

Key Features

- Advanced comparison features, including multiple version and category views, available from inside Office applications
- Advanced, interactive, in-Outlook metadata cleaning/ PDF creation/secure link transformation
- Secure File Transfer from all devices and browsers with metadata removal and end-to-end encryption
- Centralized policy design and enforcement administrator tools
- Advanced document revision and review tools for Windows
- Integrated ECM/DMS and OCR integration with desktop comparison features
- Centralized user account management and control
- Owner-defined folder access and permission setting
- Positional commenting and reviewer communications with presence indicators
- Desktop Sync Apps for Windows and Mac OS
- Mobile apps for iPhones, iPads, and Android tablets

Workshare Professional 8 meets legal and highly regulated industry's need for accuracy, security, and efficiency in their work while collaborating inside and outside the corporate firewall.

Workshare Professional 8 combines the industry's most accurate comparison technology with a pioneering, metadata cleaning system that protects lawyers and other users when sending thousands of email attachments each day. Professional 8 extends this value with **Secure File Transfer**.

IT administrators can also rely on the new Interactive Protect feature, a revolutionary approach to protecting files that assesses the risk associated with documents as soon as they are added to an email. This enforces end-to-end encryption and policy to cover all file-transfer channels, securing and controlling all high-value documents shared from desktops, mobile devices, or the cloud. IT administrators can also rely on Professional 8 to educate users about metadata, provide insight on how users are sharing files, and review and update policies based on user behavior and needs.

Unlike personal, cloud-based, file sharing options, Professional 8 is built for business and allows users to collaborate on matters securely and easily, at any time, from any device.

Highly efficient collaboration and reviews

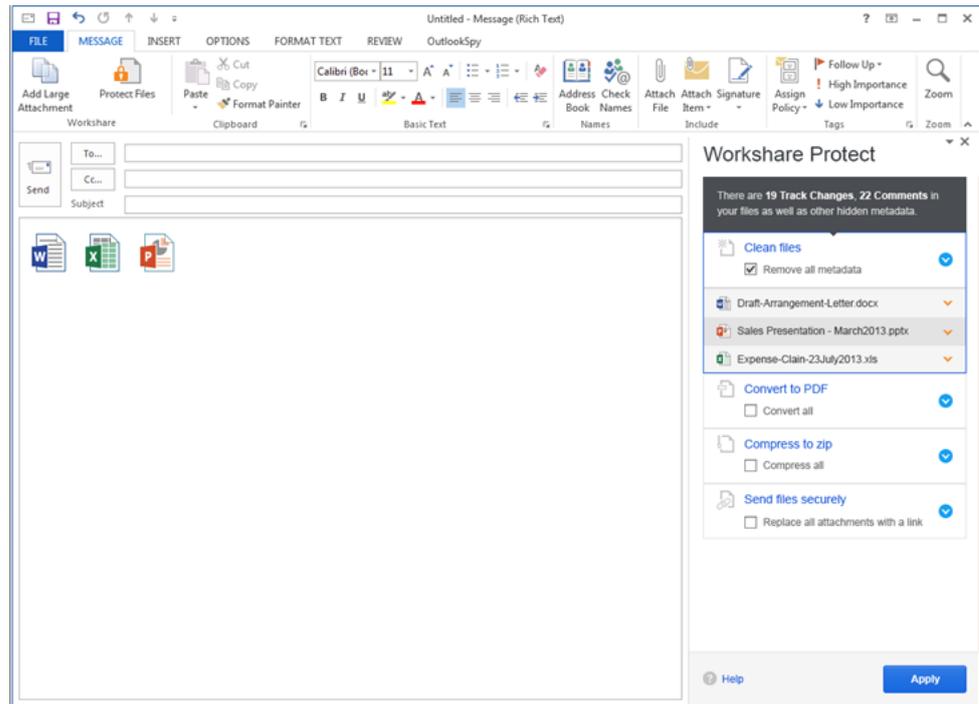
Give authors, reviewers, and external parties an easy means to assemble, review, and verify document changes as they work in parallel on the same document. Leverage Workshare Professional 8 features within email and Microsoft applications to securely view and share the master document. Users can review modified versions at every stage of the document lifecycle.

Fast, accurate document comparison

Compare documents and text- or non-text-based PDF files against multiple, modified versions or revisions, putting information into context. Professional 8 uses an industry-leading document comparison engine to make reviews of long and complex documents, as well as compare auto-numbered paragraphs, font changes, and complicated formatting – even in tables – simply, controlled, and accurately.

Anytime access, from any device

Mobilize the workforce by providing secure access to files from any device. By integrating with Workshare's enterprise-class online collaboration application, users can access files easily and centrally from iOS and Android devices. Collaboration processes move faster with in-document, contextualized comments, presence indicators, notification alerts, and online comparison features that add flexibility and accuracy for lawyers and clients alike.



Protect: Before their emails are sent, users can see at-a-glance details of all hidden metadata in attachments and what actions are recommended to eliminate risk.

Manage and remove metadata

Ensure total awareness and removal of all hidden electronic information, such as metadata, notes, and hidden comments that might be left in Microsoft Office (Word, Excel, PowerPoint) and PDF files. The new Interactive Protect feature automatically identifies metadata included in documents attached to email. Raising awareness around notes, hidden comments or track changes left in Microsoft Office and PDF files, helps users manage metadata and remove unwanted information before the files leave the organization.

As attachments are added to email, the Interactive Protect feature scans documents, providing one-click removal, batch cleaning, and automated removal of metadata. Alternatively, metadata removal can be made transparent to the end-user and driven by policy, centrally administered by IT.

Automate security

Customize settings to automate metadata removal and PDF creation with 128-bit encryption and restriction rules.

Content leaving the organization can be password protected when converted to PDF or PDF/A. It can be replaced with an encrypted link, including optional expiration dates and access restrictions for printing, copying, or altering.

Automated document versioning

Maintain all suggested document revisions in the original master document and remove the need for different document versions. When documents are returned via email, the original document is automatically opened, and suggested edits are presented for easy review; it's that simple.

Comparison of non-text-based documents – OCR service

Simplify comparison processes with an in-product OCR service that runs on the desktop. Professional 8 enables users to compare both text- and non-text-based PDFs, all from the same application and without the need to engage with third-party providers to complete the process.

System Requirements

Minimum System Requirements:

- Intel Pentium 4 3.2GHz processor
- 1.5GB RAM
- 1GB free disk space

Recommended:

- Intel Core 2 DUO @ 2.2GHz
- AMD Athlon 64 x2 4400+
- 2GB RAM
- 2GB free disk space

Note: Unless otherwise stated, all environments are the English version with the en-us language set.

Operating System:

- Microsoft Windows 1 (32 bit and 64 bit) + Japanese
- Microsoft Windows 8 (32 bit and 64 bit) + Japanese
- Microsoft Windows 7 SP1 (32 bit and 64 bit) Chinese Simplified & French
- Microsoft Windows 7 SP1 (32 bit and 64 bit) Chinese Simplified & French
- Microsoft Windows 7 SP1 (32 bit and 64 bit) Chinese Simplified & French

Note: Windows XP and Windows Vista are not supported in this release.

Citrix:

- Citrix XenApp 5.6

When running on the following:

- Microsoft Windows R2 Server 2008 SP1 (64 bit)

Note: Check with your Citrix vendor about which Windows operating system supports your version of Citrix.

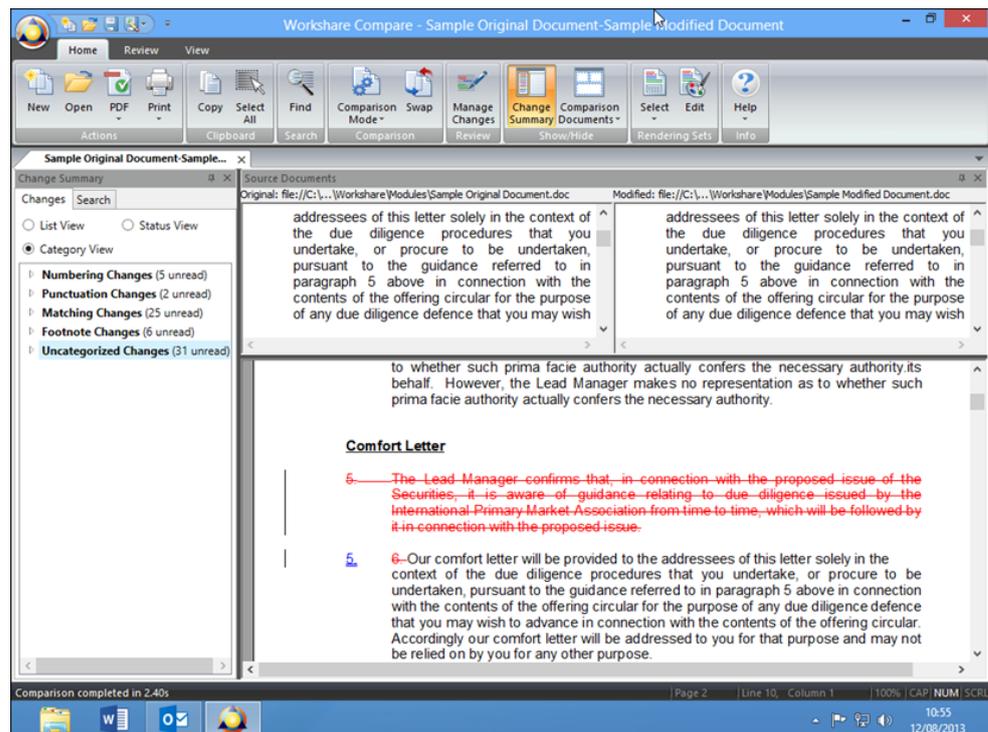
Microsoft Office Systems:

- Microsoft Office 2013 (32-bit) + Japanese
- Microsoft Office 2010 SP2 (32-bit)
- Microsoft Office 2010 SP1 (32-bit) + Chinese Simplified & French
- Microsoft Office 2007 (32-bit)

Email Systems:

- Microsoft Outlook 2013 (32-bit) + Japanese
- Microsoft Outlook 2010 SP2 (32-bit)
- Microsoft Office 2010 SP1 (32-bit) + Chinese Simplified & French
- Microsoft Office 2007 SP3 (32-bit)
- IBM Lotus Notes 8.5.3 FP4-FP6

Note: Interactive Protect and the Secure File Transfer feature of Workshare Protect is not supported in a Lotus Notes environment.



Compare: Document master, review copy, and modified versions are visible, all without changing the way you work with Microsoft Word

Extend your DMS/ECM

Integrate Workshare comparison quickly and seamlessly with DMS or ECM systems to protect and manage document changes. Users can track the correct master document version, and deliver a complete audit trail across the entire document lifecycle even while the document is outside the control of the DMS/ECM system. Documents can be sent securely to open reviews and approvals to users outside the firm.

Audit and report on information

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

Secure file transfer

The need for a secure file transfer solution is absolutely critical to doing business today. Why? Security threats continue to grow, with the Internet and mobile devices acting as an incubator for data loss and leakage issues. As we've seen with big data, personal data is collected at every touch point, and it's critical to business that company and personal data does not fall into the wrong hands, remaining in the control of the legitimate owner/user.

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.

Deploy across the organization

Simplify the installation process and seed deployment across an organization using the Workshare Configuration Manager. Easily configure settings for a specific machine or for authorized users. Administrator Mode is available as a standalone application and includes search functionality to quickly identify configuration parameters.

Professional 8 provides policy enforcement to protect high-value documents, regardless of where they are sent from. Workshare's unique metadata awareness technology ensures that no hidden data leaves the organization. Benefit from having policy-enforced, authenticated, and encrypted link replacements of file attachments from within Office or Outlook.

Microsoft SharePoint

- Microsoft Office SharePoint 2013
- Microsoft Office SharePoint 2010
- Microsoft Office SharePoint Server 2007

DMS Integration:

Note: Check with your DMS vendor about which Windows operating system supports your DMS.

NetDocuments

Note: The NetDocuments integration requires that Microsoft Internet Explorer is installed (the NetDocuments login screen is displayed in an IE iframe) although it does not have to be the default browser.

Autonomy iManage

- FileSite 8.5 SP3 Update 5
- DeskSite 9.0 Update 4 (+ EMM)
- DeskSite 8.5 SP3 Update 5
- FileSite 9.0 Update 4 (+ EMM)

Open Text

- eDOCS DM 5.3.0 COM only (Patch 5)
- eDOCS DM 5.3.1 COM only (Patch 4)
- eDOCS DM 5.3.1 COM only (Patch 5)

Worldox

- GX3

Note: Workshare will endeavor to support future service packs of certified environments.

Features and Benefits**Advanced PDF and document comparison**

Compare one document against multiple modified versions, including Word-to-Word, PDF-to-PDF, PDF/A-to-PDF/A, and Word-to-text-based-PDF.

Advanced and trusted accuracy

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

Document redlining made simple

Share redlines as tracked changes, or save redlines as a PDF or PDF/A document – now from desktops, tablets, and smartphones, securely from anywhere.

Interactive Protect directly from Outlook

Identify risk, manage metadata contained in files, and apply removal options before hitting send. One-click secure file sharing with added options to password protect converted PDFs, replace documents with end-to-end encrypted links, or set expiration dates.

Secure file transfer from all network points

Secure file transfer, encrypted end-to-end across all channels with options that remove unwanted metadata, enables users to share files safely beyond the corporate network.

Automatic identification of modified documents

Receive a notification within Microsoft Outlook when a returned document has been changed.

Multiple comparison interfaces

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

View changes by category

Save time by reviewing specific document changes by certain categories.

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.

Manage and track document reviews

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

Automate document versioning

Maintain all document edits in the original master document, and eliminate the need for different document versions.

Edit and collaborate on PDF documents

Convert text-based PDF documents into Microsoft Word for editing.

Remove sensitive information

Ensure total clean up and removal of all hidden electronic information with metadata removal and redaction tools from any device.

Classify documents

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

Full PDF security

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

Audit and reporting

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

One-click PDF creation

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

Contact us**North America:**

+1 415 975 3855 / 888 404 4246

Europe:

+44 20 7426 0000 / +49 6227 381 111

Asia:

+61 2 8220 8090 / +852 2251 8985

sales@workshare.com

www.workshare.com/contactus

About Workshare

Workshare is a leading provider of secure enterprise collaboration applications. Workshare allows individuals to easily create, share, and manage high-value content anywhere, on any device. Workshare enhances the efficiency of the collaborative process by enabling content owners to accurately track and compare changes from contributors simultaneously. Workshare also reduces the commercial risk posed by inadvertently sharing confidential or sensitive documents. More than 1.8 million professionals in 70 countries use Workshare's award-winning desktop, mobile, tablet, and online applications. For more information visit <http://www.workshare.com> or follow Workshare on twitter at www.twitter.com/workshare.