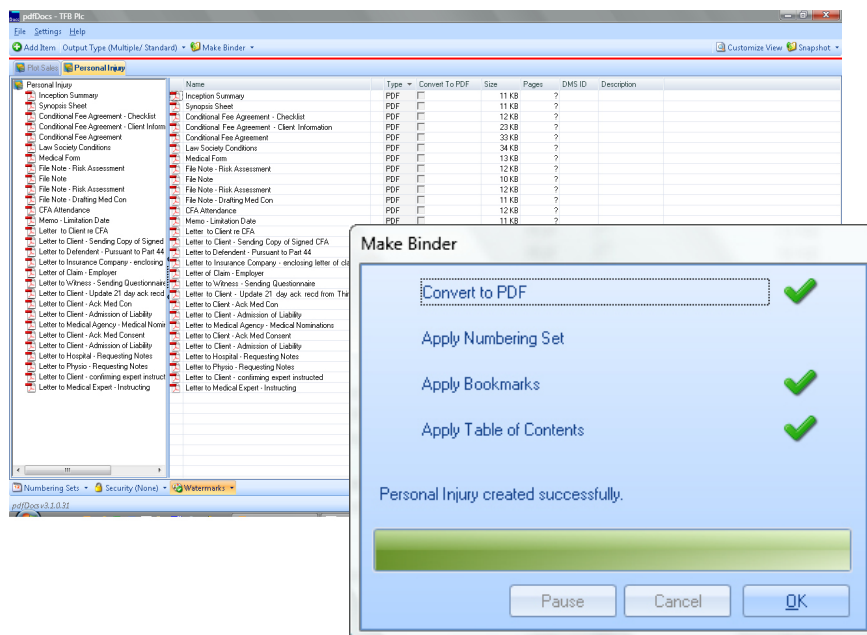


DOCUMENT BUNDLING

Create secure and professional document bundles with pdfDocs Desktop Binder

Fee earners often have to manage a large quantity of information when working on a case or matter, which can be held in various formats i.e. email, Microsoft Word, PDF, jpg etc. They may be required to collate this information together, for example for a court bundle, but compatibility and conversion problems can waste valuable time which could be spent on other elements of the case.

pdfDocs Desktop Binder will automate the process of bundling large amounts of documents and information, which relate to a case or matter, via Partner for Windows Case Manager. This will reduce your photocopying requirements and save you time and costs. The bundle can be zipped up and sent via email where recipients can read it as one continuous document or with hyperlinks and bookmarks to help readers navigate through the whole bundle.



Collate, edit and add to your bundle in the pdfDocs Desktop Binder

Partner for Windows integrates with pdfDocs in a flexible and easy-to-use way, enabling you to right click on any step/item in a case and send it to the bundle automatically. When you are ready you can organise your documents and images in the pdfDocs binder for automatic collation into a professional bundle. You can add pagination, a cover sheet and a table of contents. You can amend and format the contents pages and if you need to add something else to the bundle, it will re-paginate and update the contents pages for you. The documents in the bundle can be converted to secure PDF format or they can be left as they are (e.g. in MS Word, or an image format).

FEATURES

- Converts Microsoft Office documents (including Word and Outlook) and image files to PDF – leaving the documents in their original format

ABOUT PARTNER FOR WINDOWS

Partner for Windows is a comprehensive practice and case management system including accounting, case and document management, time recording and billing which together form a complete system to meet the back and front office requirements of a modern legal practice.

The extensive functionality of Partner for Windows can further be enhanced using a range of specialist third party solutions designed to address key business issues for the legal profession. Each of these solutions is seamlessly integrated into Partner for Windows to ensure that the single practice and case management database remains at the core of the system.



CONTACT

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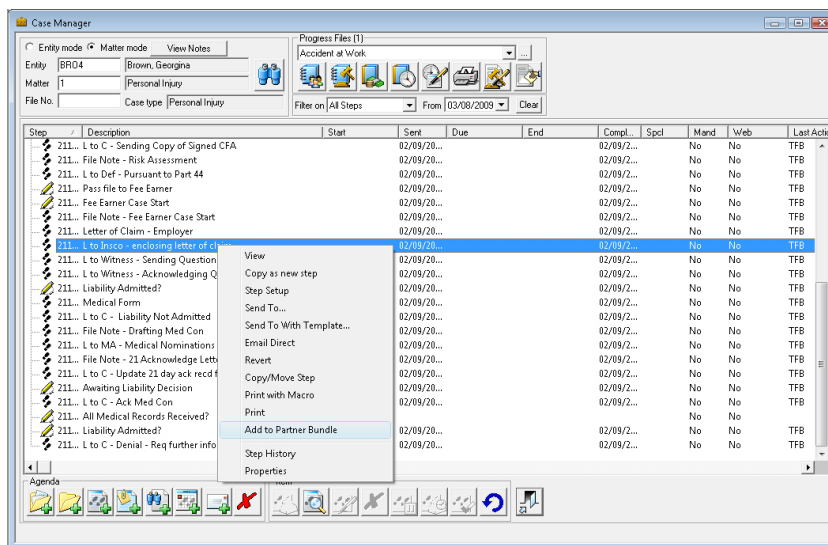
Email: tfb@tikitt.com

Web: www.tikittfb.com

Postal Address:

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Solent Business Park
Fareham
Hampshire
PO15 7AG

- Manage content of the bundle: add documents, re-arrange or sort the bundle and re-name individual documents as required
- Customise the table of contents and edit each one prior to final generation of the bundle
- Specify numbering sets, security and watermark settings for the bundle
- Generate bookmarks and links to all the pages of the bundle
- Create a cover page
- Edit non-PDF documents in the native application with the bundle and annotate, edit and redact PDF documents
- Send the bundle as a single or multiple PDF document using universal or standard file naming
- Send the cover page and table of contents only, if required
- Create a snapshot of the bundle, to prevent users from deleting or moving the contents; this can be unlocked at any time



Send documents to pdfDocs Desktop Binder direct from Partner for Windows

ABOUT TIKITTFB

With more than 30 years of dedication to the legal profession, TikitTFB supports over 600 legal practices throughout the UK with managing risk, ensuring compliance and enhancing profitability using our award-winning Partner for Windows Practice and Case Management system.

Partner for Windows uses industry standard Microsoft technology, enabling the software to be smoothly integrated into existing infrastructures. Catering for firms of all shapes and sizes, Partner for Windows provides a flexible and comprehensive solution which can be readily tailored to meet the needs of practices now and in the future.

Part of the Tikit Group, provider of IT services and software to 90% of the UK's top 100 law firms, TikitTFB is well positioned to make magic circle technology accessible and affordable to large regional and high street firms.

OTHER SOLUTIONS THAT ARE COMPATIBLE WITH PDFDOCS ARE:

- Case Manager** for case and document management
- Postroom Partner** for document scanning and allocation
- PartnerMail** for email management
- eCopy ShareScan** for document imaging

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