

Snapshot 8™

Automatically Convert Electronic Documents into Archival Images

- Reduce Risk by Storing Documents in a Non-Proprietary Format
- Simplify Archiving and Retrieval Enterprise-Wide
- Automate Document Capture and Indexing

To maximize efficiency, you need to provide staff with ready access to information—without compromising security. Electronic documents pose several challenges in this regard. Often, users can easily alter these documents, which makes it difficult to track versions and guarantee their integrity. Also, these documents' native applications can change significantly with each release, leaving you with electronic files you can no longer access.

Laserfiche® Snapshot™ helps you meet these challenges by converting electronic documents into durable TIFF images and importing them into your digital repository. Using Laserfiche's security tools, you can then prevent users from modifying or deleting these images—a key component of regulatory compliance. You can also easily add annotations and redact sensitive information. Perhaps most importantly, you store documents in a standard, non-proprietary format, which guarantees future accessibility while simplifying storage and retrieval.

Maintain Granular Control Over Your Information

Snapshot functions like a standard Windows® print driver and can process nearly any electronic document, from Microsoft® Word® and Adobe® PDF files to Web pages and CAD maps. When you convert an electronic document into a TIFF image, Snapshot presents you with a variety of print-related options, so you can specify the image's page orientation, resolution and color depth. You can also choose to affix text annotations or Bates numbers to each image.

Snapshot provides similar control over indexing and storage. In addition to naming your TIFF image, you can select the folder where it will be stored, assign metadata and security tags, and extract searchable text or perform OCR processing. You can also specify what occurs if the repository already contains an image file with the same name. Based on your settings, the system will create a new document, add pages to the existing document or replace the existing document altogether.

Automate Document Capture and Indexing Processes

By eliminating the need to print electronic documents and then manually scan them into your repository, Snapshot saves staff time and promotes more efficient business processes. It also reduces wear on your organization's hardware, which results in fewer support and maintenance calls to IT.

Snapshot makes life easier for your IT department in other ways as well. For example, to meet different users' and departments' needs, IT staff can install Snapshot on individual workstations (as a local printer) or on your server (as a network printer). Installing Snapshot locally enables users to create

personalized settings; when they use Snapshot, they can either accept these settings or modify them as necessary. Installing Snapshot on your network enables IT administrators to set network-wide defaults; users can then modify print-related defaults, such as page orientation and image resolution, but they cannot modify the settings related to how the image file is indexed and stored in the repository.

Snapshot Highlights

- Quickly convert electronic documents into durable TIFF images—without manually printing and scanning them.
- Maintain granular control over the conversion process by specifying the page orientation (portrait or landscape), resolution (in DPI) and color depth (monochrome, grayscale or color) for each image file.
- Automatically extract document text for full-text searching. You can also perform OCR on documents—such as PDF files or PowerPoint® presentations—that contain images.
- Automate filing and indexing processes by specifying default file names, metadata and storage locations.
- Install as a local printer on individual workstations, or roll out to entire work groups and departments by installing as a network printer. Snapshot is compatible with Windows XP, 2003 and Vista®. You can also install Snapshot in a Windows Terminal Services environment.
- Minimize the need to purchase multiple licenses for specialized applications. For example, if numerous staff members need to view files created in Adobe PhotoShop®, you can use Snapshot to convert these files into easily-accessible TIFF images and import them into your document repository.

The Next Step: Please call (800) 985-8533 or e-mail info@laserfiche.com for more information.

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