

LASERFICHE[®]

Document Imaging

ACCESSIBILITY PACKAGE



■ *Section 508 Compliant*

■ *Everyone participates,
everyone is productive*

■ *Improved public service*



An Accessible Solution to Paper Problems

Paper & Accessibility

As you manage budget constraints, growing workloads and increasing demands for instant information, how does paper impact the accessibility of your workplace?

Consider the productivity lost when visually impaired staff can't access information on paper. Consider filing cabinets that hold important information but prevent the mobility-impaired from making productive use of it. Consider the physical challenges of carrying boxes from storage rooms and manually searching their contents.

The Costs of Inaccessibility

- Paper-based information locked away from staff and the public
- Limited staff participation in vital work processes
- Lower productivity organization-wide
- Obstructs process of hiring and retaining productive workers
- The cumulative costs of paper storage, retrieval and distribution

The Value of Accessibility

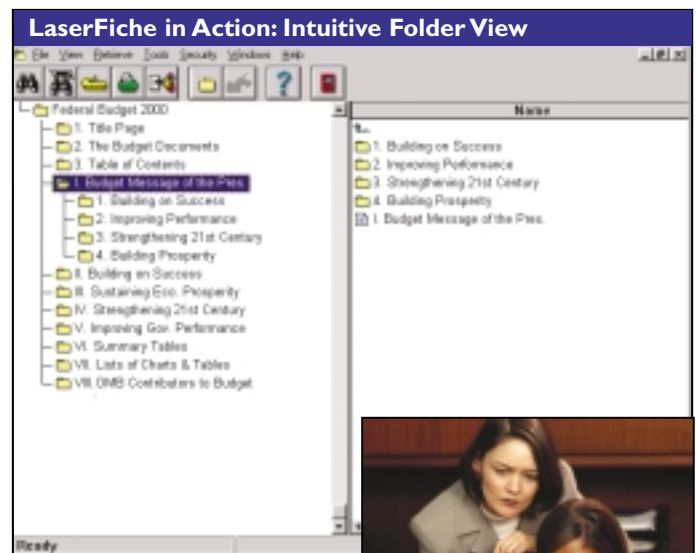
- Vital information instantly available to all authorized persons
- Everyone participates in the work environment
- Creates a level playing field where everyone is productive
- Enables increased hiring of disabled workers
- The cumulative benefits of digital archiving and instant retrieval and distribution

What LaserFiche Does

The LaserFiche Accessibility Package effectively digitizes your paper file repositories. Your staff uses high-speed scanners to input working and archival documents into a LaserFiche database. You can also import word processing files, spreadsheets and other electronic documents with simple drag-and-drop actions. Optical Character Recognition (OCR) reads and indexes every word in your documents.

Authorized personnel search and retrieve documents instantly with LaserFiche's Intelligent Search, which includes full-text and index field searches. Users view, print and e-mail documents right from their desktops. Documents also can be archived to CD-ROM or posted on an intranet or the Internet without HTML coding.

Comprehensive security protects your digital archive with individualized security measures for multiple departmental databases. Original documents can be removed or destroyed. Compact digital backups can be stored safely off-site.



The intuitive graphical interface provides a familiar method of organizing your documents.



Accessibility Benefits

Section 508 Compliant

LaserFiche provides essential accessibility functions as required by Section 508 of the Rehabilitation Act. In addition to the general efficiency and productivity benefits of a digital archiving and retrieval solution, LaserFiche is committed to improving information accessibility for everyone.

- Compatibility with Henter-Joyce's JAWS TTS program
- Keyboard access to all functions
- Reversible white-on-black text capability
- Accessible user documentation

More Efficient & Accessible Document Management

LaserFiche manages large numbers of documents efficiently and easily. Reduce or eliminate misfiling and costly reproduction and distribution methods that impede efficient information access. LaserFiche's easy-to-use accessibility features also guarantee that your documents are accessible to your entire staff directly from desktop workstations.

- Manage entire document repositories from desktop computers
- Follow your preferred procedures with customizable folders and index fields
- Index electronic and image-only documents with customizable templates
- Manage revisions with Version Control
- Manage retention schedules with portable volumes
- Reduce clerical labor and mistakes with automated OCR and indexing

Fast Information Access for Everyone

LaserFiche Intelligent Search features retrieve documents instantly. Flexible full-text and customizable index field searches performed from the computer keep documents accessible on demand while eliminating trips to storage rooms. Visually impaired staff can also use TTS software for fast access to retrieved information.

- Eliminate trips to file cabinets for everyone, including the mobility impaired
- Instant desktop access & TTS-compatibility for visually impaired staff
- Documents on demand with LaserFiche Intelligent Search
- Combine text & index field searches to pinpoint relevant documents

An E-Government Solution: Accessible Web Publishing & Improved Public Service

As more citizens demand instant access to public information, government agencies need an efficient, affordable and accessible Internet solution. LaserFiche WebLink is an e-government solution that provides a simple, searchable and secure way to publish documents on an intranet or the Internet. Remote offices, other agencies and the general public can search available information without increasing your workload.

- Simple, economical Web publishing without HTML coding
- Platform-independent access with standard Web browsers
- Provide TTS-compatible information to all authorized persons via the Web
- Improved communication with the public at large
- Your digital archive remains secure – post only those documents you want to post

How LaserFiche Improves Accessibility

When you scan or import documents into LaserFiche, the advanced OCR engine essentially reads them and creates a text version of their contents. This text provides crucial benefits for the mobility and visually impaired.

The text of your documents is accessible to text-to-speech (TTS) software that reads it aloud. Full-text searches from desktop computers ease the physical burden of manual searches through file cabinets and boxes. Efficient digital distribution via e-mail, CD and the Web replaces trips to storage rooms.

Accessibility benefits are immediate. For example, with paper files, consider these accessibility challenges:

- Filing cabinets impede access by mobility-impaired staff
- Information trapped on paper is inaccessible to visually impaired and blind staff
- Physical burden of finding and distributing files
- Difficulty communicating with staff & the public, including disabled citizens

Now consider the LaserFiche difference:

- Desktop search & retrieval provides instant access to the mobility impaired
- TTS compatibility unlocks documents for visually impaired
- Drag and drop folders on a computer screen instead of lifting and carrying boxes from storage rooms
- Improved public service & internal communication with accessible Web, e-mail & CD distribution

Building Your Digital Archive



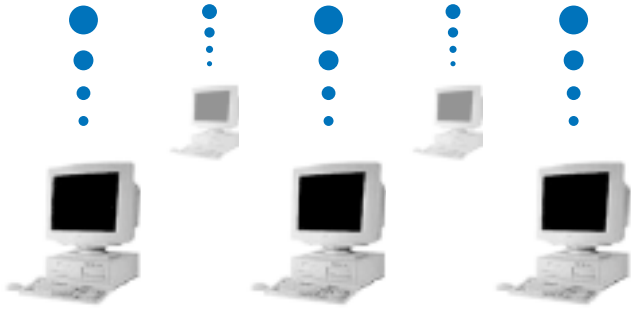
Scan or import your documents.



LaserFiche OCRs, indexes and archives them.



Distribute documents to authorized staff...



via your network, CDs and the Internet.

The Next Step

Learn more about what LaserFiche can do for you. Call for a free demo CD, or visit LaserFiche online for more information.

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About LaserFiche

With more than 16,000 installations, LaserFiche has pioneered high-volume document retrieval and archival systems since 1987. LaserFiche software manages documents in municipal, state and federal agencies, as well as schools, law offices, insurance companies and other public and private sector organizations around the world.

LaserFiche Document Imaging is a division of Compulink Management Center, Inc.

LaserFiche Family of Products

Systems

LaserFiche Client-Server

Scalable document imaging for the network

LaserFiche Enterprise

Enterprise-wide document imaging for multiple databases

LaserFiche WebLink

Simple, economical Web publishing

LaserFiche WebLink Enterprise

Web publishing for multiple databases

LaserFiche Plus

Complete document imaging with CD publishing

+ other complete systems

Add-ons

LaserFiche Snapshot

Convert electronic documents to archival images

LaserFiche E-mail

Distribute stored documents via e-mail

LaserFiche Audit Trail

Monitor user activity for security and workflow

LaserFiche Integrator's Toolkit

Integrate LaserFiche with third-party applications

+ Template Express, Bar Code Recognition, Zone OCR, COLD, COLD Plus and CD publishing plug-in for existing systems

Document Imaging for the Real WorldSM



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