

## Key Features

- Advanced comparison features, including multiple version and category views, available from inside Office applications
- Advanced, interactive, in-Outlook metadata cleaning/PDF creation/secure link transformation
- Secure File Transfer from all devices and browsers with metadata removal and end-to-end encryption
- Centralized policy design and enforcement administrator tools
- Advanced document revision and review tools for Windows
- Integrated ECM/DMS and OCR integration with desktop comparison features
- Centralized user account management and control
- Owner-defined folder access and permission setting
- Positional commenting and reviewer communications with presence indicators
- Desktop Sync Apps for Windows and Mac OS
- Mobile apps for iPhones, iPads, and Android Tablets

In today's business environment, in which users want to use their mobile devices to send and share information with clients, being limited to sending email attachments isn't enough for lawyers or for their clients. How can we meet your lawyers' and the firm's needs for accuracy, security, and efficiency in their work while meeting clients' expectations around easy ways to access files and work on them?

**Workshare Professional 8** combines the industry's most accurate comparison technology with a pioneering metadata cleaning system that protects lawyers and other users when sending millions of email attachments each day. Professional 8 extends this value with **Secure File Transfer**. IT can now enforce end-to-end encryption and policy to cover all file transfer channels, securing and controlling all high-value documents shared from desktops, mobile devices, or the cloud. IT can also rely on Professional 8 to educate users about metadata, provide insight on how users are sharing files, and review and update policies based on user behavior and needs. Unlike personal, cloud-based file sharing options, Professional 8 is built for business and allows users to collaborate on matters securely and easily, at any time, from any device.

### Highly efficient collaboration and reviews

Give authors, reviewers, and external parties an easy means to assemble, review, and verify document changes as they work in parallel on the same document. Leverage Workshare Professional 8 features within email and Microsoft applications to view and share

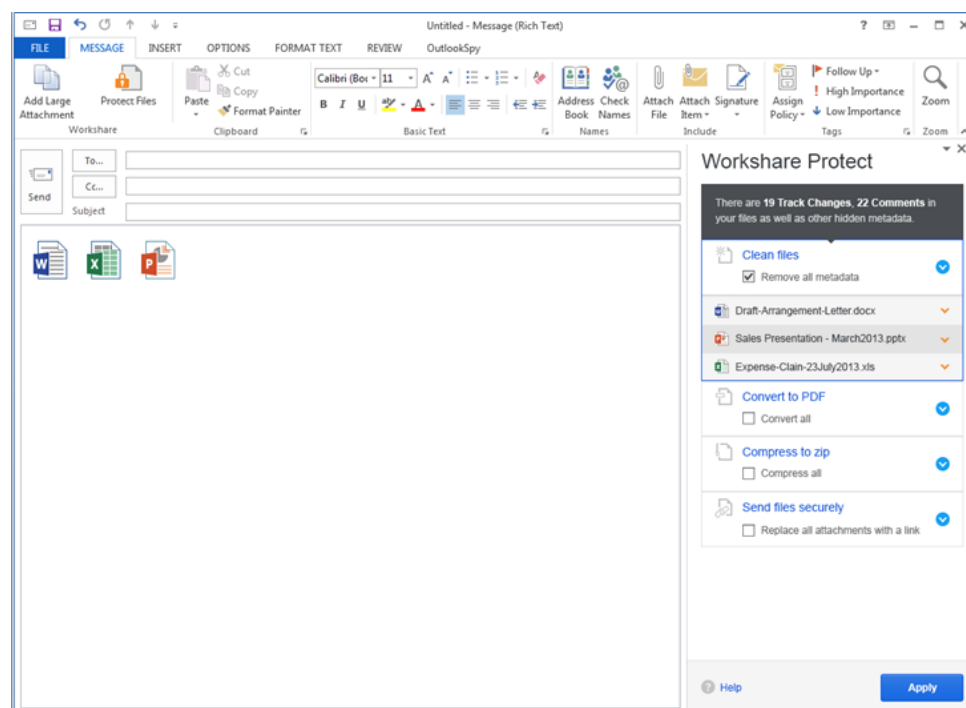
securely the document master, review copy, and modified versions at every stage of the document lifecycle.

### Fast, accurate document comparison

Compare documents and text- or non-text-based PDF files against multiple, modified versions or revisions, putting your information into context and allowing you to make the right decisions. Professional 8 uses the industry-leading document comparison engine to make reviews of long and complex documents as well as compare auto-numbered paragraphs, font changes, and complicated formatting – even in tables – simply, controlled, and accurately.

### Anytime access, from any device

Mobilize your workforce by providing secure access to files from any device. By integrating with Workshare's enterprise-class online collaboration application, users can access files easily and centrally from iOS and Android devices. Collaboration processes move faster with in-document, positional comments, presence indicators, notification alerts, and online comparison features that add flexibility and accuracy for lawyers and clients alike.



**Protect:** Before their emails are sent, users can see at-a-glance details of all hidden metadata in attachments and what actions are recommended to eliminate risk.

### Manage and remove metadata

Ensure total awareness and removal of all hidden electronic information, such as metadata, notes, and hidden comments that might be left in your Microsoft Office (Word, Excel, PowerPoint) and PDF files.

One-click removal, batch cleaning, and automated removal can be provided interactively for users as attachments are added to email or sent from Workshare. Alternatively, metadata removal can be made transparent to the end-user and driven by policy, centrally administered by IT.

### Comparison of non-text-based documents – OCR service

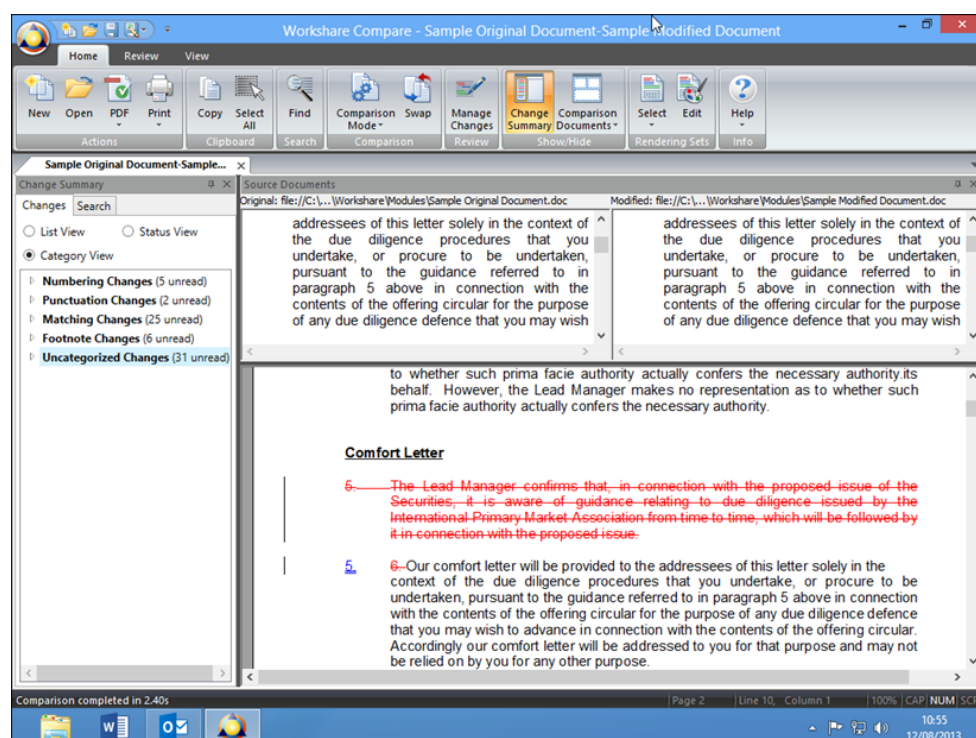
Simplify comparison processes by providing in-product OCR service that runs on the desktop. Professional 8 enables users to compare both text- and non-text-based PDFs, all from the same application and without the need to engage with third-party providers to complete the process.

### Automate Security

Customize settings to automate metadata removal and PDF creation with 128-bit encryption and restriction rules. Content leaving the organization can be password protected when converted to PDF or PDF/A, replaced with an encrypted link and include expiration dates and access restrictions for printing, copying, or altering.

### Automated document versioning

Maintain all suggested document revisions in your original master document and remove the need for different document versions. When documents are returned via email, your original document is automatically opened, and suggested edits are presented for easy review; it's that simple.



**Compare:** Document master, review copy, and modified versions are visible, all without changing the way you work with Microsoft Word

### Extend your DMS/ECM

Integrate Workshare comparison quickly and seamlessly with your DMS or ECM system to protect and manage document changes wherever they move, track the correct master document version, and deliver a complete audit trail across the entire document lifecycle even while the document is outside the control of your DMS/ECM. Documents can be sent securely to open reviews and approvals to users outside the firm.

### Audit and report on information

Establish a tight control over critical information and improve accuracy, compliance, and security. Every change made to a document inside and outside of the organization is tracked and made available for auditing and reporting.

### Create and share PDF documents

Create PDF documents from any application or document management system. Combine multiple documents into one PDF portfolio and then add or remove individual pages as necessary. Workshare delivers secure PDF conversion, including support for tagged PDF files.

### Deploy across the organization

Simplify the installation process and seed the deployment across an organization using the Workshare Configuration Manager. Easily configure settings for a specific machine or for authorized users. Administrator Mode is available as a standalone application and includes search functionality to quickly identify configuration parameters.

### Secure file transfer

Professional 8 provides policy enforcement to protect high-value attachments, regardless of where they are sent from. Workshare's unique metadata awareness technology ensures that no hidden data leaves your organization. Benefit from also having policy-enforced, authenticated, and encrypted link replacement of file attachments from within Office or Outlook. The need for a secure file transfer

solution is absolutely critical to doing business today. Why? Security threats continue to grow with the Internet and mobile devices acting as an incubator for data loss and leakage issues. As we've seen with big data, personal data is collected at every touch point and it's critical to business that company and personal data does not fall into the wrong hands and remains in the control of the legitimate owner/user.

Create a PDF with one click when attaching a file to an email or from within Microsoft Office applications.

Workshare is a leading provider of secure enterprise collaboration and communication applications. The Workshare platform allows individuals to easily create, share, and manage high-value content anywhere, on any device. Workshare enhances the efficiency of the collaborative process by enabling content owners to accurately track and compare changes from contributors simultaneously. The integrated Workshare platform also reduces the commercial risk posed by inadvertently sharing confidential or sensitive documents. More than 1.8 million professionals in 70 countries use Workshare's award-winning desktop, mobile, tablet, and online applications. For more information visit [www.workshare.com](http://www.workshare.com) or follow Workshare on twitter at [www.twitter.com/workshare](http://www.twitter.com/workshare).