

Workshare® Professional 5

Complete Document Control and Security for Microsoft® Office®

WORKSHARE

THE LEADER IN SECURE CONTENT COMPLIANCE

TOP BENEFITS

- **NEW** - Complete Document Lifecycle Management for the 2007 Microsoft Office system and Windows Vista
- **NEW** - The most secure PDF conversion tool—both on demand and automated upon sharing
- **NEW** - Complete Information Leak Prevention
- **NEW** - Advanced Document Comparison including PDF compare
- The fastest and best way to review, share and compare your Microsoft office documents
- Eliminates 99.9% of all visible and hidden data leak risks
- Complete, out-of-the-box document management, reporting and audit tools for any size organization
- Extended Document Management

"Workshare Professional, together with the Microsoft Office system, delivers.... information compliance processes.... while delivering safer Office file sharing and more secure PDF creation."

- Jeff Raikes, President Microsoft Business Division

"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

Microsoft
GOLD CERTIFIED
Partner

2007 ISV/SOFTWARE SOLUTIONS
PARTNER OF THE YEAR

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Business Document Collaboration Out of Control?

Sharing business documents, both final and during revision lifecycles, has become critical to conducting business. Document creation tools such as 2007 Microsoft Office applications and its Office file formats, as well as PDF format, have become an ubiquitous part of our business infrastructure. In fact, over 30 billion contracts, product documentation, filings, sales proposals, and other business documents are exchanged globally every year. Individuals and organizations face challenges controlling these documents to ensure accuracy, security and compliance, without adversely effecting productivity by introducing new processes or workflows.

Accuracy Challenges

According to research, business users spend an average of 2.5 hours reviewing and verifying document accuracy, yet users report nearly 60% of documents still do not reflect all reviewers' input. Inaccurate or incomplete documents can easily compromise business results leading to lost business, missed revenue or increased risk.

Security Challenges

Another challenge facing both business users and internal security and compliance teams alike is the proliferation of information leaks resulting from visible and hidden data which contains possible privacy, intellectual property and financial disclosure risk within business documents. Users simply can not understand or track all of the risk associated with the document sharing they do to carry out their jobs.

Compliance Challenges

Sharing documents create compliance risks around a myriad of regulations and guidelines across all industry segments. Some regulations require the auditing of all information leaving the organization for privacy disclosure and accuracy, while others require complete audit and change history of document content within product specifications and regulatory filings.

Usability Challenges

Throwing new tools, processes and training sessions at business professionals and expecting them to work outside of their native Office and email environments will only meet pushback from users who need to be able to go about their work without disruption.

Workshare Professional 5

Designed for information workers who depend on sharing and reviewing Microsoft Office documents to get their job done, Workshare Professional provides safe, compliant and usable document lifecycle management across organizations. Workshare Professional provides accurate and regulatory-ready document control that 30M business professionals in all organizations need, at a price they can afford.



Business User Benefits

Workshare Professional 5 provides you with the best, safest and most compliant document lifecycle management as you work in Microsoft Office, including:

- Dramatically faster and more efficient document review lifecycles
- 100% elimination of versioning proliferation and the risk of sending the wrong version
- Complete document control for tracking correct document versions and masters
- The most accurate document comparison and change history available
- Understand changes to PDF documents and edit in Microsoft Word
- No need to leave your Microsoft Office or email environment
- Ability to always publish in the most secure PDF format available
- The elimination of accidental information leaks

Organizational Benefits

Workshare Professional 5 provides compliance, security, legal, and audit teams with policy-enforced document security, which includes information discovery and filtering, on-demand and policy driven PDF conversion, and robust hidden data management. The information security benefits of Workshare Professional 5 include:

- Assurance that all your organization's confidential and customer information is protected
- Document change audit reporting inside and outside of the organization
- The world's only secure and policy-enforced PDFs
- Automatic elimination of business disruption between users of 2007 Microsoft Office system and earlier versions
- Extension of document classification inherited from existing DMSs or through user enforced classification
- Complete hidden data management

Document Lifecycle Management for the 2007 Microsoft Office system and Windows Vista

Ensure policy enforced and compliant document lifecycles with embedded Lifecycle Workflows inside the 2007 Office Ribbon Bar and Task Pane. The review and comparison capabilities of Workshare Professional 5 are fully embedded in 2007 SharePoint Extranet and Collaborative Workspaces as well as Live Meeting for real-time collaboration. Extend the power of Office 2007 Document Inspector and Vista Rights Management by providing content and context aware policy enforcement and usage auditing.

The Most Secure PDF

Workshare Professional 5 is the only solution that provides policy-enforcement for secure and leak proof PDF creation 'in motion' over email and portals including 128-bit encryption and signing and PDF restrictions. Workshare delivers secure PDF/A ISO compliant PDF conversion from any application or Document Management System, including support for "tagged" PDF files.

Complete Information Leak Prevention

Secure your organization's data and stop Privacy, IP and confidential information leaks when sharing documents over email and portals. Automatically classify documents for their sensitivity. Configure and deliver extensible risk alerting, and centralized security policy management, auditing and reporting.

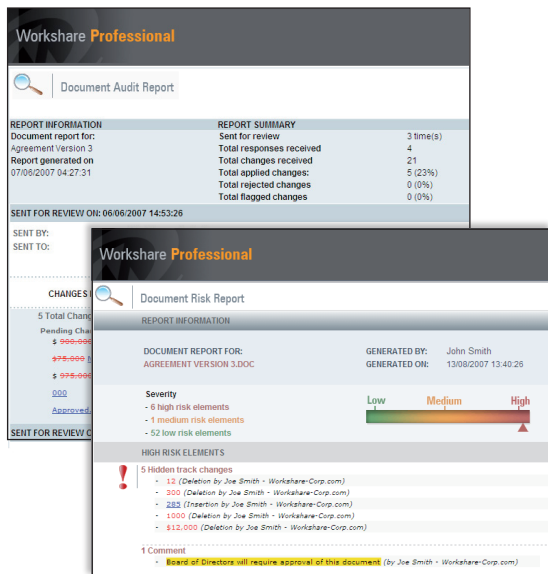


Figure 1: Workshare Professional reporting dashboard

Superior Document Control, Review and Audit

Provide auditable tracking and management of multiparty document reviews and changes without changing the way you work. Unlike typical restrictive workflow or document collaboration solutions, Workshare Professional 5 supports document reviews sent from anywhere and ensures that you always work on the correct version of the document, capture all document changes and track reviewers when exchanging documents over email, portals or document repositories.

Advanced Document Comparison Including PDF Compare

The power and accuracy you've come to expect with Workshare, allows for comparing one document against multiple modified versions or revisions within context of one another. Workshare Professional Compare is the fastest ever at comparing long and complex documents in any language with ultimate accuracy for tables, formatting, numbering and styles.

Extended Document Management

Extend document management with security and version control when exchanging documents inside and outside the organization. Workshare Professional 5 integrates easily with Document Management System (DMS) security controls protecting documents wherever they move and always tracks the correct master document versions delivering a complete audit trail across the entire document lifecycle.



Figure 2: The 1 to Many Comparison feature in Workshare Professional 5 allows you to compare your master version with multiple versions in one single view.

TOP FEATURES

- Compare .DOC, .DOCX & .PDF files
- Create and Combine Secure PDF's from any application
- Leak Prevention Channels
 - Outlook and Lotus Notes
 - Removable Devices
 Extendable with Workshare Network Protect:
 - Outlook Web Access
 - PDAs including Windows Mobile and BlackBerry
- Microsoft Office and SharePoint 2007 Collaborative Workspace Support
- Document Management Systems Support:
 - SharePoint 2007
 - Interwoven
 - Open Text/Hummingbird
 - Documentum
 - Worldox

SYSTEM REQUIREMENTS

- **Operating Environments:**
 - Microsoft Windows Vista
 - Microsoft Windows XP
- **Microsoft Office System:**
 - 2007 Microsoft Office System
 - Office 2003, XP
- **Email Systems:**
 - Microsoft Outlook 2007, 2003, XP
 - Lotus Notes 6.0 - 7.0
- **Recommended:**
 - 800 MHz Pentium processor
 - AMD Opteron
 - AMD Athlon 64
 - AMD Athlon XP processor
 - 256 MB RAM
 - 800 MB disk
- **Minimum:**
 - 600MHz+ Pentium Processor
 - 256MB RAM
 - 100MB free disk space

ABOUT WORKSHARE

Workshare, an information security company delivers Secure Content Compliance solutions to over 6,000 organizations worldwide. Workshare solutions uniquely combine policy enforcement, management control and user entitlement to ensure safe information exchange without business disruption. Its products include Workshare Protect, Workshare Professional, Compare Service and TRACE! Workshare's customer base spans small to large organizations in every industry segment with more than 60 percent of the Fortune 1000 and 85 percent of the ProServices 250. Over one million professionals in 65 countries use Workshare software. The company has offices in San Francisco, New York, Chicago, Atlanta, Dallas, Washington DC, London, Frankfurt, Hong Kong, Paris and Sydney. Workshare is the sponsor of www.metadatarisk.org, the definitive source for content security. For more information, visit www.workshare.com.

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