

EMC Documentum PDF Annotation Services

View and mark up PDF files to promote information sharing and collaboration

The Big Picture

- Facilitate collaboration among remote team members using Adobe Acrobat or the free Adobe Reader
- Support parallel and sequential reviews, online and offline
- Grant role-based permissions to individual reviewers
- Store reviewers' annotations in a separate file linked with the original document
- Ensure annotations are acknowledged before documents are updated
- Maintain auditable record of annotations
- Preserve style, formatting, and integrity of original PDF documents

Most businesses today regularly take advantage of Adobe Acrobat software's information sharing, review, and collaboration capabilities. Now, these popular features are seamlessly integrated with the EMC[®] Documentum[®] enterprise content management platform. Every team member, whether working inside or outside the corporate firewall, can participate in a secure, automated document review cycle subject to the project owner's controls. EMC Documentum PDF Annotation Services streamlines the collaborative approval process by enabling organizations to efficiently manage everything from document creation or capture through distribution, review, and archival in a paperless, distributed electronic environment.

Simple, powerful PDF document markup and review

Use Documentum PDF Annotation Services with either Adobe Acrobat or the free Adobe Reader to view and mark up Adobe Portable Document Format (PDF) files—before, after, or at the same time as other reviewers; offline or online; and from inside or outside the corporate firewall. The integrated solution automatically stores each reviewer's annotations in a separate file associated with the original document. To ensure these notes are appropriately considered, reviewers are prevented from altering or updating a draft, drawing, or other document until all comments have been accepted. The document owner can grant permissions enabling specified reviewers to read all recorded annotations, add additional comments, and take further editorial actions. Perhaps most important for today's business climate, Documentum PDF Annotation Services maintains an auditable annotations record so your organization can efficiently meet stringent regulatory requirements.

Extend collaboration and promote compliance

Through the integration of Adobe Acrobat review and collaboration features with the EMC Documentum platform, your organization can:

- **Reduce review cycle times:** PDF Annotation Services allows you to take advantage of parallel, realtime review cycles to read annotations and respond as soon as they are added. Why wait for all the comments to be collected on paper?
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- **Ensure secure, auditable processes:** PDF Annotation Services creates a separate file, automatically associated with the correct document version, that records, tracks, and manages reviewer annotations. Source documents remain secure and unaltered.
- **Exert administrative control:** PDF Annotation Services leverages and extends Documentum role-based privileges to restrict the functions a reviewer can perform on a specific PDF document. For example, you can ensure only reviewers with appropriate permissions view, copy, modify, or print the annotations or document.
- **Provide reliability of content and format:** PDF Annotation Services preserves the original PDF document's formatting, visual fidelity, and quality. This enables reviewers to concentrate on the content itself instead of worrying about style issues that otherwise may arise during the file transfer process.

Key product features

Comment option	Adds a Comment option to the menu for all PDF documents viewed using EMC Documentum Webtop.
Role-based privileges	Supports the Documentum role-based privileges structure and provides additional permission levels to control the reviewers' ability to add comments, view other reviewer's comments, and perform other editorial tasks.
Audit trail	Tracks each annotation in the source document's audit trail. Includes name of reviewer adding, modifying, or deleting comments.
Real-time refresh and update	Refreshes and synchronizes annotations in real time, ensuring review comments are always up to date.
Familiar Adobe interface	Displays the source PDF document and all annotations in the simple and well known Adobe interface (Adobe Acrobat or the free Adobe Reader).
Intuitive markup tools	Provides easy-to-use tools including sticky notes, a highlighter pen, and a cross-out function so reviewers can efficiently add text, graphic, and voice comments.
Tag and sort tools	Sorts annotations by reviewer, status, page, color, bookmark, and type. Can also tag individual annotations as accepted, rejected, cancelled, or completed.



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Data Sheet
S11380906V2

Take the next step

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