



Symphony Suite™

Symphony Suite™ is an imaging solution that streamlines the process of scanning, filing, and Optical Character Recognition (OCR) searching your practice's documents. With Symphony Suite™ software every keyword and phrase in your document can be found with a simple text search.

Symphony Suite™ scanning process and OCR technology help your firm manage paper documents with the same level of efficiency as it manages electronic documents.

Symphony Profiler gives you the ability to profile, scan, and file documents into the Worldox Document Management System (DMS).

Symphony OCR leverages the text-search capabilities within your DMS. All of your documents become text-searchable by keyword or phrase regardless of origin or date of receipt. This includes all documents in your DMS (past, present, or future) received via email attachment, e-fax, external disk, thumb drive, or scanner.

Symphony Suite™ provides:

- Scanning
- Optical Character Recognition (OCR)
- Full-Text Search
- Advanced Document Analysis
- Content Preservation

Optimized Scanning

With Symphony Profiler, interns or clerical staff can batch scan a large number of documents all at once. The documents are scanned and filed into Worldox and ready for optical character recognition via automatic OCR technology.

Optical Character Recognition (OCR)

Make all documents searchable with OCR. With Symphonysuite™ electronic document management system, you have the ability to access documents with a simple text search using optical character recognition (OCR). In the past 25-50% of documents were not text-searchable because documents were scanned and stored as an image file – not a text file.

When you run **Symphonysuite™** in the background you have the ability to automatically batch-create text-searchable PDF documents.

When you save PDFs and TIFFs within your document management system they are automatically OCR'd. Every PDF becomes text-searchable, including those that are scanned, emailed, downloaded from the Internet, email attachments with PDFs, and even the PDFs already in your repository.

Optical Character Recognition (OCR)

Additional Benefits for Every PDF Saved include:

- **Full-Text Search** – Search any repository document by keyword or phrase
- **Select and Copy:** Select, copy, and paste content
- **Advanced Analysis:** Determines which pages in a PDF are or are not appropriate for OCR
- **Image Existing Files:** Documents saved in the repository prior to running **Symphonysuite™** will also be OCR'd
- **Content Preservation:** Original files remain intact, including any PDF annotations, Bates numbers, bookmarks, etc.

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

Contact Us: 914.738.9148 or info@amicusconsult.com

amicusconsult.com