GCI **POWER**TOOLS
DOCUMENTS

GCI Power Tools for Documents is a configurable, easy-to-implement solution for creating professional documents on the OpenText Content Server. Power Tools for Documents allows production automation and flow of documents of all types, including technical, marketing, commercial and legal. With Power Tools for Documents, you can easily merge documents of several formats, build standardized content, authorize them to flow into your extended enterprise, and associate them with your business workflows.
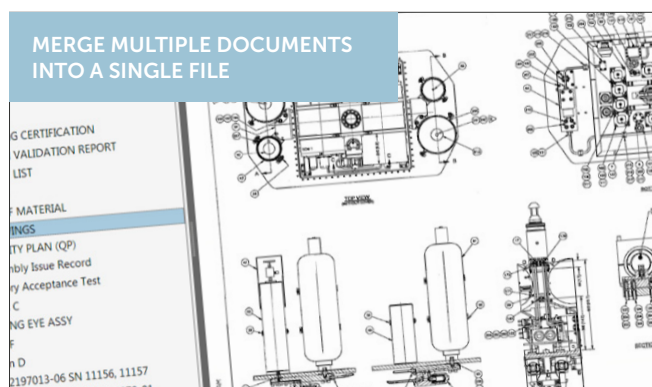
Automating Document Workflows

Power Tools for Documents is a process which allows you to combine one or more actions:

- Integrate Content Server metadata into Word or PDF documents
- Merge mixed formats documents
- Apply conditional & unconditional watermarks
- Convert documents from one format to another
- Digitally sign Word or PDF documents

Content Server Forms, Workflow and Records Management Integration

Once defined, Power Tools for Documents can directly be applied to documents, being fired from a Form, integrated into a Content Server workflow, or associated with a Records Management disposition action.

MERGE MULTIPLE DOCUMENTS INTO A SINGLE FILE
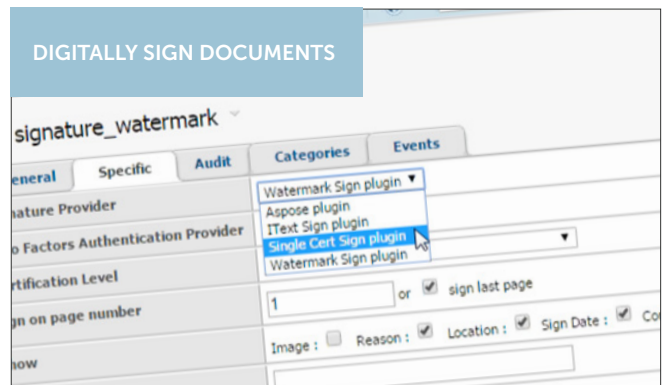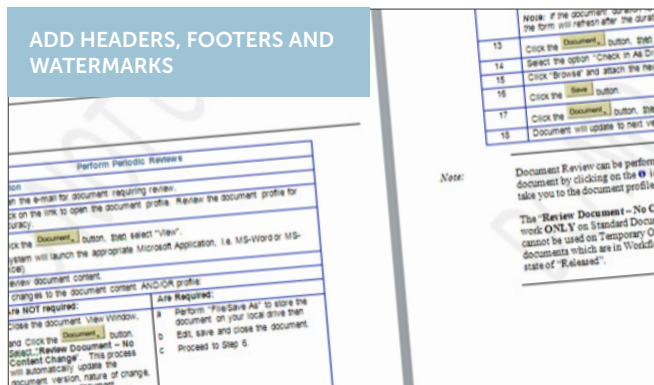
Key Features

- ✓ Create documents as part of a controlled and structured process
- ✓ Assemble documents based on customized configurations
- ✓ Electronically or digitally sign final approved documents

GLOBAL CENTS

GCI Power Tools for Documents	Integrate Metadata	Merge Documents	Watermark	Convert	Sign

From Simple PDF Conversions to Complex Document Assembly

Power Tools for Documents "Document Builders" provide the answer to a wide set of use cases, including:

- Creating mail
- Inserting a cover page with metadata integration and PDF conversion of documents
- Synchronize document content with metadata
- Approval workflow
- Technical documentation assembly
- Digital signature with two-factor authentication

ADD HEADERS, FOOTERS AND WATERMARKS

DIGITALLY SIGN DOCUMENTS

For further information and demonstrations of GCI Power Tools for Documents, please visit our website at **globalcents.com/ptfd** ›

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Global Cents (GCI Live LLC)   Tel: 1-866-991-3636   Email: info@globalcents.com   Web: www.globalcents.com