

# Workshare® Professional 5

## Complete Document Control and Security for Microsoft® Office®

### TOP NEW FEATURES

- Compare embedded Excel tables
- Compare embedded objects and images
- Compare image-based documents with OCR support
- Combine content into a PDF portfolio or bundle
- Safely redact sensitive information
- Discover and clean metadata in password protected documents
- Preview metadata cleaning on attachments before emailing
- Preview PDF conversion before emailing
- Device control and USB port protection

Workshare Professional provides accurate document and PDF comparison, document control for easy and secure management of multi-person document reviews, metadata removal, secure PDF creation and sharing, and complete information security.

#### Compare documents for changes and accuracy

Compare documents and PDF files against multiple modified versions or revisions within context of one another. Workshare Professional utilizes the industry - leading document comparison engine to excel at long and complex documents as well as comparing auto-numbered paragraphs, font changes and complicated formatting, even in tables.

#### Collaborate through shared document reviews

Give authors, delegates and reviewers an easy means to assemble, review, and verify document changes as they work in parallel on the same document. Leverage Workshare features within email and Microsoft applications to view the document master, review copy, and modified versions at every stage of the document lifecycle.

#### Create and share PDF documents

Create PDF documents from any application or document management system. Combine multiple documents into one PDF portfolio and then add or remove individual pages as necessary. Workshare delivers secure PDF conversion including support for tagged PDF files.

#### Manage and remove metadata

Ensure total cleanup and removal of all hidden electronic information, such as metadata, notes, and hidden comments in your Microsoft Office (Word, Excel and PowerPoint) files. One-click removal, batch cleaning and automated removal that is transparent to the end-user provides options for every organization.

#### Protect and control sensitive information

Receive alerts when intellectual property or sensitive information such as financial data or passwords are within email or Office documents. Data discovery can also identify improperly redacted text.

#### Enforce security

Through policy rules organization's can enforce metadata removal and PDF creation with 128-bit encryption and restriction rules. Content leaving the organization is secure PDF/A ISO compliant and can include access limits with password protection and usage restrictions for printing, copying or altering.

#### Audit and report on information

Establish tight control over critical information and improve accuracy, compliance and security. Every document change made inside and outside of the organization is tracked and available for auditing and reporting.

#### Extend your document management system

Extend document management with security and version control when exchanging documents inside and outside the organization. Workshare Professional integrates easily with document management systems to protect and manage document changes wherever they move. Track the correct master document version and deliver a complete audit trail across the entire document lifecycle.

#### Integrate with other applications

Includes integration connectors for fingerprinting, endpoint security, policy creation, advanced metadata management, and reporting solutions.

“*Barclays Legal will be adding Workshare Professional 5 to our Microsoft Office deployment to be able to control and audit the review of our documents. As well as helping to ensure our documents remain secure throughout the document lifecycle, Workshare Professional 5 will make our document processes more efficient and more accurate.*”

*Richard Daniel, COO, Barclays Legal and Compliance*

## Top Features and Benefits

### Advanced PDF and document comparison

Compare one document against multiple modified versions including Word-to-Word, PDF-to-PDF and Word-to-PDF.

### Advanced and trusted accuracy

Accurately compare complex documents (100+ pages) for changes in text, embedded excel tables and images.

### Document redlining made simple

Email redlines as tracked changes or save redlines as a PDF document.

### Multiple comparison interfaces

Utilize the standalone document comparison tool or work within Microsoft Word.

### Manage and track document reviews

Give authors, delegates and reviewers an easy means to assemble, review and verify document changes.

### Single master tracking

Ensure the correct version of a document is under review by colleagues, clients and partners regardless of where the document is stored.

### One click PDF creation

Create a PDF with one click when attaching a file to an email or from within Microsoft Office applications

### Edit and collaborate on PDF documents

Convert PDF documents into Microsoft Word for editing.

### Convert and compare image-based documents

Convert and compare scanned documents, images and faxes when used with the Workshare OCR Server.

### Remove sensitive information

Ensure total cleanup and removal of all hidden electronic information with metadata removal and redaction tools.

### Classify documents

Easily restrict access to sensitive business documents by setting document classifications.

### Detect confidential information

Utilize the Workshare Policy Designer to identify intellectual property or sensitive information such as financial data or passwords within email or Office documents.

### Full PDF security

Through policy rules your organization can enforce PDF creation with 128-bit encryption and restriction rules.

### Device control and USB port protection

Prevent sensitive data loss when used with the Workshare Device Protector.

### Audit and reporting

Track and report every document change made inside and outside of the organization.

**Microsoft**  
**GOLD CERTIFIED**  
Partner

## SYSTEM REQUIREMENTS

### Operating Environments:

- Microsoft Windows Vista
- Microsoft Windows XP
- Citrix Metaframe XP FR3
- Citrix Presentation Server 4.0, 4.5

### Microsoft Office System:

- 2007 Microsoft Office System
- Microsoft Office 2003, XP

### Email Systems:

- Microsoft Outlook 2007, 2003, XP
- Lotus Notes

### Recommended:

- Windows XP SP3 / Vista SP1
- Intel Core 2 DUO @ 2.2GHz
- AMD Athlon 64 X2 4400+
- 2.0 GB RAM
- 2GB free disk space

### Minimum:

- Windows XP SP2
- Windows Vista SP1
- P4 2.8 GHz+ Pentium processor (XP)
- P4 3.2 GHz+ Pentium processor (Vista)
- 1.0 GB RAM (XP)
- 1.5 GB RAM (Vista)
- 800MB free disk space

### Document Management System Support:

- Microsoft SharePoint 2007
- Autonomy Interwoven
- Open Text / Hummingbird
- EMC Documentum
- Oracle
- Worldox

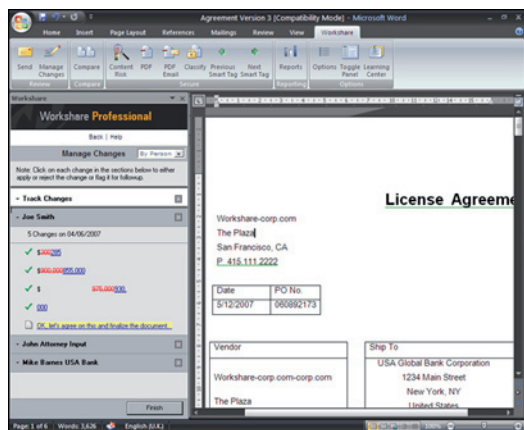


Figure 1: Features are accessible inside Microsoft Office for easy accessibility and to reduce training costs.



Figure 2: The 1 to Many Comparison feature in Workshare Professional allows you to compare your master version with multiple versions in one single view.

## About Workshare

Workshare, a global leader in technology for the legal industry, enables organizations to control and manage information securely. More than one million professionals rely on Workshare solutions to increase productivity and safeguard their confidential information; ultimately securing their intellectual property, customer relationships and the organization's reputation. Workshare's document comparison and collaboration solutions provide risk management and security to over 14,000 organizations worldwide. For more information, visit [www.workshare.com](http://www.workshare.com).

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