GCI POWERTOOLS
DOCUMENTS

GCI PowerTools for Documents is a configurable, easy-to-implement solution for creating professional documents on the OpenText Content Server. PowerTools for Documents allows production automation and flow of documents of all types, including technical, marketing, commercial and legal. With PowerTools 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.
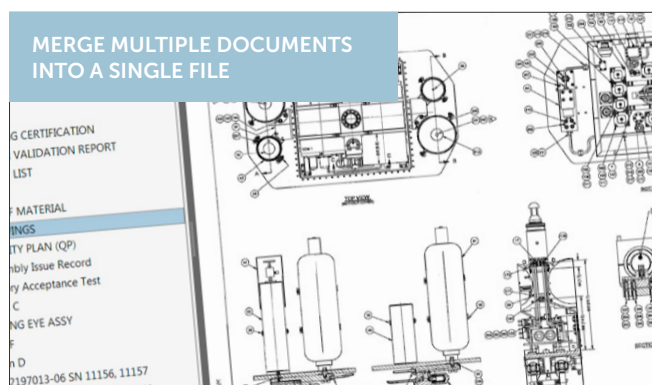
Automating Document Workflows

PowerTools 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 and generate tables of contents
- 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, PowerTools 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.

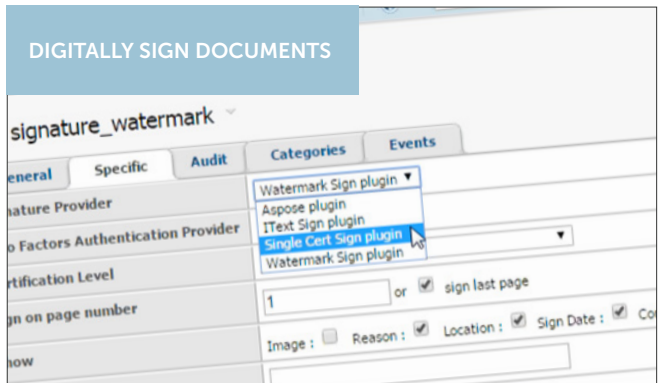**MERGE MULTIPLE DOCUMENTS INTO A SINGLE FILE**
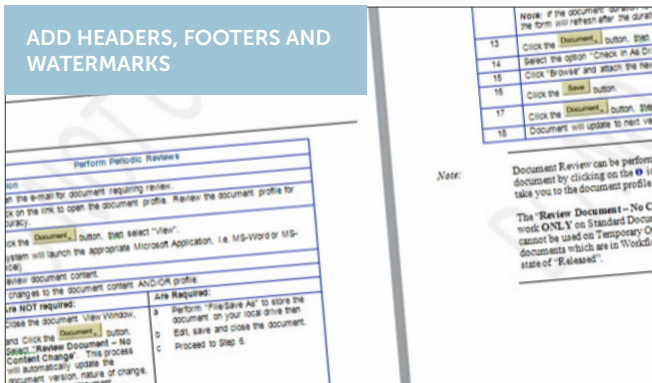
Key Features

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

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GCI PowerTools for Documents	Integrate Metadata	Merge Documents	Watermark	Convert	Sign

From Simple PDF Conversions to Complex Document Assembly

PowerTools 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 PowerTools for Documents, please visit our website at **globalcents.com/ptfd** ❯

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List of supported **import** formats	List of supported **output** formats
Adobe Portable Document Format (PDF)	Adobe Portable Document Format (PDF)
CSV	One page BMP (BMP)
Digital Publishing (EPUB)	IDPF EPUB (EPUB)
DWG files (versions 13, 14, 2000, 2004, 2007, 2010, 2013 (AutoCAD™ 2013-2017))	Excel Document (XLXS)
DXF files (versions 12, 13, 14, 2000, 2004, 2007, 2010, 2013 (AutoCAD™ 2013-2017))	HTML
Excel 2003 to 20016 (XLS, XLXS)	HTML Web Archive (MHTML)
HTML, XHTML and MHTML	One page JPEG (JPEG)
Macromedia Flash File Format (SWF)	Microsoft Word 97–2007 Document (DOC)
Microsoft Project (MPP)	ODF Text Document (ODT)
Microsoft Visio (VSDX, VSX, VTX, VDX, VSSX, VSTX, VSDM, VSSM, VSTMio, VDW, VSD, VSS, VST)	Office Open XML Document (DOCX)
OpenDocument (ODP, ODS, ODT)	Office Open XML Document - Macros Enabled (DOCM)
Outlook email (MSG)	Office Open XML Document Template - Macros Enabled (DOTM)
Plain Text (TXT)	Plain Text (TXT)
PowerPoint 2003 to 2016 (PPT, PPTX)	One page PNG (PNG)
Rich Text Format (RTF)	Rich Text Format (RTF)
Tab delimited (TXT)	Multipage TIFF (TIF)
Word 2003 to 2016 (DOC, DOCX)	Word / Excel 2003 Xml (XML)
WordprocessingML (DOCX, XML)	XML Paper Specification (XPS)
XML Paper Specification (XPS)	
Zip documents (ZIP)	
Many image file formats (3FR, APP1, AVS, CIN, CMYK, CMYKA, DCR, DPS, EPI, EPT, EXIF, FITS, FRACTAL, HRZ, ICB, ICC, ICM, IPTC, K25, KDC, MAP, MAT, NEF, P7, PAL, PALM, PDB, PTIF, PWP, RGB, RGBA, RLA, RLE, SCT, SFW, TILE, TIM, VDA, VID, X, X3F, XC, XMP, YUV, SVG, BMP, JPEG, TIFF, PNG, GIF…)	

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