



trumpet

Symphony OCR

GET ACCESS TO ALL OF YOUR DOCUMENTS



TEXT SEARCHES OVERLOOK UP TO 30% OF YOUR DOCUMENTS. WHAT COULD GO WRONG?

Avoid missing client documents and get full value from your document management system - with Symphony OCR.

"For any subpoena, we have to produce all documents related to a transaction. My biggest fear is missing something."

*- Managing Partner,
Transactional Law Firm*

Don't Let Your DMS Overlook Critical Client Files



Your firm has invested heavily in DMS. Advanced search features can miss finding PDFs or images when they are not content-searchable. Frustrated partners or staff might blame the document management system, but non-text files can't be found with a text search. Use Symphony OCR to make sure every document on your system is content-searchable, and can be found easily, as expected.

Avoid Incomplete Responses



Typically, 20%-30% of all documents on a law firm's network are image-based. These files can only be found by file name, profile metadata, or painstaking, folder-by-folder browsing. As a result, content-based searches can miss critical files entirely, preventing them from being provided to opposing counsel, sent to clients, or reviewed and modified as needed on your client's behalf.

The Usual Tools Don't Cut It



Most desktop or scanner OCR software manually converts documents, one at a time - tying up that resource and creating a bottleneck. Other tools can convert new files in a target folder. But these programs can still miss files stored across your network, or that arrive as email attachments, leaving them undetectable.

Find and Convert All Non-Text Documents, Automatically



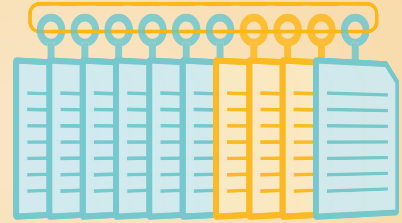
Symphony OCR finds *all* documents on your network that are not content-searchable, analyzes their content one page at a time, and then creates an associated text layer that ensures each document can be found easily, using document management search features, or a Windows folder search.

**AVOID COMPLIANCE ISSUES AND
LIABILITY FROM MISSING DOCUMENTS.**
Find out how on page 2





Symphony **OCR** + Document Management Software



INCREASE PRODUCTIVITY. AVOID RISKS TO YOUR FIRM.

Missing documents can have wide-ranging, negative effects on a firm and its clients, and are almost guaranteed to occur without text conversion. Take a look at how unsearchable documents can affect your firm and its stakeholders.



Avoid sanctions for disclosure omissions

During discovery disclosure, or when responding to subpoenas or records requests, attorneys need to provide all relevant documents quickly. If documents are missed, clients or opposing counsel could discover those omissions during a trial, or down the road. The firm could be subject to sanctions from the court during litigation, or by the bar at any point afterward.



Prevent unexpected liabilities

Transactional attorneys have their hands full reviewing client documents. Ensuring that all documents are content-searchable can help them efficiently find and review essential provisions, such as representations on either side of a transaction. Missing important verbiage or documents could slow down a client's deal, or create liabilities for clients, which can in turn affect the firm.



Protect your clients' budgets

A firm's efficiency translates into client satisfaction. Documents that can't be found by searching content have to be located through error-prone, file-by-file navigation. The extra time means less meaningful work gets done for the hours billed, impacting client budgets without adding value.

Preserve Client Document Integrity

Symphony OCR adds an invisible and removable text layer to your documents, enabling DMS searches to find your documents, while preserving all original file data. Symphony OCR makes your documents searchable, and maintains the integrity of file size and content.



**Find it All.
Every Time.** Contact Trumpet today at (480) 961-6003. We offer a no-cost tool that reveals the number of non-searchable, image-based documents sitting in folders and email accounts on your network. We'll show you what you're missing today, to help ensure that your firm is getting full value from its document management system investment.