

iRedline 2.0 EP6 Product Guide

This product guide is designed to assist in the evaluation of iRedline, a tool for comparing Word and Excel documents, maximizing and enhancing document comparisons and tracking changes between document versions. iRedline 2.0 supports Microsoft Word 2002 and 2003.

WHAT'S NEW

EP6 provides support and enhancements for DeltaView result documents and tracked changes and provides document comparisons of Excel worksheets. Automatic paragraph numbering and character formatting can be retained to allow reusability of result documents. iRedline performance and speed have been optimized in EP6.

INTRODUCTION

An easy to use document comparison tool, iRedline is fully-integrated with Microsoft Word, and highly skilled at handling tracked changes. It enables a user to compare documents stored on local or network drives, or that are accessed from document management systems including Interwoven, Hummingbird, GroupWise and WORLDOX products. iRedline expands the functionality of redline documents created in Microsoft Word or from Workshare's DeltaView. Reports and Change Lists can be generated to enhance and summarize the redlined document. Navigation buttons and Accept/Reject buttons improve the ease of using DeltaView documents in Word.

Design Philosophy of iRedline

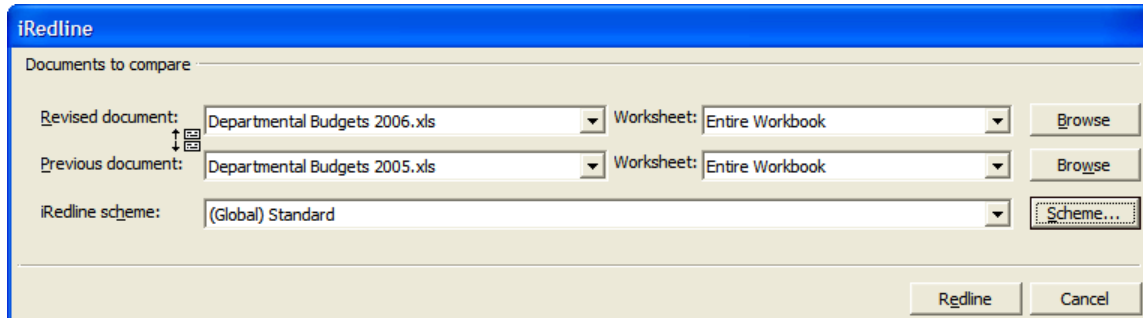
For years, law firms and businesses had the need to track the creation and editing process in documents. Standards for both the look and the process of creating a redlined document vary from firm to firm, attorney to attorney.

Through iRedline administration, user options can be controlled and firm standards can be deployed. Firm specifications are specified in a central configuration file which is automatically synched to local machines.

Dependent upon the firm standards, the resulting iRedline document can be saved as a new document, prepared as an e-mail attachment or saved as an attachment in the revised document. The content and format of the result document can be specified through the iRedline scheme.

Overview of Features

- Compare Word and Excel documents

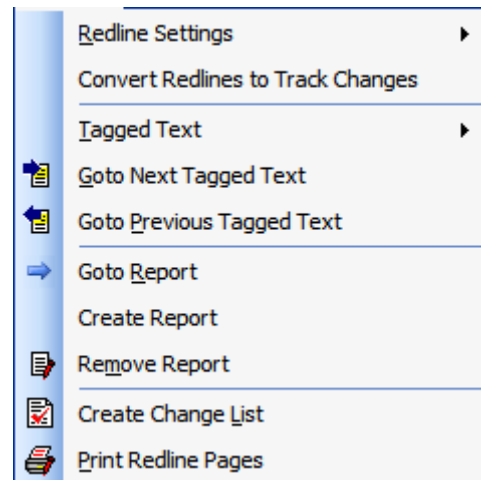


- Navigate documents containing Word's tracked changes, iRedline or DeltaView result documents



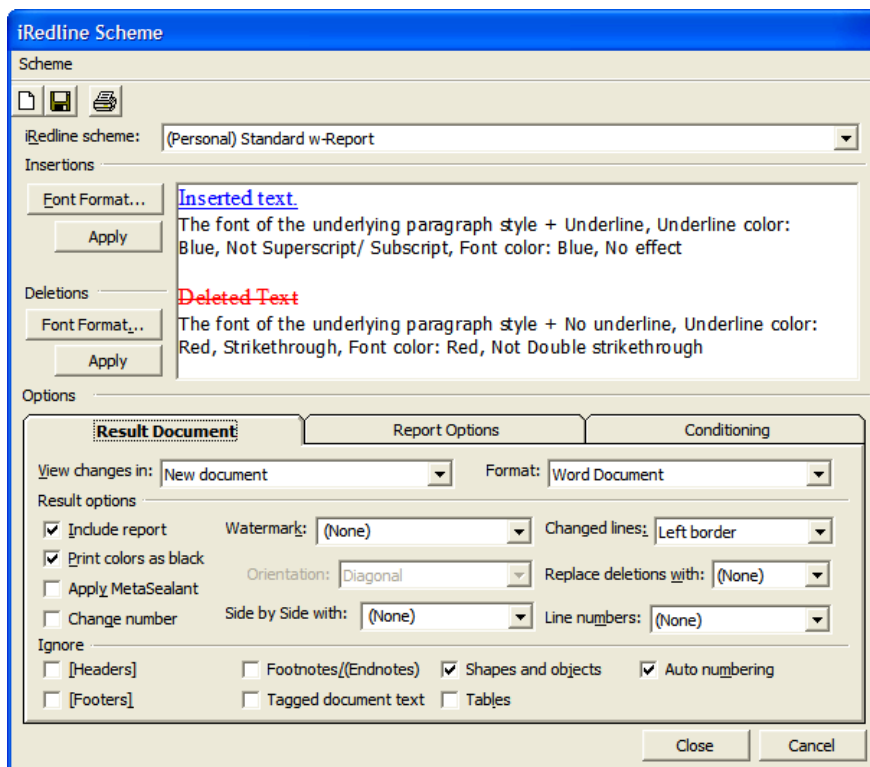
iRedline Word Toolbar

- Accept and Reject changes in iRedline or DeltaView result documents
- Toggle the display of insertions and deletions
- Convert a DeltaView or iRedline result document to tracked changes
- Tag text to be ignored during document comparison
- Attach a Report to the Word or DeltaView redline
- Create a Change List summarizing the Word or DeltaView redline
- Print the Redline pages



The iRedline Scheme dialog provides options for:

- ⌋ Customizing the format of inserted and deleted text
- ⌋ Generating and formatting a Report summarizing the content of the Result document
- ⌋ Maintaining automatic paragraph numbering
- ⌋ Numbering the changes in the result document or adding line numbering
- ⌋ Ignoring components of the documents during document comparison
- ⌋ Applying Metasealant® to lock and seal the Result document from further edits



iRedline Scheme Options