



The best way to find, use and profit from all your information!

## *The perfect Document Management Solution for Legal and Professional Services firms*

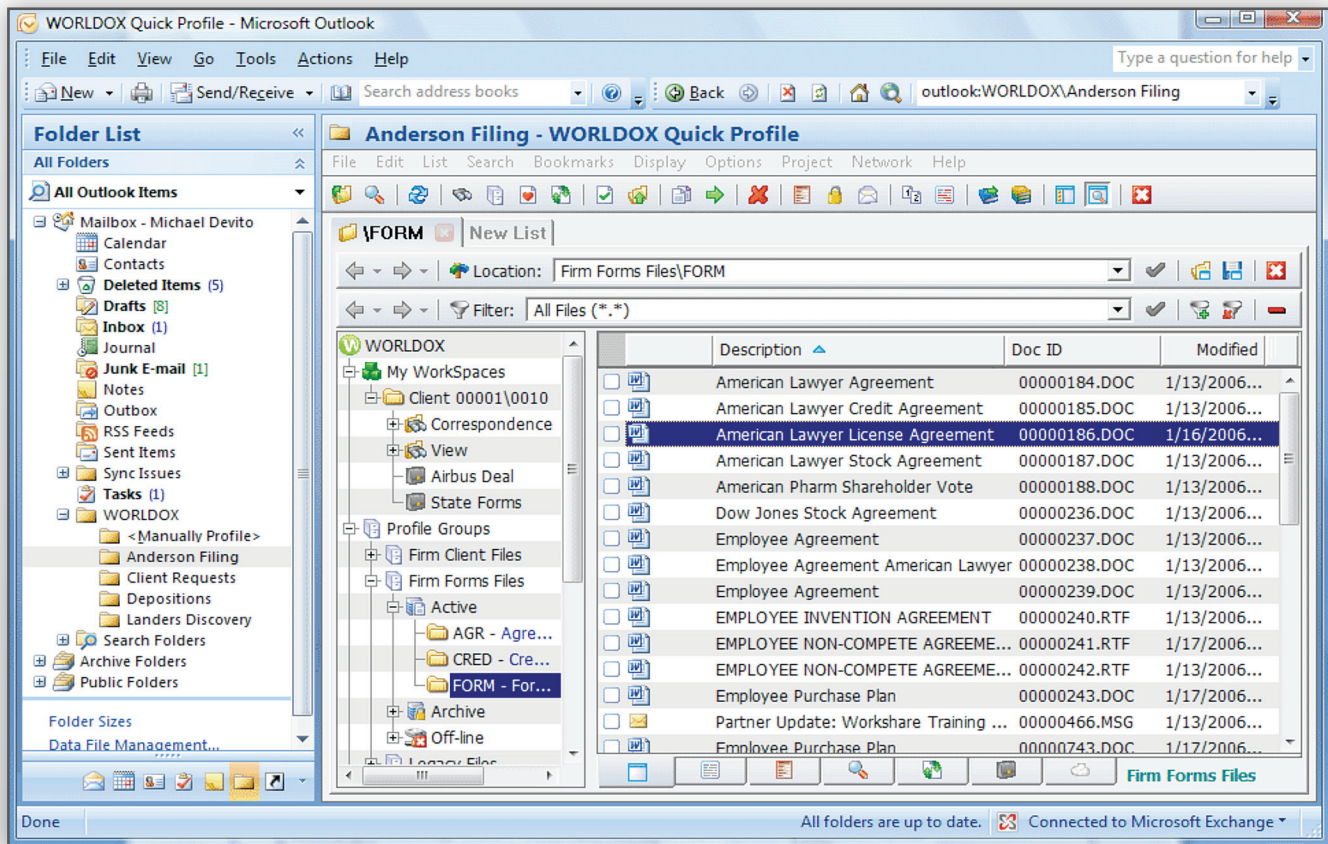
More than 3,500 law firms and legal departments of every size and specialty use Worldox ... as do hundreds of other accounting and financial management firms, government and educational institutions.

They look for document security and control. Worldox delivers that and more: powerful search tools, transparent integration with email, scanners and most popular business applications, plus innovative, new ways to collaborate and share files.

**[www.worldox.com](http://www.worldox.com)  
[sales@worldox.com](mailto:sales@worldox.com)  
(800) 962-6360**



*Powerful, yet so easy to use!*



## NEW FEATURE HIGHLIGHT: Worldox in Outlook

In GX2, the Worldox/Outlook integration is far advanced. Now clicking on Outlook drop folders can display Worldox within the Outlook window itself. This optional setting creates a seamless interface ...  
***so you can work in Worldox without ever leaving Outlook.***

### ***“What can the Worldox Document Management System (DMS) do for me?”***

It comes down to “relationships”.

Worldox provides tools to identify and store files in logical ways, intuitive to the way you work. You can relate and group like documents, as well as version and track content changes accurately over time. Files are instantly accessible, and can be easily retrieved for working with clients, compliance or other purpose. Managing files this way saves time and facilitates communication, key advantages in the quest to improve service and client relationships.

### ***“Why choose Worldox?”***

Worldox is powerful, yet remarkably **easy-to-use**.

In addition to the standard DMS features (classify, store files), Worldox empowers your firm’s staff members with **unique tools for collaboration** and document sharing. You also get state-of-the-art **security for vital firm data**, including client or project-based “ethical walls”. Best of all, Worldox **integrates seamlessly with a huge range of software** - with major office suites, e-mail, case management, billing and productivity applications - even most popular scanning solutions.



## Delivering the tools you need to work much more efficiently...

### Focus, access

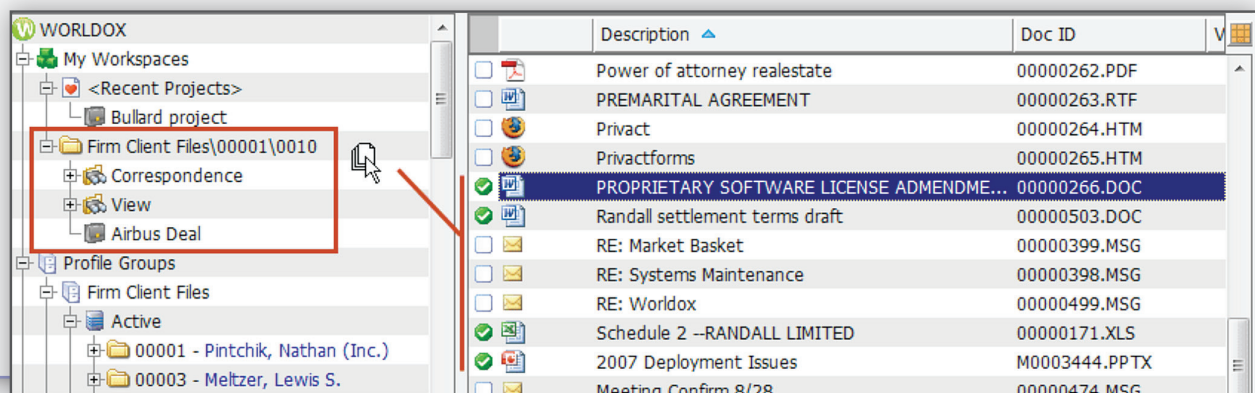
- A seamless Outlook/Worldox interface, so you can work in Worldox without ever leaving Outlook.
- Views - customizable file lists which present updated search results automatically, so you don't have to search.
- Favorites - lists of most-used, recent items that make filling out form fields much easier.

### Visual tools

- Preview up to three documents at once.
- Visual "cloud" filters make it easy to view and assess lengthy file lists.
- "Intelligent" path-tree (Explorer-like folder list) resizes on demand to show folder descriptions.
- A new, much easier-to-use interface for checking "audit trails" (document histories).

### New ways to share

My Workspaces is a completely customizable zone, a way for users to highlight and share important work items ... another way to create and manage collaborative projects. Here a user is dragging and dropping document listings on a My Workspaces link to create a new project.



### Features designed to streamline document-handling, adding security and control:

- Customizable search forms
- Automatic word matching on search text entries
- Configurable right-click and pull-down menus
- Powerful viewers (view or preview any file without having to open the source application)
- One-click, drag-and-drop profiling on the desktop
- "Ethical wall" security
- Optional Active Directories integration
- Complete, searchable audit trails (document histories)
- Real-time indexing, for accurate searching.
- Customizable archiving
- "Salvage" bin

### Get in touch!

Please call or email today for more details and a price quote:

**sales@worldox.com**  
**(800) 962-6360**



*The power to transform your business... to change the way you work.*

## *The power to:*

- **Find files instantly.** (Worldox literally pays for itself in time saved with powerful search tools.)
- **Manage files centrally.** Worldox activates automatically as you save, open and work with files ... supporting nearly every file type, including Word, Excel, PowerPoint, Adobe Acrobat and more.
- **Integrate document handling with e-mail.** This lets you share client communications easily, and find client email quickly via full-text search. (You can even display Worldox within Outlook, or access incoming email from within Worldox.)
- **Integrate Worldox with CRM software,** for single-click access to frequently-used client files.
- **Relate documents.** For example, link all files to be discussed with a client to a meeting agenda. Or, link files as "projects" for easy collaboration with staff.
- **Control access;** protect documents in progress, even create "ethical walls" to secure sensitive files.
- **Ensure compliance,** with complete document histories, instant access to files requested by auditors.
- **Share files** with staff, via public bookmarks, and by "subscribing" files in My Workspaces.

## *Unlimited flexibility, configurability*

Out of the box, Worldox integrates with MS Office, Corel (WordPerfect) Suite, Notes, GroupWise, Adobe and many scanning solutions. Hundreds of other programs are supported, with more being added every week. Application integration is fully configurable.

In fact, **everything is configurable.** File security, screen display, how (or whether) certain features appear ... the power of Worldox is under your control. **No other DMS is as flexible and configurable as Worldox.**

## *Lower costs*

Worldox costs much less than competitors' DMS products, as low as \$119.50 per user, per year.\*

Worldox maintenance upgrades are typically yours at no cost. Please call us today. We would be happy to answer any questions you may have, and give you a quote for your firm.

\*At \$395 per user license, \$80 per user maintenance per year, over 10 years.

*For details, contact your Worldox Reseller:*

## *Contact Worldox Direct:*

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