

Workshare® 3

Fast. Powerful. Work as never before.

DATASHEET

CONTENT PRODUCTIVITY APPLICATIONS

Work Easier
Work Faster
Work Safer

Workshare® 3 automates the managing of changes to business documents. Workshare 3 bridges the productivity gap between Microsoft Word and email applications, effectively allowing desktop workers to easily work with many other people on the creation, review, and protection of their critical documents.

Automate Managing Changes

Reviewing and incorporating changes made to a document by multiple contributors is a time-consuming and error-prone endeavor, involving methods such as hard copy reviews, cutting and pasting, or the merging of many document versions.

Workshare 3 dramatically simplifies this process and gives users more time to focus on the more important aspects of their business:

- Includes a complete comparison tool, built on industry leading Workshare® DeltaView™ comparison technology
- Provides a consolidated list of all proposed changes, listed by reviewer's name on a single screen with "accept," "reject," and "follow up" choices for every proposed change (See Figure 1)
- Shows both the original document and the comparison document in a split screen
- Prevents document corruption such as format changes, lost data, etc. Saves a copy of the email that the document was attached to—accessible directly from within Microsoft Word

Simplify How You Work With Others via Email

Email has fast become the tool of choice for working on documents with co-workers, customers, partners and suppliers. Most desktop workers work simultaneously on multiple documents and projects. Consequently, as reviewed and changed documents are returned to the owner via email, there can be confusion in understanding which suggested changes relate to which documents.

Workshare 3 provides a simple, intuitive way to work together on documents:

- Works using your own document creation and email applications—Workshare 3 integrates with them seamlessly so you can work in the same way as you currently work
- Locates suggested changes with a simple double-click on the email attachment
- Maps the returned email attachment to the original document—and automatically opens it

Protect Sensitive Data From Being Inadvertently Disclosed

Documents hold additional information that is not necessarily visible to the naked eye. This information is called "document metadata" and can include such information as Microsoft® Word Track Changes, comments, author name, and keywords—all of which can cause great embarrassment, as well as carry significant financial risks, if seen by unintended viewers.

Workshare 3 protects you from inadvertently sending this data:

- Automatically removes sensitive document metadata when Microsoft® Office files are sent
- Provides a view of all present document metadata so the author can decide whether to send it or not
- Works with Microsoft® Word, Microsoft® Excel, and Microsoft® PowerPoint files
- Automatically converts documents to PDF files upon sending to further reduce exposure

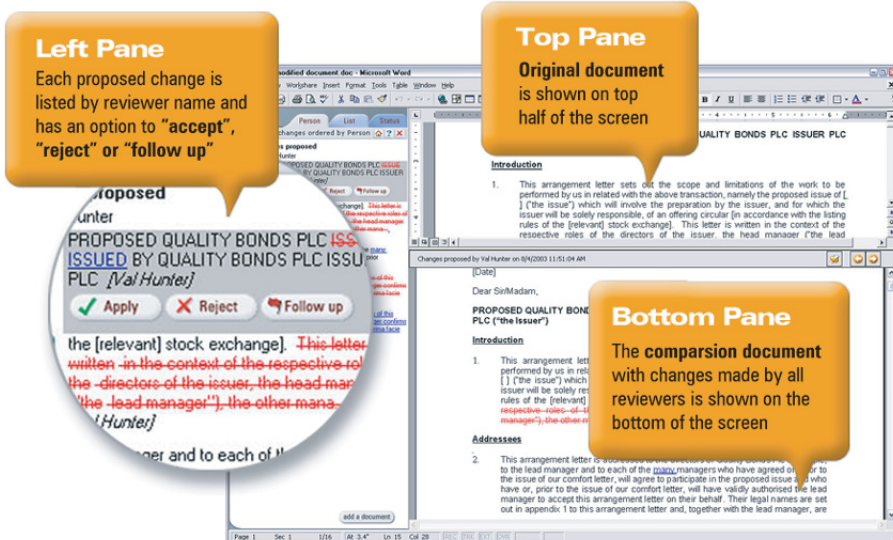


Figure 1. The Workshare 3 three pane interface

Details

- Supports multi-authored review of changes
- Provides one UI in Microsoft Word that integrates seamlessly with popular document management and email systems for efficient document creation and review
- Controls version proliferation by managing multiple email attachments and changes proposed to documents, no matter how they have been altered or renamed
- Automatically converts drafts into PDF format without the need to purchase Adobe® Acrobat Distiller separately

"Workshare 3 dramatically improves the way that our attorneys, staff, and clients work together on documents."

— Craig Courter, CIO
Baker & McKenzie

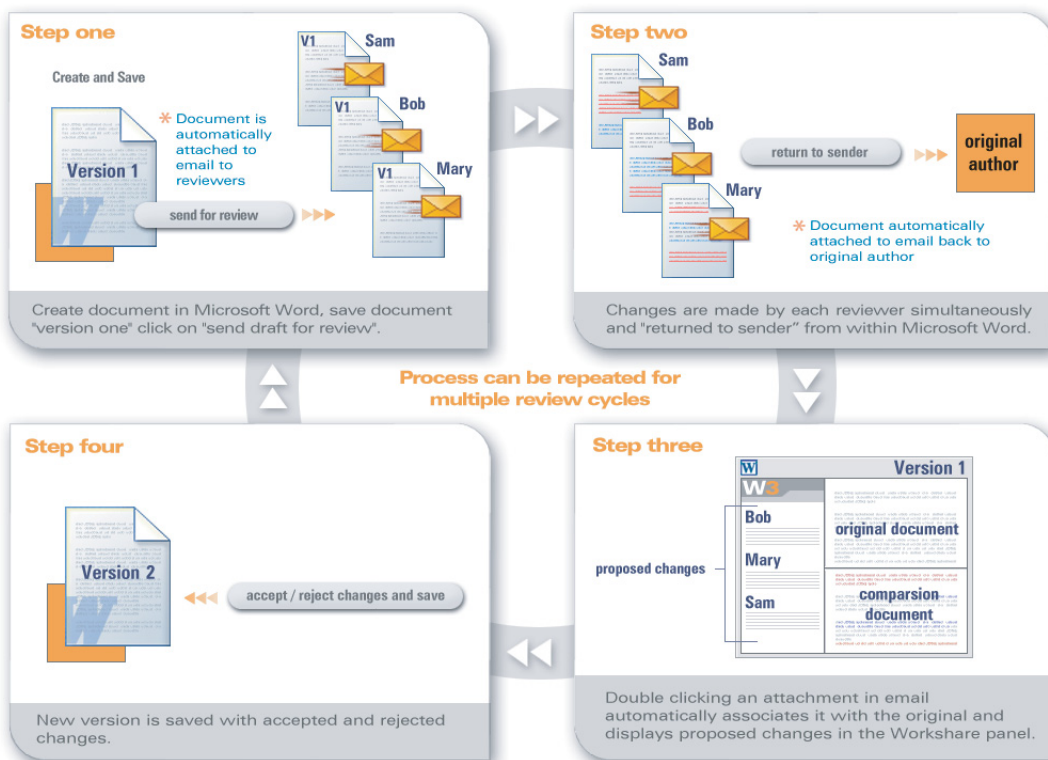


Figure 2: The Workshare 3 document review workflow

Summary

The content productivity challenges faced by knowledge professionals must be addressed. Business professionals working on documents with others need the ability to work faster with higher quality. They need and to be more productive as they create and manage changes to their document content. Incorporating changes, the reviewing comments, and the collaborating on content with several people must be made easier.

The solution is Workshare 3.

WV3

SPECIFICATIONS

Email Integration:
 Microsoft® Outlook 2000
 Microsoft® Outlook XP
 Microsoft® Outlook 2003
 Lotus Domino 5.0.12 Server (with SMTP services) for Lotus Notes 5.0.11 - 6.0.2
 Groupwise Clients 6.02 and 6.5

Operating Systems:
 Microsoft® Windows® 2000
 Microsoft® Windows® XP Professional

Word Processors:
 Microsoft® Office 2000
 Microsoft® Office XP Professional
 Microsoft® Office 2003

Browser Supported:
 Microsoft® Internet Explorer 5.5 and later

Minimum System Requirements:
 Windows 2000 and Office 2000:
 300mhz + Pentium II processor
 128 MB RAM
 100 MB free disk space
 Windows XP and Office XP:
 300mhz + Pentium II processor
 256 MB RAM
 100 MB free disk space

Recommended System Requirements:
 900mhz + Pentium III processor
 256 MB RAM
 100 MB free disk space

DMS Integration:
 Interoven Server 5.0 for Interoven Clients 5.3
 Interoven DeskSite 6.0, 6.5 and 6.6
 Interoven MailSite 4.0 and 4.1
 Interoven WorkSite Server 7, 7.2 and 7.5
 Hummingbird DM 5.0 and up
 Hummingbird DOCS Open 3.9, 3.9.5 and 3.9.6
 Hummingbird PowerDOCS 3.9 and 4.0

Coming soon
 Worldox Software WORLDDOX Version 8.0, WORLDDOX 2000 & WORLDDOX 2002

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