

e-Bibles: Electronic Document Management



Reduce research and compilation time whilst saving on unnecessary printing, postage and delivery of hard-copy documents.



Documents can be accessed anywhere and easily explored using a simple navigation menu, or via powerful keyword search capability.



e-Bibles can be shared across various formats at the click of a button, saving time and avoiding unnecessary or confusing communication trails.

A superior electronic document management tool that helps users store, index and comprehensively search large volumes of complex documents easily.

e-Bibles are an easy to manage electronic document system that dramatically improve efficiency and shared access across all document users. e-Bibles can be created by either scanning hard-copy documents or by using an assortment of soft-copy files in various formats. Once produced, e-Bibles can be quickly and cheaply duplicated to suit any client requirements.

e-Bibles are fully text searchable for instant access of information and can even be stored onto a single disk with multiple copies available upon request. They are also customised for each client in accordance with their corporate colours, logos and branding while providing web and email access for key contacts. This in return offers a more professional approach for clients.

Apogee have developed a legal e-Bible which has been specifically created for Solicitors who are involved in the commercial and criminal law sectors. Paralegals and Legal assistants often spend a large part of their time searching, printing, collaborating and sharing numerous documents relating to a case. e-Bibles greatly simplify these processes

and provides an effective tool for electronic document management.

Further e-Bible features

- ▶ Bookmarks make the document navigable using a tree system like an explorer.
- ▶ Hyperlinks added to make the document navigable similar to web pages.
- ▶ Passwords can be added to avoid printing the documents.
- ▶ Split screen feature to make the Index and document navigable at the same time.
- ▶ Consolidation of various document types into a standard format.



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