

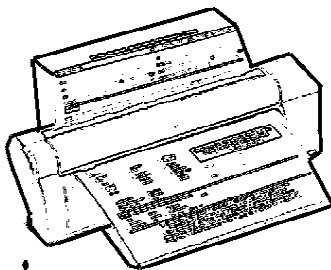
# Zydeco for ACT! 3.0 (or higher)

THE EASIEST WAY TO SCAN, ORGANIZE, AND RETRIEVE YOUR DOCUMENTS WITH **ACT!**

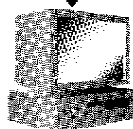
Zydeco is a fast and easy filing system for use with *ACT! 3.0 (or higher)* for Windows. Use your scanner to capture and store – in one convenient place – all of your paper and electronic documents with your business contacts in *ACT!* File, organize and instantly locate letters, faxes, articles and *any* paper document in *ACT!*

## Scan

Use Zydeco with any desktop scanner to manage all of your paperwork – *correspondence, proposals, invoices* – with your contacts in *ACT!* Zydeco also organizes your electronic files, including: e-mail messages, voice and video, graphics, spreadsheets and Web documents.



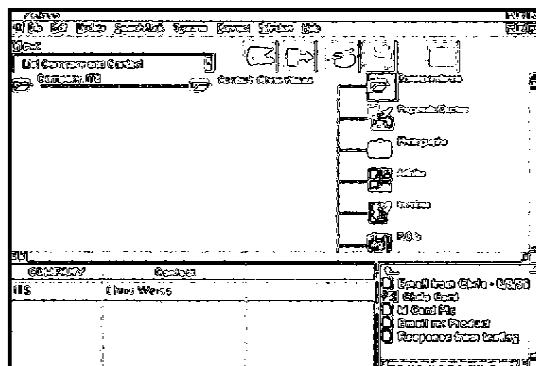
## Organize



Zydeco organizes your scanned documents and other files in folders customized for all of your *ACT!* contacts. New advanced query capabilities let you find any document by simple point-and-click.

## Retrieve

Now, any document you need is always at your fingertips! Simply call it up by contact, company, keyword, or “sticky note”. Documents are ready to print, e-mail or fax *straight from Zydeco*. No more wasted time searching through messy files or piles of paper – and *no more lost documents!*



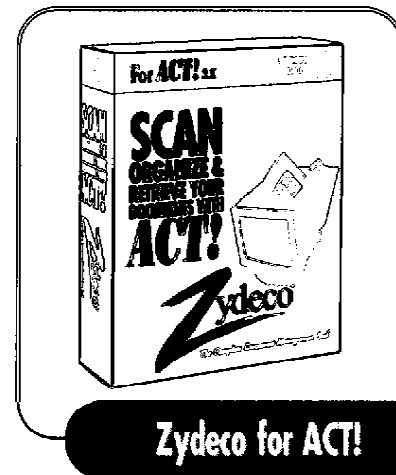
*In three easy steps, you've moved your paperwork into your computer.*

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**Zydeco for ACT!**

### Document Management for ACT!®

- Scan paper documents into your computer and organize them with your *ACT!* contact database

### Easily Find & Organize Paper and Electronic Documents

- Organize all of your documents using a scanner and Zydeco's link capabilities – quickly search by contact, company and “sticky notes”

### NetEX™: Send Images Over the Net

- Send any scanned documents across the Internet as standard e-mail! Recipients can view images and annotations immediately
- Route images with the reliability and timeliness of overnight mail – *without the wait or expense*

### Versatile Input

- Use with any TWAIN compliant scanner to put your paper documents into your computer

### Convenient Output

- Save to any media (including removable) for easy, secure storage
- Print, fax and e-mail documents without leaving Zydeco

### Links to Other Applications

- Double-click on a document to launch its application for editing

### Attach “Sticky Notes” to Images

- Add detailed reference information to scanned images and documents

### Provides Permanent Protection

- Save images to disk for safe off-site storage in your safe deposit box.

# Zydeco for ACT! 3.0 (or higher)

The Complete Document Management Tool

## The Easiest Way to Scan, Store and Retrieve Your Documents in ACT!

### Put Zydeco to Work for You!

Zydeco easily and securely scans, organizes and retrieves paper and electronic documents with your ACT! database. Zydeco is unique because it is customized to work *with* ACT! – so all related paper, Windows files and Web documents – are stored directly with your contacts, in your computer.

*Instead of spending your time searching for paper, use this clutter-buster to send your productivity and success soaring!*

- **Save Space** by getting rid of overcrowded file cabinets
- **Save Time** easily organizing and routing paper electronic documents
- **Find Information** by linking paper-based information directly with contact records
- **Get Organized** down to the minute, or over decades
- **Clean off Your Desk** by scanning in your paper clutter
- **Control Work Progress** by tracking tasks and information on-screen

### How to Eliminate Paper Clutter in three Easy Steps

#### STEP 1 • SCAN

Scan letters, expense receipts, invoices and cancelled checks into any TWAIN compliant scanner to place all of your accumulated documents into your computer. Zydeco also stores electronic data (Word, Excel, e-mail and Web documents), so you always have contact history and documents at your fingertips.

#### STEP 2 • STORE

With the click of a mouse – you can link scanned paper and electronic files to an ACT! database contact! Now, your files are automatically indexed with the associated contact, making it quick and easy to locate information pertinent to your vendors, prospects and customers.

#### STEP 3 • RETRIEVE

Open any scanned image with the click of the mouse to review, print, fax, or e-mail. Finding where you stored your client's proposal from last year, receipts from last week's business trip, or your client's web site is easy – with each item electronically filed alongside the related contact.

Enjoy the benefits of electronic document management without time consuming learning curves or expense!

### Includes our Most Powerful Features Yet!

#### Link scanned images to the contact in your ACT! database

- Information is easy to find, stored with the related contact. No indexing or re-entering of information is required
- Get rid of the paper clutter on your desk and in your office

#### Scan single or multi-page documents

- Store the equivalent of your entire filing cabinet on your PC
- Never again search through piles of paper to find information related to a contact
- Permanently archive long and short term paper-based history safely and conveniently

#### Route images by fax, e-mail, Internet and World Wide Web

- Fax, copy and e-mail *without ever leaving ACT!*
- Save money on overnight delivery charges and fax tolls – relay printed information in seconds, not days
- Send images across the Internet with "sticky notes" to add detail or explanation to images

#### Built in "Wizard"

- Step-by-step guide helps you to perform simple or sophisticated queries – *on the fly* – on your data within ACT!

#### Workgroups available

- Share paper-based information company wide – *call us for details*

Zydeco software operates intuitively and works wonders for even the most novice users. Get control of your paper and electronic information with Zydeco!

*Anyone who uses ACT! – executives, small businesses, managers, departments and corporations – needs Zydeco for ACT! to manage their paper documents.*

*"My filing cabinet was bulging with scraps of paper. Now I have everything in the computer where it's easy to find."*

*– Pat Campbell Financial Consultant*

*"I keep my laptop computer up-to-date with my ACT! 3.0 and Zydeco files so I can instantly retrieve important documents during my meetings."*

*– Bob King CEO*

#### SYSTEM REQUIREMENTS

- Windows 95 or Windows 3.X
- 486-66 or higher PC (Pentium™ recommended)
- 8 MB RAM minimum (16 MB recommended for Windows 3.X, 32 MB recommended for Windows 95)
- 25 MB available hard disk space (additional disk space may be required depending on the number of document images to be stored)
- Any TWAIN compliant scanner



3.5" Disks also available