

# pdfDocs Binder

Easy to use interface

Multiple Binder Projects

Advanced document management integration

Dual integration with MS SharePoint and a DMS

Cost-effective PDF management solution

Enhanced business processes and workflow

The Binder capability in pdfDocs 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.

That single document can then be quickly archived to a network drive, a Document Management System, or delivered on a CD/DVD 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 Binder interface.

Convert all the documents in the Binder to PDF or leave some in native format.

You can select a document(s) as your cover page(s), 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, 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 DMS itself 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.

<b>CONVERSION</b>	Convert Microsoft Office documents, image files and Visio files to PDF Option to leave documents in native format	<b>SYSTEM REQUIREMENTS</b>  <b>Operating Systems</b> Microsoft® Windows Server 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)  <b>Software</b> .NET Framework 4.6 or 4.5.2 for pdfDocs 4.5 .NET Framework 4.5 or higher for pdfDocs 4.4 MS Office 2019, 2016, 2013 or 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  <b>Hard Disk</b> Single or Multi-core CPU 2GB minimum free disk space 2GB RAM  <b>INTEGRATIONS</b> 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 OpenText LiveLink ProLaw Repstor (Transform Data) Visualfiles Worldox
<b>MANAGE CONTENT</b>	Add documents and folders from your system, network or DMS to the Binder Import documents and folders from your DMS, maintaining their structure Re-arrange 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	
<b>TEMPLATES</b>	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	
<b>COVER PAGE(S)</b>	Right-click any document/s in the Binder to make it a Cover Page Edit the Cover Page in its native application in the Binder	
<b>TABLE OF CONTENTS</b>	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	
<b>EDIT CONTENT</b>	Edit non-PDF documents in the native application in the Binder Project Annotate, edit and redact PDF documents	
<b>BINDER SETTINGS</b>	Specify Numbering Sets, Security and Watermark settings for Binder Enable/disable Binder Settings when generating a Binder Project Secure documents by setting various Encryption levels with password	
<b>BINDER SNAPSHOT</b>	Create a Binder Snapshot(s) to prevent users from deleting, moving content Revert to last Snapshot unlocks the documents to previous state Revert All unlocks the Binder contents to original state	
<b>BINDER OUTPUT</b>	Output the Binder as a single or 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 Page/s and Table of Contents On failure to generate a PDF of the Binder contents, view information as to why	
<b>BINDER PRODUCTION</b>	Specify File and Target System path length Generate Bookmarks and Links to all documents in the Binder Project	
<b>BINDER DISTRIBUTION</b>	Save the Binder Project to your system or network Save the single PDF document (only) to a Document Management System Generate Autorun.inf for DVD/CD	
<b>VERSIONS</b>	The binder functionality is available in the enterprise version of pdfDocs	pdfDocs Enterprise