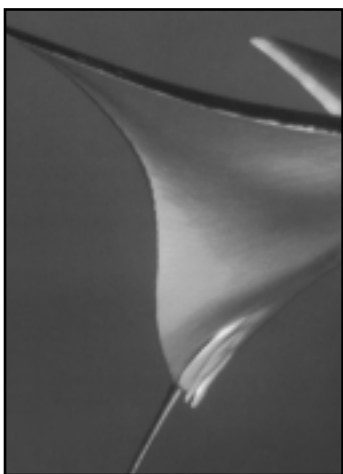


L A S E R F I C H E[®]

E x e c u t i v e

SUPERIOR SINGLE-USER DOCUMENT IMAGING SOFTWARE

*A New Generation
of Document
Management Systems*



- *Keep all documents in a central archive*
- *Reduce time wasted searching for files*
- *Save valuable office storage space*
- *Bring your documents on the road*

Engineered to Meet the Needs of Successful Professionals

The LaserFiche family of products is designed to let professionals effortlessly locate documents on demand. Among its strengths is the ability to find any word in any document.

Since 1987, LaserFiche's mission has focused on offering robust document retrieval solutions for professionals. With years of experience in storing millions of documents for thousands of customers worldwide, LaserFiche Executive is the choice for those who require a powerful, proven document management system that will grow with their needs and knowledge.

Find Files Faster

Imagine a personal librarian that archives all your documents and remembers the exact location of every word in every document. That's the power behind LaserFiche. Recognized as one of the most intuitive search engines in the industry, LaserFiche provides the document you need in seconds.

- An *intuitive browse window* keeps images in electronic folders similar to the way paper documents are stored in paper folders.
- *Index cards* retrieve documents by performing database searches on the template fields.
- *Full text search with "fuzzy logic"* offers the retrieval of any document by any word or phrase – even if it's misspelled or if the correct spelling is a mystery.
- *Boolean operators and wildcards* help narrow or expand your full-text searches.
- *Search results* can be saved in a folder for later examination.

Complete Document Management

LaserFiche helps you manage the documents in your office and put them at your fingertips. Simply scan in paper documents and let LaserFiche's auto-filing feature index every printed word. This eliminates the need for manual coding, although customizable index fields can be assigned at any time.

LaserFiche offers an optional Electronic Document Management module to store electronic documents along with document images. This groundbreaking product lets you manage and retrieve your digital documents in their native format. It includes Archival Control™, a built-in version control system for tracking any modifications.

Fortune 1000 corporations and government agencies rely on LaserFiche for the storage and retrieval of their critical documents. LaserFiche provides the means to make the stored documents accessible in many ways.

- The original images can be printed or faxed right from the computer.
- Folders and documents can be exported to LaserFiche briefcase files for use on other systems – use a notebook computer to carry an entire filing cabinet on the road.
- Portable volumes allow additive synchronization at multiple sites without time-consuming file copying.
- Image, text and database files are stored in industry standard, non-proprietary formats.

To share documents with colleagues over a network, LaserFiche Executive can be easily expanded. As your document management needs grow, the complete family of LaserFiche products will provide the solutions you need.

System Features

Intuitive Search Capability

- Index card "keyfield" searches - Fast and powerful.
- Full-text searches - Cover the entire database.
- Name searches by document, batch or folder - Pinpoint any file using its name or location.
- Any combination of index, full-text or name searches - Most comprehensive method of finding any word, phrase or page in the database.

Plus

- Boolean operators and wildcards help locate hard-to-find documents.
- Fuzzy logic finds documents with misspelled words or OCR errors.
- Proximity searches find pages based on the location of one word or phrase in relation to another.
- Search words are highlighted to show location within a document.
- Search results contain lines of context that display how the word or phrase is used, without retrieving the entire document.

Document Storage

- Open architecture and non-proprietary formats - Images and text are stored in standard TIFF Group IV and ASCII formats.
- Briefcase files - Transfer documents, indexes and folder information from one database to another.
- Portable volumes - Transfer large numbers of documents between databases or locations using additive synchronization to merge data.
- Media independent - Full support for rewritable, read-only and WORM media, including magnetic disk, RAID, CD, MO, DVD and jukeboxes.
- Exchange documents - Exports images and text files into a variety of formats including JPEG, GIF, PCX, CALS, ASCII text and over 60 raster formats.

Document Options

- Highlight documents - Shade images and text in a variety of colors.
- Black out documents - Redact text and images for confidentiality.
- Sticky-notes - Place notes, memos and instructions onto images.
- Annotate images - Use customized stamps to illustrate images.
- Viewing options - Display images, text, thumbnails or index fields side-by-side.
- Support a variety of images - Display black & white, color or grayscale images, as well as any image size, including E-size drawings (44"x34").
- Edit text - Correct OCR or add text to images for full-text retrieval.

Scanning Options

- Scan paper documents - Compatible with most ISIS, TWAIN or Kofax supported scanners.
- Auto-name documents - Automatically name and date scanned images.
- Batch scanning - Scan multiple pages into batches for later processing.
- Append documents - Scan additional pages into existing documents.
- Image enhancements - Automatically clean up scanned images.

Folder and Index Card Features

- Intuitive folder tree - Organize documents in an easy, scaleable and flexible system.
- Flexible folder design - Supports imbedded folders up to 650 levels deep.
- Robust index structure - Create up to 250 templates in a single database.
- Selectable display - Choose between document names, index fields, creation date or volume information.
- Flexible index design - Use three different field types (alphanumeric, integer and date) to design templates with up to 30 fields in each.

TECHNICAL SPECIFICATIONS

System Requirements

- Operating system: Microsoft Windows 95/98 or Windows NT 4.0
- Memory: 32MB
- Storage space: 40MB for programs only
- Printers: Most Windows supported printers
- Faxes: Most Windows supported fax cards


System Specifications

- Max. number of folders and documents: 100 million
- Max. number of folders or documents in a folder: 20,000
- Max. number of pages in a document: 32,000
- Max. number of pages in a batch: 32,000
- Max. length of folder name: 30 characters
- Max. length of document name: 30 characters
- Max. index card size: 4000 bytes
- Image storage format: TIFF, JPEG
- Text Format: ASCII


FAMILY OF PRODUCTS



LaserFiche CD Viewer
View & search documents on CD.




LaserFiche Notebook
A portable standalone allows you to view documents on the road.



LaserFiche Executive
Our most popular fully-equipped single-user system.




LaserFiche LAN
Useful for small workgroups.



LaserFiche Plus
Publish CDs royalty-free to easily distribute documents.



LaserFiche Client-server
Our powerhouse product suite maximizes document sharing on the network.



LaserFiche Enterprise
Client-server architecture supports multiple servers and databases.



LaserFiche WebLink
Publish paper documents on the web and view them with any browser.