

## Document Management Solutions for the Legal Industry



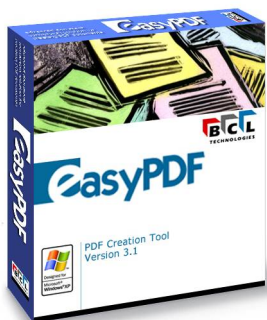
**The right document management solution** can save you time and money, whether it involves preparing, editing, sharing, archiving, accessing, organizing, or filing information. Recognizing these needs within the Legal industry, BCL Technologies has developed software solutions that reduce your overhead costs while increasing productivity.

When you depend on accurate and timely information, having the right tools to retrieve and process the data is critical. Creating and sharing information is just as important, as is storing and archiving. The products and services we offer will help drive efficiencies throughout your law firm.

## Creation Conversion Extraction Collaboration Archival for your Legal Documents

- \* Complete Solutions
- \* Desktop Products
- \* Workflow Servers
- \* COM Objects

PDF is an established standard document format in the Legal industry, as well as an international standard for document distribution. More and more paper documents are migrating to the digital format as information is distributed online to clients, outside counsel and courts. The benefits of PDF have been proven as legal institutions work with PDF to share or archive information, while preserving the document's layout across any platform.



**easyPDF** is a fully featured PDF creation application that allows you to make PDF files from any document. You can create password protected PDF files with watermarks, and if you are using Microsoft Word, click the easyPDF icon in the toolbar and all the bookmarks and hyperlinks will be included in your PDF file.

easyPDF is traditionally used in the Legal industry as part of a document management solution. The easyPDF workflow server lets anyone on the network create PDF files by copying the original document to a shared folder. If you have an in-house document processing system, the easyPDF COM Object can be integrated into the existing software. We also offer competitive site license agreements and full customer service and support, guaranteeing that easyPDF will provide your organization with the best overall value.



PDF files are generally designed for viewing and printing. However, in the Legal industry, there are many occasions that you would need to copy or extract the information in a PDF file. Contacting the original author of the document is usually not an option. BCL Technologies offers an out-of-the-box solution that allows you to access the information you need.

**Drake** converts PDF files into RTF so you can view or edit them in Microsoft Word. Simply right-click on a document, select "Print to RTF," and a new Word document will be created that includes all of the text and graphics in the exact layout of the original. Ideally, the Drake Workflow server (or COM object) can automate this process, increasing your organization's productivity.

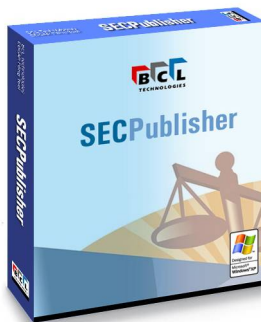
As a Legal professional, you deal with documents every day. BCL Technologies offers a user-friendly and secure way to organize, update, check-in, track and share your documents through a web-based interface. When you log on to the fileShare server and upload a document, it is automatically saved as HTML so you can browse and search through all your files online.

**fileShare** allows you to upload formats such as PDF, DOC, XLS, RTF, PPT, TXT, BMP, JPG, GIF, TIF, and PNG. When you share your documents with someone, they do not need to have any applications installed on their computer in order to view the document. Not only is fileShare a cross-platform and cross-browser document access solution, but users can also access the system from their PDA and view your documents as plain text.



The SEC requires that all disclosure filings must be submitted in either ASCII format or HTML, version 3.2. However, most documents are not formatted in pure ASCII or HTML.

**SECPublisher** allows you to submit any document to the SEC on behalf of your clients, regardless of its original file format. Just as any document can be converted to PDF, SECPublisher will generate SEC compliant HTML 3.2, or RTF. The original layout of the document is preserved, complete with graphics, tables, text, lines, hyperlinks, and bookmarks. Once the conversion is complete, you can submit the output directly to EDGAR.



**Freebird** is used to archive all types of legal documents through either a single-user plugin, or as a complete document storage and archival system. The automated PDF-to-graphic conversion process offers many features essential for backing up important documents. Implementing Freebird on your server helps protect your data, allowing you to save a copy instantly and dependably. The Freebird workflow server can be added to any network, improving your overall document management practices.



[www.bcltechnologies.com](http://www.bcltechnologies.com)

We have been successfully working with companies to improve their **workflow efficiency** since 1994. Our policy has always been not only to give an immediate solution to meet their needs, but also to help them grow in their respective fields



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**BCL Technologies** leads the industry in providing the tools necessary for document management and web publishing. We specialize in developing software solutions that analyze, manipulate and use information that is stored in different file formats. The BCL Technologies R&D team is continuously developing products that enhance our computer based document management systems. Areas of expertise also include neural networks, fuzzy logic, database technologies and natural language processing.

Our **software solutions** streamline the document management process – automating it while maintaining the content, appearance and flow of the original documents. Our products range from archiving documents with industry standard TIFF to publishing in authentic HTML. Using our resources, anyone can create a PDF file, extract information to universal RTF or convert a document to any format. Combined with our server solutions, the power of these products becomes immeasurable. We also offer a free online conversion service to showcase what some of our products are capable of.