



DocsCorp

DocsCorp software helps solve the everyday problems of law practice document management. **DocsCorp software** streamlines work processes to deliver higher levels of efficiency and productivity when working with legal documents because its software integrates with core legal applications, process, and systems.

DocsCorp software provides law firms with PDF and PDF/A creation and validation, document collation, annotation, redaction, form-filling, OCR conversion and processing, Bates numbering, metadata removal, file splitting, document comparison, and document bundling capability. **DocsCorp** supports your law practice with:

- PDF Creation and Management
- Binder Projects
- Document Integration and Conversion
- Document-To-Document Comparison
- Microsoft Office Integration
- Metadata Removal
- Document Search

Compare

Compare Documents:

- Compare Word to Word
- Compare Word to PDF
- Compare Excel to Excel

Compare PDF to PDF:

- Compare PDF to any other text-based document format
- Microsoft Office Integration:
- Word-to-Word comparisons display in new Word document
- Uses Word “Track Changes” functionality to accept/reject changes
- Complete integration with Microsoft Office 2007 and 2010 DOCX file formats

Reports:

- Produce a variety of statistical summary, side-by-side and consolidated reports highlighting document differences

Content Crawler**Make Text Searchable:**

- Assess the text searchability of documents in a Content Repository
- Check all non-searchable content such as image files, image PDFs and emails with attachments
- Process documents using OCR technology to generate a new PDF with a hidden text layer
- Save the OCR’ed PDF into the DMS ready to be indexed by the search engine

Automated Process:

- Runs as an automated end-to-end process, or a manual one with “hold for review” stages
- Works in either Backlog or Active Monitoring modes, or both

Integration:

- Integrates with all leading DMS - Autonomy iManage WorkSite, OpenText Content Server, OpenText eDOCS DM and OpenText Livelink Microsoft Share Point and Microsoft Windows file systems

Contact Us: 914.738.9148 or info@amicusconsult.com

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PDF Documents

Create PDFs:

- Create PDF documents from any application
- Use Watchfolders to automatically convert image files to PDF
- Generate and verify PDF/A documents

Binder Projects:

- Create multiple matter-centric Project folders
- Create Organizer templates including output and security settings
- Save the Organizer Project to a shared location for collaboration
- Collate PDFs and non-PDFs into a Matter book
- Automatically generate Table of Contents, bookmarks, and links

PDF Management:

- Create, edit, copy and save Numbering Sets, including Bates Numbering
- Edit and customize page numbering
- Capture information by adding form fields to PDF forms
- Split PDFs by size or number of pages for eFiling or email compliance
- Redact images and text from the document
- Add markup and comments to the PDF
- Cleanse document of PDF metadata

Integration:

- Integrate with leading Document Management Systems
- Convert to PDF from MS Word, Excel, PowerPoint
- Convert some or all email attachments to PDF before sending

For more detailed information about DpcsCorp, specific features, or how it can help your law practice, please call 914-738-9148

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