

## Snapshot™

### Archive Your Electronic Documents with Ease

- ▶ Manage electronic documents as easily as scanned images
- ▶ Create long-term archival images of electronic documents
- ▶ Eliminate inefficient printing-for-scanning
- ▶ Extract clean text for full-text searches

### Snapshot Benefits

Store permanent copies of your electronic documents with the Snapshot plug-in. Now you can manage your computer files as easily as you manage your paper documents. With this plug-in, archival quality TIFF images are created and stored with Laserfiche. The powerful archival, search and management abilities of Laserfiche can be used on electronic and paper documents. No more printing and scanning electronic documents. Snapshot eliminates the costly and time-consuming extra steps.

### As Easy as Printing

Simply go to the Windows document you wish to archive. Select Snapshot as the printer. Click Print. Snapshot creates TIFF images and a file describing the document. The images are then automatically imported directly into Laserfiche where they can be managed like your scanned paper records.

### Snapshot Highlights

- ▶ Capture high-quality color, grayscale and black-and-white archival images of electronic documents for fast digital retrieval.
- ▶ Eliminate printing and scanning steps from document capture processes.
- ▶ Streamline filing processes by determining index field values before documents are stored in the repository.

- ▶ Maintain long-term access with industry standard TIFF Group IV storage format.
- ▶ Provide electronic document capture capabilities to work groups and departments as easily as a network printer.
- ▶ Efficiently distribute electronic document capture capabilities in a Windows Terminal Services environment.
- ▶ Automate population of index field data for common information such as date, time and document name.
- ▶ Choose whether to manually or automatically import documents for storage.

### About Laserfiche Solutions

Laserfiche Snapshot is a capture module of the Laserfiche document management solution suite. Laserfiche solutions provide dependable digital archival, fast retrieval and efficient distribution solutions for over 21,000 public- and private-sector organizations around the world. Contact your authorized Laserfiche reseller for more information.