desktop and from the document management client
	Provide remote access and simplify application administration	<ul style="list-style-type: none"> Windows Terminal Services and Citrix support to view, edit, and save documents from any client

Minimum system requirements

- Microsoft® Windows™ Vista™ x86 (32-bit) Business and Enterprise editions, or Microsoft Windows XP with latest service pack, or Windows 2003 Server with latest service pack
- Intel® Pentium®-based PC or equivalent recommended; 800 MHz processor for Windows Vista; 300 MHz processor for Windows XP and Windows 2003
- 512 MB RAM and 500 MB free disk space recommended for Windows Vista; 512 MB RAM (for color images), 256 MB RAM (for B&W images), and 500 MB free disk space recommended for Windows XP and Windows 2003

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