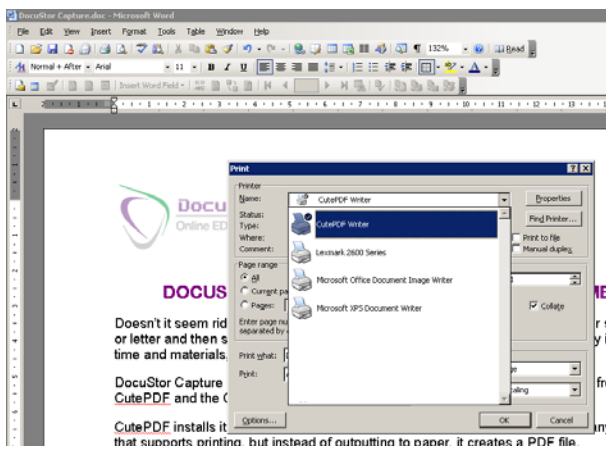# DOCUSTOR CAPTURE – FOR ELECTRONIC DOCUMENTS

Doesn't it seem ridiculous, but it happens often – someone prints out an email or spreadsheet or letter and then scans it back into the document management system. Not only is it a waste of time and materials, but it hardly fits with today's environmental agenda.

DocuStor Capture provides the simple answer and comprises two components: freeware CutePDF and the Capture module itself.

CutePDF installs itself as a printer which can be selected in the print dialog for any application that supports printing, but instead of outputting to paper, it creates a PDF file.
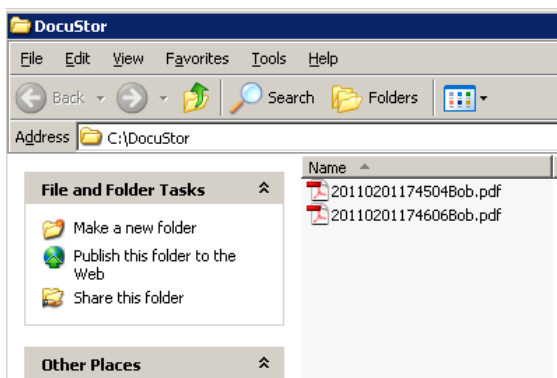

When the file is created, that's where DocuStor Capture comes in. Instead of displaying the normal Save as dialog, it automatically names the file in the format:

YYYYMMDDhhmmss[Username].pdf.

Thus even if two people hit the button at the identical time to the second, their user names, as registered on their PCs, will distinguish the files. (As DocuStor.biz uploads to a single folder on the server, unique filenames are a MUST.)

It then saves them to a folder which is the nominated location for files to be uploaded to DocuStor.biz – by default, C:\DocuStor\.

DocuStor Capture is available as an option for each DocuStor.biz package, and like everything else in this remarkable range, it can be distributed to unlimited users at no extra cost.