

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.

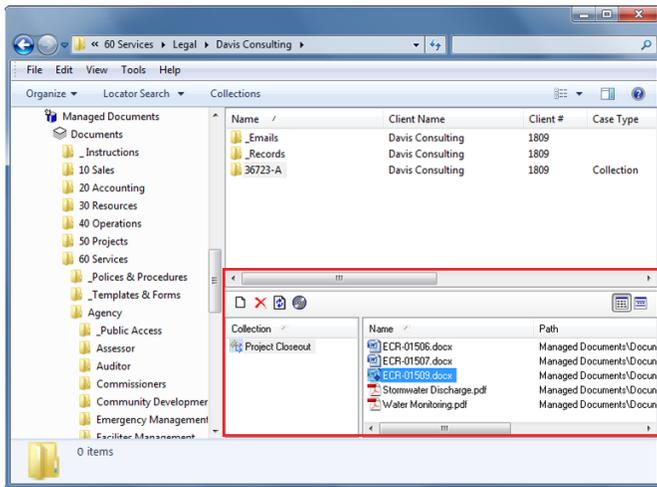
Benefits

- **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.

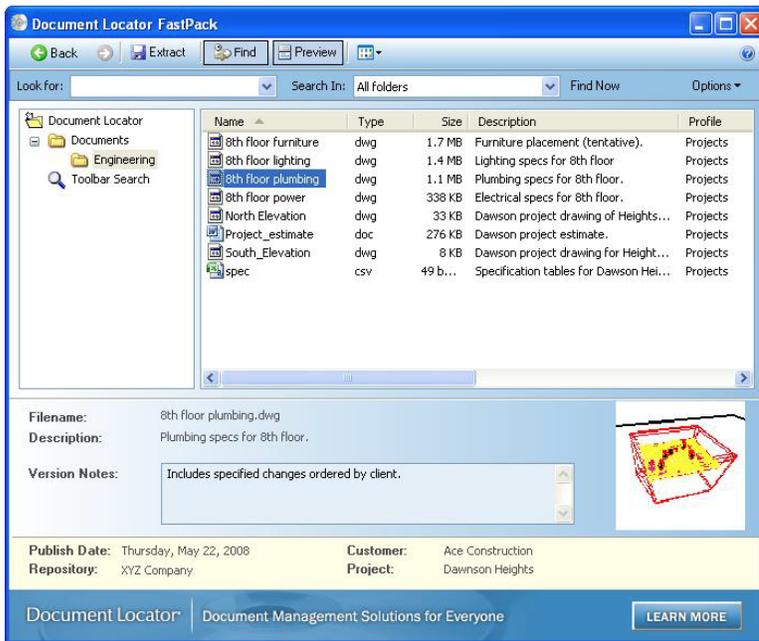
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Collection window inside Document Locator.

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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