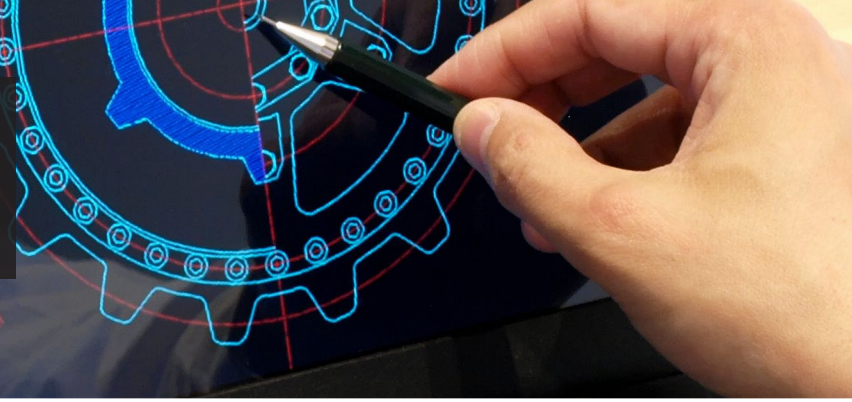




**GCI** **POWERTOOLS**  
**VIEWER**



GCI PowerTools Viewer is the most simple and cost-effective way to view and mark-up documents within the OpenText Content Suite and Extended ECM platforms.

- ✓ View and mark-up documents directly within the Content Suite web interface
- ✓ Modern HTML-based viewer. No client install and easy to administer
- ✓ Highlight or redact text, add sticky notes and stamps, and create annotations
- ✓ Send and acknowledge documents for required reading
- ✓ Display document and image thumbnails within any folder
- ✓ Support for over 200 different document formats

GCI PowerTools Viewer enables you to view and annotate documents in a wide variety of different formats, including MS Office, PDF, images, and CAD drawings. Its powerful HTML5-based viewer requires no plug-ins and enables anyone with a modern web browser to instantly view your content.

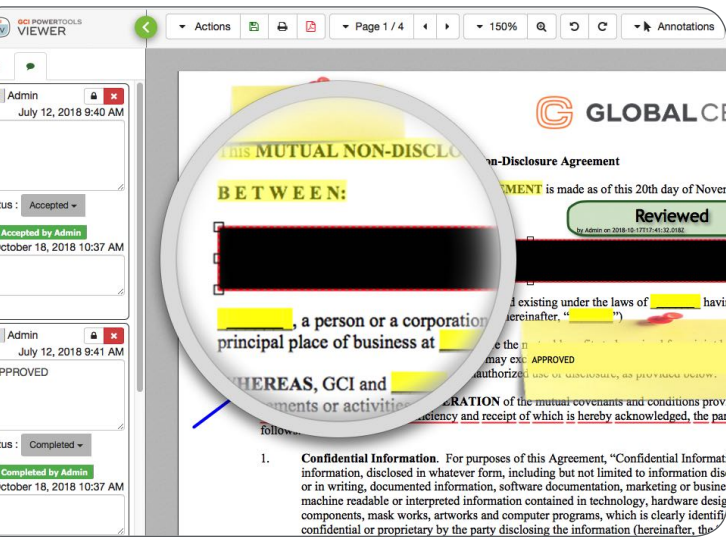


### **View files wherever you travel**

With ever more users turning to tablets and other mobile devices, the ability to view content without native applications is essential to modern business. With support for over 200 different file formats, PowerTools Viewer delivers pixel-perfect rendering directly to your built-in browser. Viewable file types include Office documents (DOCX, PPTX, XLSX, Visio), Open Office (ODT), Adobe PDF, images (BMP, JPEG, GIF, PNG, TIFF), and CAD (DWG, DXF).

### **Annotate and mark-up documents**

Through its numerous annotation tools, PowerTools Viewer allows you to mark important content by highlighting text, adding sticky notes and stamps, and marking-up where content changes are required. Annotations can



be burned directly into the document, or saved as a searchable layer within your Content Suite repository. In addition, comments provide the background behind each annotation, enabling reviewers to collaborate and share notes with one another.

For those working with secure information, sections of content can also be readily selected and removed from documents. When saved, redacted content is completely erased from the document and its search index.

By retaining navigational elements such as tables of content and links, PowerTools Viewer allows you to quickly and conveniently locate information

within your document. Clicking a bookmark takes you directly to that section or chapter of the document. With the ability to pan and zoom documents to assist in reading documents or locating the appropriate section of a drawing, PowerTools Viewer is the ideal choice for simple, efficient and time-saving viewing and collaboration for everyone in your organization.

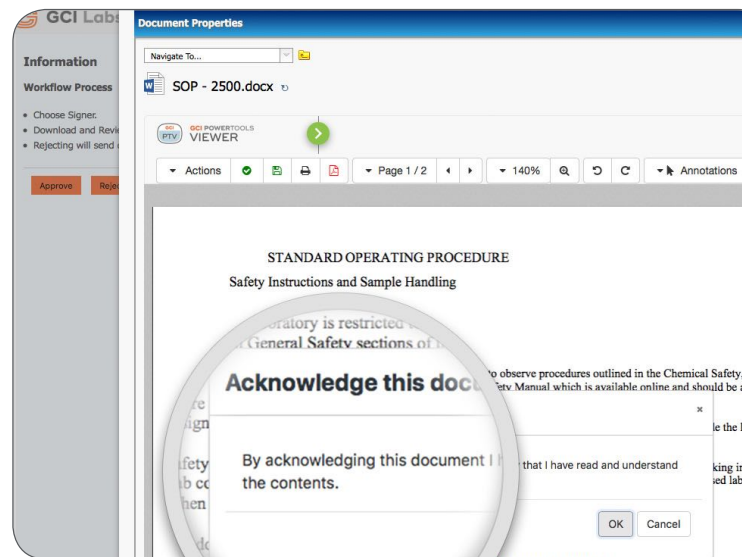
### Integrated into your business processes

Using PowerTools Viewer, documents can be exported as PDF with mark-up and comments retained. If additional security is needed for classified or sensitive information, annotations can be locked or exported to PDF. Users can also be notified when annotations have been added to a document.

PowerTools Viewer also integrates into your Content Suite workflows. Not only can workflow users view documents, but also collaborate and mark them up directly within the workflow interface. For situations where users are required to acknowledge that they have read and understood the content of a document, PowerTools Viewer provides a required reading capability. Users "acknowledgements" are audited and saved within Content Suite.

By providing a thumbnail view of any folder within Content Suite, PowerTools Viewer reduces the time spent locating content. When enabled, documents and images can be previewed inline and common metadata properties are visible without the need to open or download the file.

PowerTools Viewer also provides extensive administrative controls. Content Suite administrators can restrict the availability to view or print documents to specific groups of users, as well as specifying the sizes of thumbnail images.



## The viewer for everyone

Unlike alternative viewing solutions, PowerTools Viewer is incredibly simple to deploy. Using the power of HTML5, it can be accessed straight from a modern web browser and does not require users to have Java, Flash or other plugins on their computer.

In addition, its cost-effective pricing makes PowerTools Viewer the ideal choice for viewing and marking-up content across the whole of your business. With more users able to interact with content directly within your Content Suite repository, you benefit from improved information security, significant time-savings and a reduction in the costs associated with document printing.

If you need to view, redact and annotate Office or CAD documents directly within Content Suite or Extended ECM's web interface, then PowerTools Viewer is the one tool you can't afford to be without. Its friendly for users, friendly for system administrators, and friendly on your budget.

## Benefits

- ✓ Save time and reduce cost by easily sharing, storing and collaborating on documents among users
- ✓ Save money with a server-based licensing model that covers the majority of users' needs
- ✓ Intuitive and user-friendly—no requirement for end-user training
- ✓ Reduce IT overhead with a lightweight, no install & maintain viewer that doesn't modify permissions or affect compatibility with other modules

## Supported document formats

- ✓ Office documents (DOC, DOCX, PPT, PPTX, XLS, XLSX, Visio)
- ✓ Open Office (ODT, etc.)
- ✓ Adobe PDF
- ✓ Images (BMP, JPEG, GIF, PNG, TIFF)
- ✓ CAD (DWG, DXF)



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VIEWER**

For further information or to arrange a personalized demonstration of PowerTools Viewer, please visit our website at [globalcents.com/ptv](http://globalcents.com/ptv)

