



Making Case Document Sharing, Distributing, and Searching Easier

Key Features and Benefits

FEATURES

- Share digital documents from a Canon device or a database
- Distribute paper documents electronically—as E-mail attachments to multiple recipients or as I-faxes
- Conduct powerful document searches—based on key words, properties, dates, and annotations—in multiple formats, including, PDF, TIFF, Microsoft Word and Excel, and more
- Conduct full-text searches, even through image files with embedded OCR engine
- Scan, store, retrieve, and distribute your hard-copy and digital documents

BENEFITS

- Exchange digital documents over an existing network, simultaneously
- Perform document searches easier, faster, and more efficiently
- Conduct faster searches through pre-indexed case documents
- Conduct searches through multiple formats

Legal firms, regardless of size, have much in common when it comes to case management. Canon provides powerful solutions for legal firms, whether it's for a sole proprietorship, where a single attorney only needs to share his documents with clients and the opposing counsel via fax; a multi-partner office, where attorneys are utilizing the Internet to E-mail each other; or for a national firm, where attorneys in each office are searching through volumes of hard-copy documents. They all must find ways to make the process easier, faster, and more efficient. Canon solutions can show legal firms how to meet these challenges.

Conversion and Sharing

Canon solutions convert hard-copy case documents into a digital format. Then, attorneys and paralegals can begin sharing those digital documents from either a Canon device or a database. The digital documents may also be pre-indexed prior to being sent to a database, making it easier and more efficient for the legal firm to access the pre-indexed case documents, as they are needed.

Searching

A legal firm's case document searches can be simplified by using Canon's solutions. These enable a search by key words, properties, dates, and annotations, in multiple formats such as PDF, TIFF, Microsoft® Word and Excel, and more. Case documents may also be viewed through quick,

full-text searches, and even through image files. As a result, legal firms can reduce the amount of time they spend gathering, collating, and searching through hard-copy documents.

Distributing

To distribute case documents, a legal firm may choose to send them as I-faxes or E-mail attachments to other attorneys or their clients, enabling the legal firm to reduce the amount of time spent faxing and mailing documents.