

fice 3.1/95/97

The Complete Document Management Tool

Scan, Organize & Retrieve your Documents with Microsoft® Access or Outlook



Zydeco for Microsoft® Office Zydeco is a fast and easy virtual filing system designed to work with Microsoft® Access and Outlook. Use your scanner to capture and store, in one convenient place, all of your paper and electronic documents with your Outlook and Access data. File organize and instantly locate letters, purchase orders, quotes, photographs and any document with Zydeco.

Scan

Make your scanner more productive! Use any desktop scanner to input all the databaserelated paperwork you accumulate every day. Zydeco also organizes your electronic files, including e-mail, voice, video, graphics, spreadsheets and Web documents.



Zydeco organizes your scanned documents and other files in electronic folder

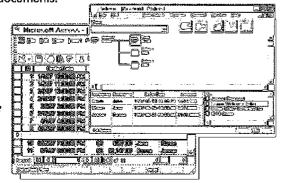
customized for all of your records in Access and contacts in Outlook. New advanced querying capabilities help you pinpoint exact data and documents in seconds.



Now, any document you need is always at your fingertips! Simply call it up by contact, company or index. 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.





SALES OFFICE

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DISTRIBUTION & CHANNEL

CORPORATE OFFICE

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Features

Document Management for Access and Outlook

Scan paper and electronic documents into your computer and link them to Access or Outlook data.

Easily Find and Organize Paper and Electronic Documents

Organize all of your documents using a scanner and Zydeco's link capabilities. Quickly search by contact, company or pre-existing indexes in your Access tables.

NetEXTM Fast and Easy Image Mail

- Send scanned documents with text over lays across the Internet as standard e-mail! 1 or 1,000 recipients can view the image with attached overlays reducing the need to fax!
- Achieve the reliability and timeliness of overnight mail, without the wait or the expense.

Versatile Input

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

Convenient Output

• Print, fax and e-mail documents straight from Zydeco.

Links to other Applications

 Attach Word or Excel files to Access or Outlook data. Double-click on the linked document to launch its application for editing.

Attach "Sticky Notes" to Images

 Add detailed reference information to scanned images and documents.

Permanently protect your Documents

Save monthly Office data safely and conveniently. Use floppies, ZipTM disks, Jaz® or any removable media to back up all of your documents.

www.itssoftware.com



Scan, Organize & Retrieve your Documents with Microsoft® Access or Outlook

Make Your Scanner more Productive!

Zydeco easily and securely scans, organizes and retrieves paper and electronic documents with your Access® and Outlook® files. Zydeco is designed to integrate with Microsoft® Office—so all related paper, Windows files and Web documents are stored inside your PC with your Access and Outlook data. Instead of spending your time searching for paper, use this clutter-buster to save time and send your productivity soaring!

Includes our Most Powerful Features Yet!

Link scanned images to Access and Outlook files

- Information is easy to find, stored with the related contact/record. No indexing or re-entering of information is required
- · Get rid of the overcrowded file cabinets

Scan single or multi-page documents

- Store the equivalent of your entire filing cabinet on your PC
- Permanently archive long and short-term paper-based history safely and conveniently

Built-in "Wizard"

 Step-by-step guide helps you to perform simple or sophisticated queries-on the fly

Get control of your paper and electronic information with Zydeco!

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

Zydeco helps you manage your "Office" better...

"As a salesperson, I accumulate all sorts of papers for each customer. Zydeco lets me organize them to match my customer database in Microsoft® Access."

—Sean Knight, Sales Manager

"I love how I can instantly pull backup documents related to each client in my Outlook database."

-Doug Cunningham, Investment Banker

SYSTEM REQUIREMENTS

- Windows 95 or Windows 3.X
- 486-66 or higher PC (Pentium™ recommended)
- 8 MB of 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" Disk also available