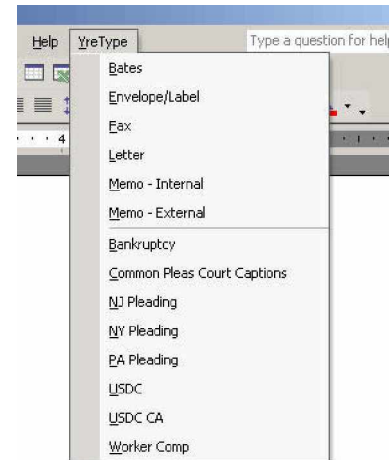


YreType 5.2 - Document Automation Suite

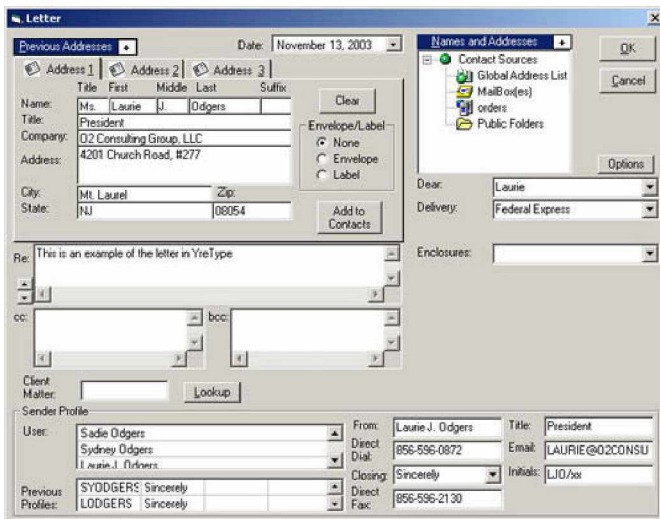
O2 Consulting Group's YreType (Why-re-Type) Document Automation Suite is built on the premise that the data needed to produce the framework of standard documents like letters, memos, fax cover sheets, court captions and many other day-to-day documents exist in other sources. The Suite is designed to capitalize on the existence of this data and allow the re-use of the data in document production. The Suite integrates with the Outlook Contact lists (private and shared as well as public folders). The Suite also leverages other existing data sources like WORLDOX or Interwoven's WorkSite document management systems, or any SQL/ADO or MAPI compliant data source, to supply addresses, user information, client/matter data, document profile information, recently typed information, and best practices libraries of forms and other document assembly text.

YreType was designed to keep the upkeep and overhead to an absolute minimum, increase the speed and accuracy of document production, and is completely customizable to your firm's document production requirements.

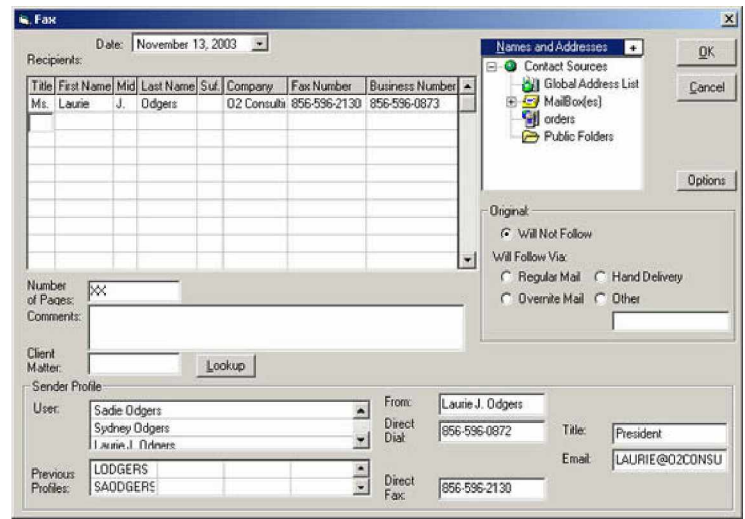
Custom menu added to Word



Letter

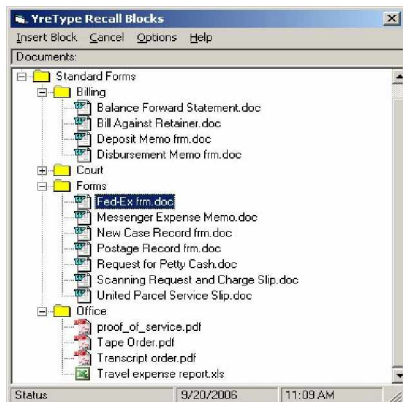


Fax



YreType Document Production Suite delivers the key features essential to automating document production:

- Outlook/Exchange Lookup (GAL, shared & public folders)
- Letter, Memo, Fax
- Client/Matter Lookup
- Conditional Formatting
- Document Assembly
- Save/Recall Blocks of Text
- Dropdown Lists are Customizable
- Document Management Integration
- WORLDOX Integration
- Worksite/Desksite/FileSite Integration
- Customize Integration Available
- Fully customizable (Dialogs, Menus, Templates, etc)
- Envelope/Label Support
- Database (SQL/ADO) Lookups
- MAPI Data Source Lookups
- Smart DocID Included
- Bates Label Included
- Multiple Templates per Doc Type
- Multiple Templates per Office
- Date Lookup Calendar
- Additional/Legacy Forms Support
- Multiple Addressee Support
- Supports Word 2000/XP/2003 (Most All Outlook/Exchange Versions)
- Custom Captions or Forms
- Sender Information Lookup
- Auto Record Last Sender Information
- Auto Record Last Entered Data
- Auto Record Last 30 Addresses
- Electronic Letterhead
- Electronic Documents for Paperless
- Electronic Signatures -- PIN Protected
- Formal and Informal Signatures
- Add to Outlook Contacts from YreType

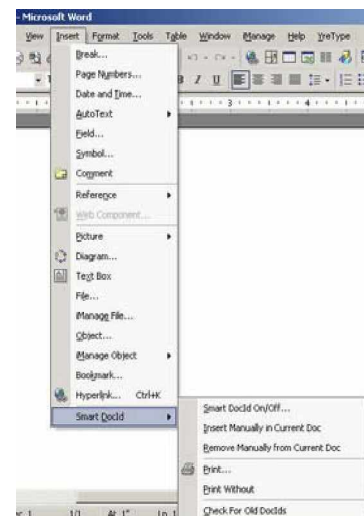


Document Assembly

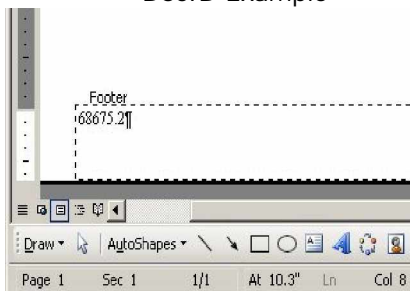
- Access Best Practices Libraries
- Assemble documents from standard text
- Save text blocks to the libraries from Word
- Access Forms – Word, PDF, Excel, etc.
- Easily administer multi-level hierarchies of document assemblies and forms
- Automatically returns to the last assembly/form accessed or saved.

Smart DocID

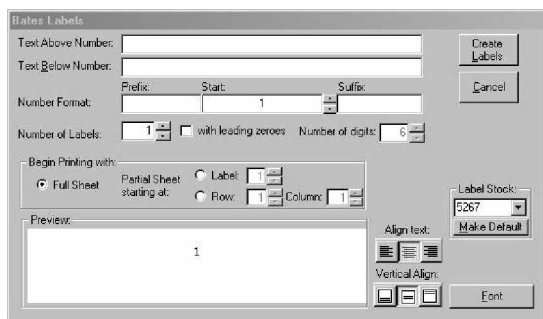
- Menu added to the Insert menu of Word
- Automatically stays updated
- Does not affect other text in footer
- Options to force or not on all documents and remove or not when printing
- Will not print on envelopes or labels
- Search and remove old document ids/filenames
- Configurable by document or by section
- ID format can include most any data available:
 - author, typist, description
 - document, version numbers
 - client, matter
 - filename, path, extension
 - date/time stamps and more...
- ID format can include standard text and be arranged in any order



DocID Example



Document Number
&
Version Number



O2 Bates Label

Create customized Bates Labels with options for:

- Text before, after, above and below
- Font size, type, color, etc
- Leading zeros, number of digits
- Rows/column start
- Label stock
- Vertical and horizontal alignment

Leverage existing data...why keep retyping? Base Suite includes: Letter, Memo, Fax Cover Sheet, Local & State Court Caption and USDC Court Caption. (Note: PCCP Court Caption contains the bi-lingual cover sheet); Smart DocID and Bates Label is included. Smart DocID and Bates Label are also both sold separately.

The YreType Suite allows you to target training, implement standards, reduce errors, reduce metadata problems and increase the speed and accuracy of document production.

For over eleven years, O2 Consulting Group has helped firms like yours keep their document processing tools and procedures at the highest, proven levels of sophistication.

Call us today for a free consultation and recommendations for moving your office toward state-of-the-art performance.

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E-Mail: info@o2consulting.com
www.o2consulting.com

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- Word Upgrades and Conversions
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- Document Productivity Solutions MS Office Add-ins
 - Forms
 - Templates
 - YreType Macro Suite
 - Power Tools Bars
 - Smart DocID
 - Bates Label
- Training