

DocuPage[®]

Batch Upload Program for use with Xerox DocuShare

Upload batches of scanned image files in any common 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 the highly acclaimed ScanSoft PaperPort software that many DocuShare users already possess. You'll be able to scan in several to many documents in any format that PageView supports including PDF, TIFF, GIF, JPEG, and MAX and list them in the DocuPage console for typing 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 more versatile utilities such as System Scheduler.

Here's a breakdown of what DocuPage can and cannot do for you.

Function	DocuPage
Works with PaperPort Deluxe or Pro versions	Yes
Supports PDF, TIFF, GIF, JPEG, PNG, and PaperPort MAX files, plus other formats	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
Cleanup tools to remove dots, straighten the page, erase, annotate, rotate, etc.	Yes ¹
OCR of entire page	Yes ²
Zoned OCR of specific information on a page	No
Capture information from the scanned page as needed to paste as metadata	Yes ¹
Reads barcodes, handprinted text, and checkboxes	No
Interfaces with external databases for lookups of additional information	No
Supports custom metadata	No
Distributes documents across multiple collections based on title or other metadata	No

¹ PaperPort provides this capability.

² PaperPort creates PDF with Text formats when used in conjunction with OmniPage.

DocuPage is easy and affordable for those with basic needs. Criteria First also carries PaperPort for use in conjunction with DocuPage and DocuShare. Call for other recommendations if you require capability for functions designated as "No".

For a free trial of DocuPage, go to <http://www.avidoffice.com/docushare/dsweb/View/Collection-1279> and download the DocuPage.zip file for installation on your Windows PC. ScanSoft does not offer trials, but it's very inexpensive and can be used for basic scanning operations and has a myriad of uses in converting images to both simple and formatted text. Scan documents and convert them for use in Word, Excel, Quicken, ACT!, PhotoShop, and other formats. There's also a form-filler for those times when you wish you had a typewriter again. You'll find yourself using PaperPort every day.

Criteria First

Solutions for managing knowledge in content & print

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