

AUTOVUE OFFICE



KEY FEATURES

- Navigates documents easily
- Performs text searches
- Manipulates files without requiring the authoring software
- Adds annotations and comments
- Adds headers, footers, stamps, and watermarks
- Delivers advanced printing capabilities
- Integrates easily with existing enterprise systems and applications

KEY BENEFITS

- Standardize your document review processes
- Access documents easily with native document viewing
- Perform simultaneous multiparty real-time collaboration
- Collaborate without risking intellectual property

KEY INDUSTRIES

AutoVue Office is a cost-effective document viewing and annotation solution for organizations in the following industries:

- Legal
- Pharmaceutical
- Insurance
- Financial Services
- Government

Optiva Systems' Oracle AutoVue Office delivers native document viewing, as well as versatile document review and annotation capabilities for Microsoft Office, portable document format (PDF), and graphic document types. Users can view, print, review, and collaborate on hundreds of electronic documents without requiring the authoring applications that were used to create them. With AutoVue Office, you can deliver the foundation for a flexible, secure all-digital document sharing, review, and approval platform that will connect people and information across geographic boundaries and business practices.

Provide Reliable Access to Documents with Native Document Viewing

With AutoVue Office, you can access Microsoft Office, PDF, and graphic document types without undergoing costly and cumbersome document conversions to PDF or tagged image file format (TIFF). Because file conversion is not required, AutoVue Office eliminates the unwieldy task of creating and managing a double set of data such as the original document and the converted, neutral files. The cost and complexity of maintaining multiple client-side viewers and server-side conversion systems is eliminated.

Standardize the Document Review Process and Eliminate Paper

AutoVue Office helps you implement an efficient electronic document review process. With AutoVue Office, users can digitally annotate and comment on documents, such as raster, word processing, spreadsheets, PDF, and Microsoft Visio, without compromising the integrity of the original document. This results in the elimination of inefficient paper-based review, cuts down on paper, and reduces document delivery costs.

Perform Simultaneous Multiparty Real-Time Collaboration

The Web version of AutoVue Office allows extended global teams to communicate as if they were in the same room. You can simultaneously review and annotate documents, assign action items, and resolve issues in real time. These built-in collaboration tools are available at no additional cost.

Collaborate without Risking Intellectual Property

The Web version of AutoVue Office allows users to securely collaborate with extended teams and outsourced partners on sensitive documents without risking a company's valuable intellectual property (IP). AutoVue Web version's unique streaming technology provides access to the full intelligence of documents without



ENTERPRISE VISUALIZATION THROUGH AUTOVUE & OPTIVA

The Web version of AutoVue Office can be integrated into existing document management, product lifecycle management, or enterprise resource planning systems. It provides a comprehensive enterprise visualization platform that makes original documents available to the entire organization and supply chain in a secure and controlled manner, wherever they might reside. In this integrated environment, markups and annotations can be saved back into the file repositories of enterprise systems—maintaining document control.

RELATED PRODUCTS

AutoVue 3D Professional Advanced

AutoVue EDA Professional

AutoVue Electro-Mechanical Professional

AutoVue 2D Professional

AutoVue VueLink Integration



transferring the original files to the client desktop; originals never leave the server, and no local temps or cache files of any kind are created in the process, ensuring that a company's IP remains under the total control of its owner.

Key Features and Capabilities

View Microsoft Office, PDF, and graphic document types. Open, view, and annotate a wide array of document types including word processing files; spreadsheets; and Visio, PDF, and TIFF files—all without the authoring software.

Navigate documents. Locate the desired area of a document using three levels of zoom that are available—bird's eye, magnifying window, and magnifying glass.

Search text. Find desired information quickly using comprehensive text search capabilities. AutoVue Office instantly lists and highlights the exact position of every occurrence of a search term within a document.

Manipulate files. Zoom, pan, rotate, flip, and enhance images. Easily interrogate your documents.

Annotate and comment on documents. Manage and track comments and feedback from multiple reviewers. Users can provide input using text, clouds, sticky notes, and document hyperlinks. Annotations are saved as separate layers on top of the original document, which remains intact and is never altered.

Add headers, footers, stamps, and watermarks. Easily add headers, footers, stamps, and watermarks to your documents.

Use advanced printing. Save time by automating the printing process—batch print files, customize print settings, and save printing configurations.

Convert documents to TIFF or PDF - For organizations that need to comply with industry or corporate standards, AutoVue provides the ability to generate TIFF or PDF renditions of your documents.

Contact Us

For more information about Optiva Systems' Oracle AutoVue Office, please visit www.optivasystems.com, email info@optivasystems.com or call (877) OPTIVA-1.

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