

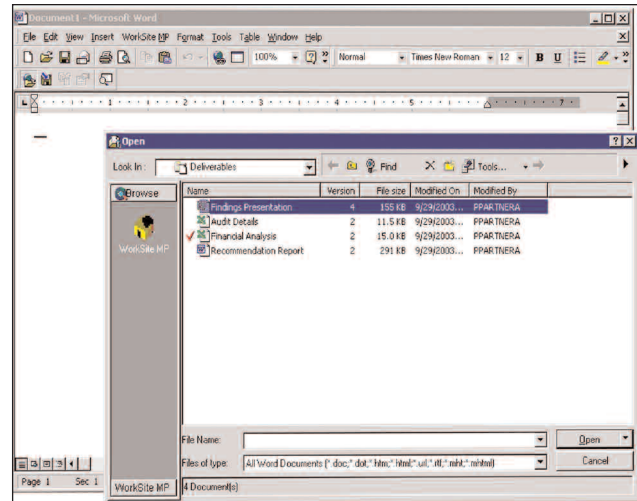
Interwoven® WorkSite MP Integration for Microsoft Office®

Capture, Store and Collaborate on Critical Business Content—All from Within the Microsoft Office® Suite

Interwoven WorkSite MP Integration for Microsoft Office enables the capture, organization, storage and reuse of critical business content in Interwoven repositories directly from Microsoft® Word, Excel and PowerPoint®. This deep integration delivers enterprise-class content management functionality to users from the menus and toolbars of their familiar desktop applications. By simplifying access to content repositories, WorkSite MP Integration for Microsoft Office drives rapid adoption of content management practices critical to knowledge management, compliance and records retention initiatives.

Convert Business Critical Content in Printed Documents to Electronic Format

Today, every desktop is a publishing engine and every networked computer is a distribution point churning out volumes of business content. It is no wonder the amount of such content—documents, spreadsheets, presentations, e-mails etc.—is expected to double in the next few years. Content that is captured and stored for shared access and reuse is core to an organization's effectiveness, helping to drive faster cycle times and more informed decisions. In contrast, content sitting on individual hard drives in e-mail inboxes and on network drives is a productivity sinkhole. Moreover, this dispersed content is a regulatory compliance and business continuity disaster waiting to happen. Without widespread adoption of comprehensive collaborative document management systems, organizations risk corrupting or even losing vital business content without adequate backup and disaster recovery plans. And these days, those risks can quickly escalate into costly lawsuits or regulatory non-compliance penalties. The key to successfully adopting content management practices within an organization is ease of use and transparency—where content capture, re-use, and control integrates into everyone's normal work routine without adding extraneous steps.



Full access to the content repository directly from Microsoft Office applications ensures rapid adoption of mandated content management practices.

WorkSite MP Integration for Microsoft Office—Removing the Barrier to Document Management Adoption

The Interwoven WorkSite MP Integration for Microsoft Office offers users comprehensive document management functionality directly from within the applications used to create most business content today. Users can save documents into the repository, check in/check-out items, search by full-text or metadata, track audit trails, and perform many traditional document management functions through the file menus and commands of Microsoft Office applications such as Word, Excel and PowerPoint. With this unique integration, employees can adopt productivity- and compliance-enhancing document management procedures with surprisingly little disruption or training.

Key Features of Interwoven WorkSite MP Integration for Microsoft Office include:

- Menu Integration**
 Users can check-in and check-out documents directly from the Microsoft file menu, enabling full version control for all Microsoft Word documents, Excel spreadsheets and PowerPoint presentations. Check-in/check-out capabilities maintain the integrity of each document by ensuring that only one person can modify the document at any time, for improved productivity and accountability.

- **Disablement of Local Save**
Administrators can prevent users from saving critical content to their desktops to further reduce risks of regulatory non-compliance and disaster recovery.
- **OLE Linking**
Integrates with the OLE linking compound document functionality in Microsoft Office. Automatically recognizes when a document has OLE links and prompts users to import all documents into the repository for high user satisfaction and complete document management.
- **Comprehensive Profiling Capabilities**
As each document, spreadsheet or presentation is saved, users are prompted to tag it with metadata tailored to their organization's specific classification requirements, improving their organization's ability to organize and re-use critical content. This enables authorized users across the enterprise to conduct powerful full-text and/or metadata searches to find and reuse content across the repository.
- **Powerful Security**
Security created in the enterprise repository is also respected by the desktop applications. Access to content from within Microsoft Office is controlled by assigning pre-defined or custom security policies, so that sensitive information remains only in the hands of authorized users.
- **Folder Hierarchy**
Documents are organized in an intuitive folder hierarchy, putting all content and correspondence in context.
- **Audit Trails**
Track the history of documents, including all activities performed on the document for regulatory, legal or operational purposes.
- **Document Viewing**
Users can view over 200 different file types, even if the native application is not installed on the desktop, for maximum access and convenience.

About Interwoven WorkSite MP

The WorkSite MP suite is the industry's only collaborative document management platform developed from the ground up in 100% Java, offering customers the flexibility that open standards support. It is also J2EE compliant, enabling customers to leverage existing

infrastructure investments by delivering consistent performance across Windows, Linux and Solaris-based systems. It offers an unsurpassed combination of comprehensive features, standards-based architecture, scalable performance and ease of customization and use. And the unique multi-tier architecture enables it to scale from supporting one department to meeting the needs of the most demanding multinational enterprise. The entire WorkSite MP suite delivers the fastest time to deployment, lowest total cost of ownership and highest customer satisfaction ratings in the industry.

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