

# AUTOVUE OFFICE



Oracle's AutoVue Office delivers native document viewing and digital annotation capabilities for Microsoft Office, portable document format (PDF), and graphic document types. Users can view, print, review, and collaborate on hundreds of digital documents without requiring the authoring applications that were used to create them. AutoVue Office delivers the foundation for a flexible and secure all-digital document sharing, review, and approval platform that connects people and information across geographies and business practices

#### KEY FEATURES

- View hundreds of document types
- Add digital annotations and comments
- Perform text searches
- Manipulate files without requiring the authoring software
- Add headers, footers, stamps, and watermarks
- Advanced printing capabilities
- Hold real time collaboration sessions via the Web

#### KEY BENEFITS

- Standardize the document review processes
- Improve global communication with multi party real-time web sessions
- Capture audit trail of decisions, changes and document approvals for compliance
- Share documents securely without risking intellectual property

## Provide Reliable Access to Documents with Native Document Viewing

With AutoVue Office, you can access Microsoft Office, PDF, and graphic document types without undergoing costly and cumbersome document conversions. Because file conversion is not required, AutoVue Office eliminates the unwieldy task of creating and managing a double set of data such as the original document and the converted, neutral files. The cost and complexity of maintaining multiple client-side viewers and server-side conversion systems is eliminated.

## Improve Global Communication

AutoVue Office allows global teams to communicate as if they were in the same room. Users can simultaneously review and annotate documents, assign action items, and resolve issues in real time with AutoVue Office's built-in real time web collaboration capabilities.

**KEY INDUSTRIES**

AutoVue Office is a cost-effective document viewing and annotation solution for organizations in the following industries:

- Insurance
- Financial Services
- Legal
- Pharmaceutical
- Government

**ORACLE'S AUTOVUE ENTERPRISE VISUALIZATION SOLUTIONS**

AutoVue solutions can be integrated into existing content management, product lifecycle management, or enterprise applications, such as ALM, & Project Planning to name a few.- Integrated with existing enterprise systems, AutoVue connects information, people and processes, delivering anytime, anywhere access to vital information and maximizing business process efficiency.

Teams can better collaborate around their engineering and asset documents and make sound business decisions, driving innovation and operational efficiency.

**Capture a Reliable Audit Trail of Document Activity**

AutoVue Office's digital annotation capabilities allow users to add comments and feedback to documents which are captured, stored and associated with the original file. These digital annotations deliver a reliable audit trail of decisions, changes and approvals greatly facilitating an organization's compliance and record keeping.

**Share Documents Securely without Risking Intellectual Property**

With AutoVue Office users can securely collaborate with extended teams and outsourced partners on sensitive documents without risking a company's valuable intellectual property (IP). AutoVue's unique streaming technology provides access to documents without transferring the original files to the client desktop; originals never leave the server, and no local temps or cache files of any kind are created in the process, ensuring that a company's IP remains protected at all times.

**Support Green Initiatives**

AutoVue Office can complement and support an organization's green initiatives. Instead of depending on printouts that they manually annotate, users can view, review, and annotate digital files. AutoVue can greatly reduce an organization's printing and paper costs, as well as shipping and handling expenses. AutoVue's real-time Web collaboration capability can also serve to replace face-to-face meetings, resulting in reduced travel costs, greater energy savings, and improved productivity.

**Key Features and Capabilities**

**View Office, PDF, and graphic document types.** Open a wide array of document types including word processing files; spreadsheets; and Visio, PDF, and TIFF files—all without the authoring software.

**Annotate and comment on documents.** Manage and track comments and feedback from multiple reviewers. Users can provide feedback using various annotation entities, including text, clouds, sticky notes, and document hyperlinks. Annotations are saved as separate layers on top of the original document, which remains intact and is never altered.

**Navigate documents.** Locate the desired area of a document using two levels of zoom with Pan and Zoom mode.

**Text Search.** Locate information quickly using comprehensive text search capabilities. AutoVue Office instantly lists and highlights the exact position of every occurrence of a search term within a document.

**Interrogate files.** Zoom, pan, rotate, and enhance images.

**Headers, footers, stamps, and watermarks.** Easily add headers, footers, stamps, and watermarks to your documents to support ISO compliance.

**Advanced printing.** Save time by automating the printing process—batch print files, customize print settings, and save printing configurations.

**Convert documents to TIFF or PDF** - For organizations that need to comply with industry or corporate standards, AutoVue provides the ability to generate TIFF or PDF renditions of your documents.

#### RELATED PRODUCTS

- AutoVue 2D Professional
- AutoVue 3D Professional Advanced
- AutoVue EDA Professional
- AutoVue Electro-Mechanical Professional
- AutoVue VueLink Integration



#### CONTACT US

For more information about AutoVue Office, visit [oracle.com](http://oracle.com) or call +1.800.ORACLE1 to speak to an Oracle representative.

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#### Integrated Cloud Applications & Platform Services

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