

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. 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 more versatile utilities such as System Scheduler.

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

Features	DocuPage
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 Plus will be released soon to address these needs.

DocuPage is easy and affordable for those with basic needs. Criteria First also carries other document imaging software such as ABBYY FormReader and ScanSoft 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. 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.

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

Criteria First

Solutions for managing knowledge in content & print

972-492-4428

<http://www.criteriafirst.com>

info@criteriafirst.com