

DocuPage

Batch Upload Program

for use with Xerox DocuShare

Upload batches of scanned image files in any common image format to DocuShare with standard metadata without over-investing in software that does more than you need. DocuPage is simple, convenient, and inexpensive. It works in conjunction with an embedded image viewer and the highly acclaimed Adobe Acrobat Reader when viewing PDFs. You'll be able to scan in several to many documents in any common image format including PDF, TIFF, GIF, JPEG, and PNG and list them in the DocuPage console for keying in the metadata you need to help you categorize them and later search for them to access and reuse the image files. Single and multipage documents are supported. You can batch upload them as soon as you're done or export the scripts for uploading later in conjunction with Windows Task Manager or other such utilities.

DocuPage is ideally suited to low-end image archival applications in which DocuShare's standard metadata is suitable. For more advanced needs including custom metadata and automated filing, look to our DocuPage Pro edition. You'll find this features list useful in determining whether DocuPage is the right product for you.

| Features | |
|---|-----|
| Works with standard scanning software, such as included with most scanners | Yes |
| Supports PDF, PNG, GIF, BMP, JPEG, & standard TIFF formats including multi-page | Yes |
| Allows easy tagging of documents with metadata for uploading to DocuShare | Yes |
| Checks for overlooked / omitted files before uploading | Yes |
| Uploads in batch immediately or at a later time | Yes |
| Saves your work if you need to stop and resume later | Yes |
| Zoned OCR of specific information on a page ¹ | No |
| Reads barcodes, handprinted text, and checkboxes ¹ | No |
| Interfaces with external databases for lookups of additional information ¹ | No |
| Supports custom metadata ² | No |
| Distributes documents across multiple collections based on title or other metadata ² | No |

¹ Contact us for more advanced software to meet these requirements.

² DocuPage Pro addresses these needs. DAVupDoc does also and can be used in command line mode.

DocuPage is easy and affordable for those with basic needs. Criteria First also carries other document imaging software such as ABBYY FormReader and Nuance PaperPort for use in conjunction with DocuShare. Call for other recommendations if you require additional functionality.

Go to <http://www.avidoffice.com/docushare/dsweb/View/Collection-1279> and download the DocuPage.zip file for installation on your Windows PC for a 15 day trial. You may find our TiffPrep software a useful addition in that it can split your scanned files into individual documents and convert them to PDFs prior to adding your metadata in DocuPage to upload with them.

DocuPage makes your work easier for only \$249.00, so give it a try and call to purchase and receive your license key. Volume discounts are available.

Criteria First

Solutions for managing knowledge in content & print

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