



Transforming electronic documents made simple

Effortlessly convert and print multiple
documents in a few easy steps



Contents

About

Why Choose DocBuster?..... 3

Features

File Format Support..... 4

Multiple Data Sources 5

Document Conversion 6

Printing..... 7

Reporting 7

Document Sorting..... 8

Slip Sheets..... 9

Bates Stamping (Pagination) 10

De-Duplication of Documents..... 10

Passwords Protected Files 11

Processing Attachments..... 11

Formatting Options 12

Page Colour/Size Analysis..... 13

Settings..... 13

Why Choose DocBuster?

Developed in response to commercial law firm requirements, DocBuster is the definitive batch printing solution

✓ Process multiple documents

Simplifies the converting and printing of multiple documents.

✓ Powerful and comprehensive

A large and comprehensive feature set built over the years to cover your processing needs.

✓ Easy to use

Simple and straightforward to understand. Use as many or as little options as you need. DocBuster was originally designed for our own use and is designed by people who have processed data just like you.

✓ Increases efficiency

Faster processing and less interaction will improve the cost efficiency for you or your clients and freeing up your valuable time for other important tasks. Choose your options and let DocBuster do the hard work.

✓ Reduce risk

An automated repeatable process reduces the risk of human error. Thorough and clear report detailing information on all documents processed.

✓ Quantify the cost

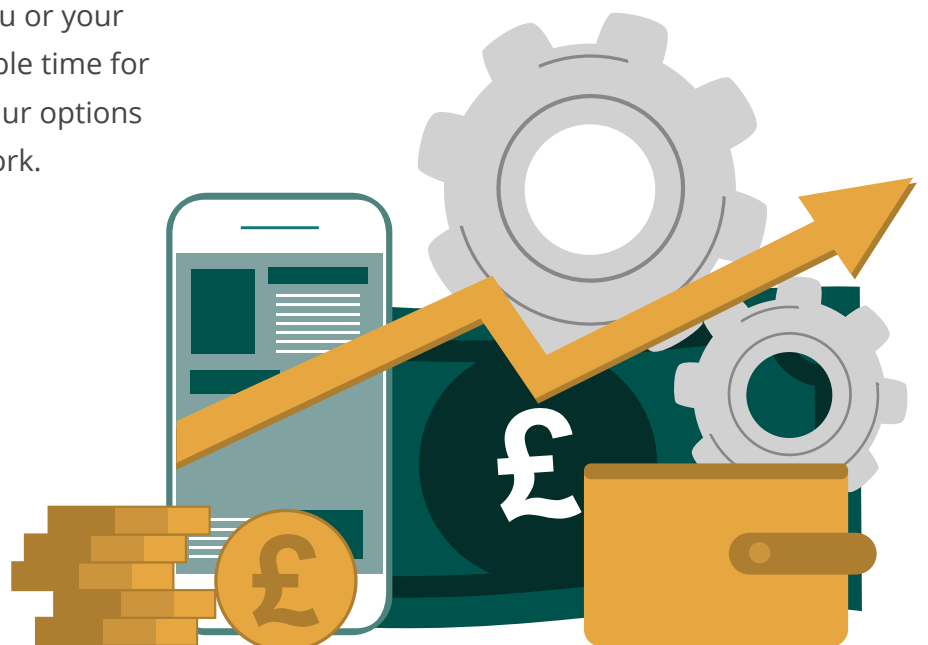
Detailed page and document reporting including page and colour count. Allowing for accurate quantifying of the data and planning a strategy to control costs of a print job.

✓ Tried & Tested Technology

DocBuster has been in use law firms since 2009 and within Millnet since 2003.

“It paid for itself within the first week”

— Withers LLP



Our feature list is continually growing based on feedback from our clients. Main features include:



File Format Support

DocBuster supports processing of all the major file types and over ninety extensions by default. DocBuster does not require external software to process documents. However, DocBuster can effortlessly interact with Microsoft Office and various other applications, should you prefer to utilise these for processing.

DocBuster will intelligently identify specific file types through header information during processing to discern false file extensions, adding an extra layer of precision to its capabilities.

Please see the System Requirements for more information on the supported applications.

Application Group	Example Supported File Extensions	Supported Applications Used For Processing
Archives	.7z, .rar, .zip, etc.	DocBuster
CAD	.dwg	DocBuster
Email	.eml, .msg, .pst, etc.	DocBuster or Microsoft Outlook*
Flowcharts	.vsd, .vsdx, etc.	DocBuster or Microsoft Visio*
Images	.bmp, .jpg, .png, .psd, .tif, etc.	DocBuster
Internet	.htm, .html etc.	DocBuster
One Note	.one	DocBuster
PDF	.pdf	Acrobat Professional/Standard* or DocBuster or Power PDF*
Presentations	.odp, .pps, .ppt, .ppsm, .pptx etc.	DocBuster or Microsoft PowerPoint*
Project	.mpp	DocBuster or Microsoft Project*
Microsoft Publisher	.pub	Microsoft Publisher*
Spreadsheets	.csv, ods, .xls, .xlsm, .xlsx, etc.	DocBuster or Microsoft Excel*
Text documents	.doc, .docx, .odt, .rtf, .txt, .xml etc.	DocBuster or Microsoft Word*

*Optional application



Multiple Data Sources

One of the standout features of DocBuster is its ability to process data from a multitude of sources.

Effortlessly access data directly from the file system or Outlook folders, including those within Exchange. DocBuster also supports processing from lists in a variety of formats. Whether it's Microsoft Excel spreadsheets, text-delimited files, commonly used load file formats, or data stored in Microsoft Access and Microsoft SQL Server database tables, DocBuster ensures compatibility and ease of access.

This versatility enables a comprehensive and unified approach to processing from diverse sources.

Processing From Windows Directory

- Process from available local and network locations.
- Select from files and/or folders.
- Drag and drop from Windows Explorer.
- Process directly from Windows Explorer without opening DocBuster UI.
- Sort top level documents, options include sorting by:
 - As selected (the order files or folders are selected).
 - File name.
 - Date (Sent on Date for Emails, Last Modified Date for other document types).
 - File System Last Modified Date.
- Sort Ascending or Descending.
- Sort across all folders.
- Long file paths supported.

Processing From Microsoft Outlook

- Process from Microsoft Outlook exchange and PST files.
- Select from Microsoft Outlook items and/or folders.
- Sort top level documents, options include sorting by:
 - As selected (the order files or folders are selected).
 - Conversation.
 - From.
 - Received Date.
 - Sent On Date.
 - Subject.
- Sort Ascending or Descending.
- Sort across all folders.

Processing from Flat File Data Sources

- Process from list-based files (including Microsoft Excel, Text Delimited, Microsoft Access, Microsoft SQL Server and load file formats).
- Select documents based on criteria within the data source.
- Sort by SQL SELECT statement constructed from a simple UI query builder.
 - File path formatting





Document Conversion

DocBuster offers a comprehensive suite of document conversion capabilities, empowering the conversion of files into PDF or TIFF formats with ease. Whether it's converting emails, Microsoft Word documents, Microsoft PowerPoint presentations, or any other compatible file format, DocBuster ensures a smooth and efficient conversion process.

Document Conversion Features

Convert documents to multiple formats:

- PDF
- Multi page Group IV tiff.
- Single page Group IV tiff.

Bypass PDF conversion for existing PDF files

If a document is already in the PDF format, DocBuster can skip the conversion process for that document.

Rotate landscape pages

This feature adjusts any landscape-oriented pages into a portrait orientation. Choose to rotate clockwise or anti clockwise.

Page scaling

With page scaling, documents can be resized to standard paper sizes such as A4 or letter.

Duplicate pages (step and repeat)

DocBuster lets you impose multiple copies of a source document page into a converted documents page. This is especially useful for printing as it can save on paper. Choose from:

- A3 Paper with A4 Content: Make two copies of an A4 page on a A3 sheet.
- A3 Paper with A5 Content: Create four copies of an A5 page on a A3 sheet.
- A4 Paper with A5 Content: Make two copies of an A5 page on a A4 sheet.

Merge PDF's

One of the notable features of DocBuster is its ability to not only convert individual documents but also to merge PDF documents as well. Moreover, DocBuster provides the option to include bookmarks within the merged PDF, enhancing organisation and accessibility for navigating through the converted documents.

- Choose boundaries to merge documents on e.g. top level family etc.
- Create bookmarks for each merged document in a pdf from different meta data such as document name etc.
- Set initial view to open PDF with.

Flexible File Management

With DocBuster, you're in control of how your files are organised, whether you prefer to keep the structure intact or flatten it for simpler management.

- Preserve Folder Structure: Keep your files organised just as they are. DocBuster maintains the existing folder structure, ensuring that your files stay neatly arranged according to your preferences.
- Flatten Folder Structure: Streamline your file organisation by flattening the folder structure. DocBuster removes nested folders, simplifying the hierarchy and making it easier to navigate through your files.

Convert to Grayscale

Easily transform your documents into grayscale format. This feature is especially useful when you need to print documents in black and white.



Document Printing

The creation of DocBuster stemmed from a simple yet crucial need: the ability to send multiple documents for printing autonomously, without constant supervision, saving you time and effort in the process. With DocBuster at your service, all you need to do is keep the paper loaded, and it will handle the rest with efficiency and precision. It's the ultimate solution for batch document printing.

How DocBuster enhances your printing experience

- Ensures Order. DocBuster maintains the order of your documents during printing, ensuring that each document is printed in the correct sequence.
- Print with or without cover sheets:
- Set printer tray configuration. DocBuster allows you to specify the printer tray settings for documents, cover sheets, and slip sheets, giving you total flexibility.
- Print Multiple Copies. With DocBuster, you can specify the number of copies you want to print.
- Apply Printing Delay. Sometimes, for older printers it's beneficial to introduce a delay between printing documents.
- Control Print Queue. DocBuster empowers you to maintain control over your print queue by setting limits on the number of documents allowed in the queue at any given time. This ensures that your printing process remains manageable and efficient, even during high-volume printing tasks.



Reporting

Each DocBuster job produces a detailed spreadsheet report after processing. This detailed report offers insights into the page counts, document breakdowns, encountered errors, and a host of other pertinent information, providing users with a thorough overview of the job's execution.

Before initiating the printing process, you have the option to run an optimised report through DocBuster. This pre-printing report serves as a valuable tool for quantifying the potential costs and time associated with the print job. By analysing this report, you can confidently identify areas where adjustments can be made to minimise wastage and cut costs effectively.

DocBuster Reports include

- Total document and page count.
- Document and page count by application group.
- Detailed document report, listing every processed document with pertinent information.
- Meta data report, listing every processed document with its meta data.
- Pages report, listing every page of a pdf or image with page size and colour information (when conducting page analysis only).
- Document Conversion report, listing details of every converted document.
- Filtered report, listing details of any filtered (de-duplicated or filtered out) document.
- Exceptions report, listing any errors encountered.
- Cost estimate, provide costings of a job using customisable unit costs.
- Ability to log basic statistics of DocBuster usage.



Document Sorting

DocBuster offers ultimate flexibility in sorting documents precisely the way you desire. The advanced sorting capabilities include sorting across folders, within folders, by name and date to name a few options.

DocBuster extends its sorting functionality to include sorting loose emails in MSG and EML formats stored within Windows folders by their sent on date, without the necessity to import into an Outlook PST file.

Document Sorting on Windows Directory

- Sort top level documents by:
 - As selected (the order files or folders are selected).
 - File name.
 - Date (Sent on Date for Emails, Last Modified Date for other document types).
 - File System Last Modified Date.
- Sort Ascending or Descending.
- Sort across all folders

Document Sorting on Flat File Data Sources

- Sort by SQL SELECT statement constructed from a simple UI query builder.

Document Sorting on Microsoft Outlook

- Sort top level documents by:
 - As selected (the order files or folders are selected).
 - Conversation.
 - From.
 - Received Date.
 - Sent On Date.
 - Subject.
- Sort Ascending or Descending.
- Sort across all folders.



Slip Sheets

DocBuster sets itself apart by offering the most extensive range of slip sheets on the market, granting complete flexibility to cover every need. Slip sheets, integral to document management, enhance the printing process by providing crucial order and information not readily discernible from the documents themselves. With DocBuster, you can customise slip sheets to suit your specific needs and preferences.

The platform allows the ability to configure text style and content, drawing from a variety of sources such as document metadata, load file field information, or custom text inputs. This level of customisation enables you to imbue each slip sheet with relevant details tailored to the job at hand.

Slip Sheet customisation and management

- Fully customisable slip sheets:
 - Set as blank.
 - Enter custom text.
 - Use meta data with customisable label or no label.
 - Use field information (for certain data sources e.g. Excel, SQL Server etc.).
 - Position anywhere on page.
 - Change text orientation.
 - Left to right.
 - Top to bottom.
 - Bottom to top.
 - Font styling.
- Add multiple items of data to a slip sheet.
- Pre-defined slip sheets templates provided for common scenarios.
- Slip sheet levels which allow unique templates for the following:
 - Top Level Documents.
 - Attachment Documents.
 - Folders.
 - PDF Bookmarks.
 - Excel Sheets.
 - Place Holder.
 - Duplicate Item Place Holder.
 - Month.
 - Year.
 - Open Error Place Holder.
- Assign slip sheet levels to specific printer tray.
- Preview slip sheet before processing.



Bates Stamping (Pagination)

Bates stamping, also known as Bates numbering or pagination, is a method widely used in legal contexts to uniquely identify and organise documents. This technique involves sequentially numbering pages or images within a document, enabling efficient tracking, referencing, and organisation of critical information.

Alongside standard page and document counters, DocBuster's Bates stamping features include the addition of custom text, meta data, images, and data field values sourced from various data repositories such as load files.

Comprehensive Base Stamping Configuration Options

- Auto resize canvas or resize by %.
- Scale stamp to page size.
- Rotate landscape pages.
- Add multiple bates stamp items to a page.
- First page only option.
- Switch left and right position for even pages.
- Position anywhere on page.
- Fully customisable bates stamp items
 - Text or Image stamp.
 - Font styling.
 - Add text, meta data or different style of document/page counters.
 - Multi line support.



De-Duplication of Documents

One of the features offered by DocBuster is its ability to perform on-the-fly de-duplication of documents during processing, alleviating the burden of printing the same document multiple times. This intelligent functionality ensures that duplicate documents are identified and removed from processing saving time and resources.

Information including about where these duplicate documents originally resided can be found within the produced report, providing an audit trail for reference and analysis purposes.

DocBuster can further enhance visibility of duplicates by including a duplicate placeholder within the output. This placeholder serves as an additional marker, alerting users to the presence of duplicate documents and facilitating easy identification during review and analysis.

Document hashing and de-duplication features

- Generate MD5, SHA-1, SHA-256, SHA-384, SHA-512 hash of documents.
- Perform Top Level De-Duplication.
- Set size limit for hashing.
- Set criteria for email de-duplication.



Passwords Protected Files

DocBuster offers a feature set designed to identify and handle password-protected files easily. In the realm of document processing, encountering password-protected files is a common occurrence, and DocBuster provides a solution by allowing users to supply the necessary passwords for automatic decryption.

This capability streamlines document processing workflows, ensuring efficient handling of password-protected content.

Furthermore, DocBuster identifies and highlights encrypted files within generated reports, providing users with valuable visibility into the presence of encrypted content. By flagging encrypted files, DocBuster facilitates easy identification and tracking of password-protected documents across jobs.



Processing Attachments

DocBuster can extract and process attachments from a diverse array of sources, including emails, archives (such as .zip, .rar, .7z files), PDFs, and embedded files within Office documents.

DocBuster also handles nested attachments, i.e. attachments within attachments. This advanced functionality means that you can confidently process complex document structures, with multiple layers of attachments.

Attachment Extraction and Sorting Options

- Extracts attachments from:
 - Archives (.zip, .rar, .7z etc.)
 - Emails (.pst, .msg, .eml, .vcf etc.)
 - PDF
 - Office documents (Microsoft Excel, Microsoft Word etc.)
- Choose to extract attachments or not from:
 - Emails
 - PDF
 - Office documents
- Sort attachments by:
 - Order in parent
 - File name



Formatting Options

DocBuster offers users a wide array of application formatting options, covering many of the essential page setup features for popular Microsoft Office applications such as Word, Excel, and PowerPoint, among others. With DocBuster's formatting capabilities, you can tailor the appearance of your documents to meet specific requirements and preferences.

The following is a sample of the application options present in DocBuster:

Microsoft Excel documents:

- Process at workbook or worksheet level
- Page capping
- Process as is or perform formatting
 - Page scaling
 - Set orientation
 - Set paper size
 - Reset print areas
 - Reset page break
 - Unhide sheets
 - Unhide column/rows
 - Auto resize
 - Print gridlines
 - Print row and column headings
 - Print Comments
 - Print Down, then over or Over, then down

Emails:

- Apply date filters
- Format body
- Print with Outlook or DocBuster html representation of document
- Page capping

PDF:

- Print document with or without mark ups
- Print as image (Acrobat only)
- Page scaling
- Nup printing
- Booklet printing (Acrobat only)

Microsoft Power Point documents:

- Print hidden slides
- Print comments
- Print layout
 - Slides only
 - With speakers notes

Microsoft Project documents:

- Page capping
- View
 - Gantt Chart
 - Resource Sheet
 - Task Sheet
- Print notes
- Fit content
- Page scaling

Microsoft Word documents:

- Page capping
- Print hidden text
- Show track changes options
- Field replacements



Page Colour/Size Analysis

DocBuster offers a feature for conducting page analysis, allowing insights into the colour composition of the documents being processed. Through this capability, you can understand the distribution of colours present in PDF or image documents, aiding in any future printing decisions.

- Identifies the number of colour pages in PDF or image documents.
- Provides detailed report listing page breakdown of colour and sizes.



Customised Settings

DocBuster simplifies the job setup process by offering the flexibility to define and save custom user settings, tailored to individual preferences and specific project requirements. With the ability to create one or more house styles, you can establish standardised configurations that streamline document processing tasks and ensure consistency across projects.

Save Selections in a Settings File

DocBuster allows you to save selections and preferences into a settings file, enabling easy and repeatable processing for future jobs. By saving configurations such as file format preferences, output destinations, processing parameters, and other relevant settings, you can quickly apply predefined setups to new or existing projects, saving time and effort while ensuring accuracy and consistency.

Set DocBuster to Open with Your Preferred Options

You can customise DocBuster to open with your preferred options, ensuring that the platform is tailored to your specific workflow requirements from the outset. By configuring default settings such as preferred file formats, processing modes, user interface layouts, and other preferences, you can optimise their DocBuster experience for maximum efficiency and convenience.



“DocBuster makes batch printing easier by minimising the time we spend on time-consuming and repetitive jobs. By being able to set-up and leave jobs to print, we are able to free up time to complete other demanding duties and requests conducted on a daily basis in law firm print rooms.”

— Watson, Farley & Williams LLP

**For further information, product demonstration
or a no obligation free trial please contact us**

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