



### Create and distribute searchable, stand-alone digital document collections quickly and easily.

DL FastPack gives you an easy way to organize and produce portable document collections for distribution to others or archiving.

- § Create, package, and distribute collections of documents.
- § FastPack collections contain important repository information and are searchable.
- § Collections are simple to organize and create.

### Deliver portable document collections.

DL FastPack collections can be published to a CD, flash or thumb drive, or any other medium that supports digital data. When copied to a CD ROM or other non rewritable medium, FastPack collections are read-only.

- § Create collections of documents for legal discovery or for outside counsel case preparation.
- § Distribute the latest documents and drawings to workers on remote job sites or to those who do not have network connections.
- § Project managers can deliver end-of-project files at project turnover.
- § Archive project documents or create personal backups.

### Stand-alone, searchable packages.

DL FastPack collections are self-contained and operate independently of the Document Locator repository they came from, so recipients don't need to have access to Document Locator to search for and open files in the collection.

- § FastPack collections retain the source repository folder structure.
- § Files retain important repository information that can be searched on in addition to file name and file type: recipients can search on Profile Properties, Version Notes, and document Descriptions.
- § In addition to searching for documents, recipients can open files to view content, view file statistics and metadata, and export copies of files.

### Simple to organize, easy to create.

Collections are organized in the Windows Explorer view of Document Locator and are user-specific, so before publishing, they are secure and accessible only by the user who created them.

- § Collections can include results from searches, entire projects from the Document Locator Projects directory, folders, and any type of Windows-compatible file.

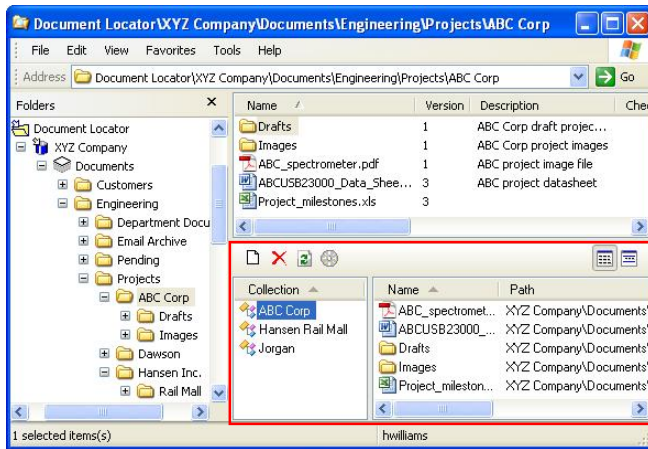
### Benefits

- Portable document distribution – Collections can be published to CD, thumb drive, or any other digital medium.
- Stand-alone package – DL FastPack collections are self-contained—recipients don't need Document Locator to search for and view files.
- Powerful simplicity – Creating collections is as easy as dragging and dropping files in Windows Explorer, then clicking a button to publish. The intuitive user interface makes browsing and viewing collections fast and easy as well.

### Solutions

- Litigation discovery – Create a portable, read-only collection of relevant documents for legal discovery or outside counsel case preparation.
- Project closeout – Project managers can easily compile, publish, and deliver project turnover/closeout documents.
- Archiving – Create collections for archiving files offline.

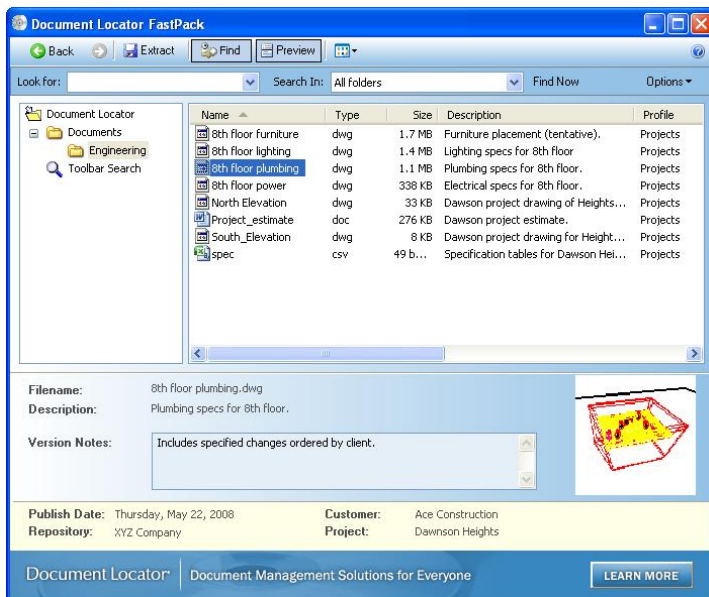
- § Add files to collections by dragging and dropping them. Add folders, searches, and projects by right-clicking and selecting from the popup menu.
- § Publishing is easy: click a button and select a destination for the published package. Optionally, add a project and company name.



Collection window inside Document Locator.

View and retrieve files from a FastPack. The DL FastPack viewer contains everything users need to access and view files:

- § Built-in search tools make it easy to find files.
- § Preview window includes more file details and a thumbnail preview for files that support thumbnails.
- § Copies of files can be exported from the collection but the collection remains intact.
- § Customize FastPack launch screens with your own HTML file to add project- or client-specific messaging and images.



DL FastPack Viewer

## Related Features

- Brava! Markup Module – Include marked up files in your DL FastPack collections.
- Check-out and Check-in – Prevent loss of data and unnecessary multiple copies of documents.
- Document Approval – Automate your document approval processes.
- Document Profiles – Documents published to DL FastPack retain their repository metadata for easy searching.
- Microsoft Integration – Drag-and-drop files and folders in Windows Explorer view to create document collections for publication to DL FastPack.
- PDF Creator – Include PDF files in your document collections published to DL FastPack.
- Records Management – Ensure compliance with government and industry regulations and create secure document archives.
- Searching – Locate documents instantly. Search tools in DL FastPack make finding files easy.

For more information about products or purchasing, please visit:

[www.documentlocator.com](http://www.documentlocator.com)

ColumbiaSoft Corporation  
10300 SW Greenburg Rd.  
Suite 180  
Portland, OR 97223  
(503) 274-0504  
(800) 298-1172

\* Optional module required.



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