



## Package up documents in self-contained collections.

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 metadata searchable.
- Collections are simple to organize and create.

## Deliver portable document collections.

DL FastPack collections can be published to a CD, USB drive, or any other media that supports digital data.

- 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 backups.

## Stand-alone packages.

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

- FastPack collections retain the source repository folder structure.
- Files retain important repository information that can be searched, including file name and file type, profile properties, version notes, and descriptions.
- 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.

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

## Benefits

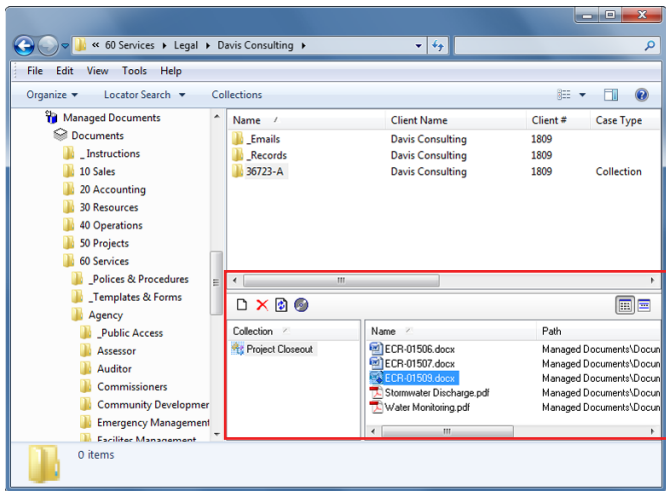
- **Portable document distribution**  
Collections can be published to CD, USB drive, or any other digital media.
- **Stand-alone package**  
DL FastPack collections are self-contained—recipients don't need Document Locator to find and view files.
- **Easy delivery**  
Creating a collection is as easy as dragging and dropping files in Windows Explorer, then selecting 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 case preparation.
- **Project closeout**  
Project managers can easily compile, publish, and deliver project turnover/closeout documents.
- **Archiving**  
Create collections for archiving files offline.

**(800) 298-1172**

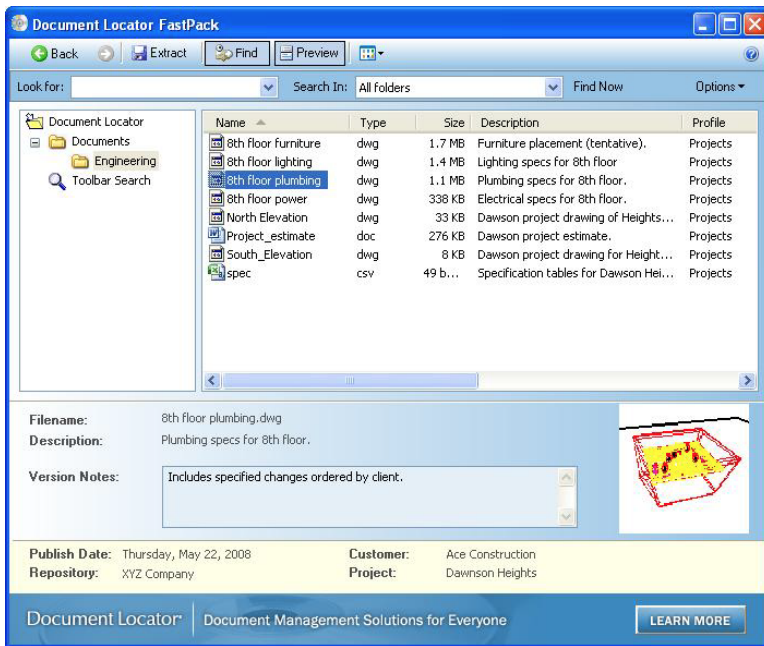
[www.documentlocator.com](http://www.documentlocator.com)



Collection window inside Document Locator.

## View and retrieve files.

- Built-in search tools make it easy to find files.
- Preview window includes more file details and a thumbnail preview for many files.
- 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.



The DL FastPack interface is a self-contained, portable system for packaging up and delivering files.

## 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.

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