

Document Publishing

A Fully Bookmarked, Searchable PDF of the Entire Engagement

What differentiates Doc.It® Suite from every other document management system is the recognition that there are two distinct document types: 1) dynamic work-in-process documents, and 2) static archived documents. To accommodate both document types, Doc.It provides a Work Binder and Archive. Lock down a dynamic engagement binder and all documents supporting the work by publishing them to a PDF and placing them in the Doc.It Archive. Publish for one client or many simultaneously. The resulting bookmarked, searchable PDF is securely stored in the Doc.It Archive independent of the applications used to create the documents. Easily browse, open, or share the PDF stored in the Doc.It Archive anytime in the future.

Publish in Three Logical and Efficient Steps

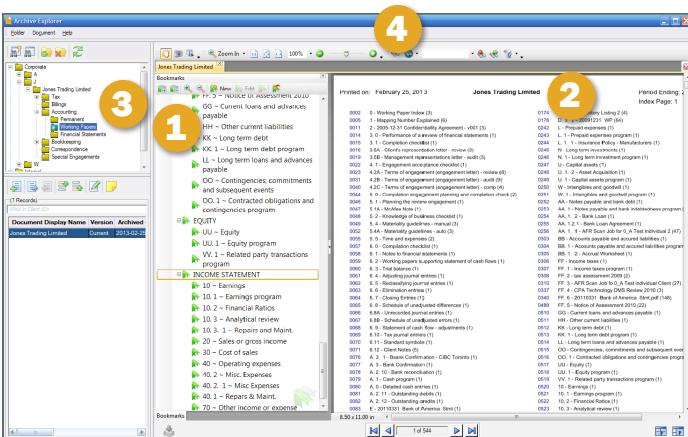
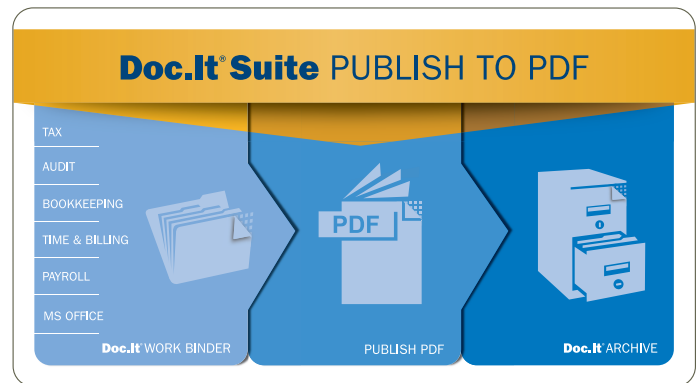
1. Select the publication.
2. Select the client(s).
3. Click "Submit."

Batch Publishing

Easily handle the task for one client or many simultaneously.

Intelligent Filing

When processing is complete, each PDF publication is filed with management-defined naming conventions into specific folders and retention management is applied.



Previewing a Bookmarked Published PDF in Doc.It Archive

1. Bookmarked list, which follows the hierarchical folder structure of Doc.It Work Binder.
2. An index page listing the constituent documents.
3. Predefined folder structure.
4. Preview the entire file without launching the document.



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