

AuthorLink Explorer / AuthorLink Lite

FORMARK AUTHORLINK HELPS ORGANIZATIONS ACCELERATE THE EFFECTIVE DEPLOYMENT OF LIVELINK BY MAKING IT EASIER FOR USERS TO LEVERAGE LIVELINK'S CAPABILITIES IN THEIR EVERYDAY WORK ROUTINES.

ENCOURAGING LIVELINK USAGE

Organizations realize value from their investment in Livelink only if they are successful at getting users to actually use Livelink's collaboration and content management capabilities.

Without Livelink, most users share documents and other information by using "drag & drop" to copy files to and from shared network drives, or by sending e-mail attachments.

Windows users often find it awkward to use Livelink's standard "hyperlink only" browser interface, where simple actions may require many more mouse clicks and interactions than the equivalent action in Windows Explorer. One approach to this ease of use issue is that taken by **Open Text's Livelink Explorer**, which makes Livelink appear as a shared network drive within the familiar Windows interface. While this makes it very easy for users to copy documents in and out of Livelink, users are not exposed to Livelink's collaboration capabilities such as projects, tasks, discussions and workflow.

Formark AuthorLink is a compelling alternative that

"The Novell GroupWise e-mail integration lets us keep valuable information where it belongs."

gives users the full Livelink interface, but surrounds it with familiar, timesaving Windows features such as drag & drop copying, copy & paste support and context-specific right-click menus. These enhancements make common tasks easier and make the Livelink interface much less foreign to Windows users.

By reducing the barriers to learning and using Livelink's collaboration features, Formark AuthorLink encourages users to make Livelink part of their everyday work routine.

AuthorLink Explorer & GroupWise

Livelink power users often need to see the "big picture" structure of Livelink and want to work with entire collections of Livelink objects, such as folder hierarchies. To support these power users, AuthorLink Explorer complements the familiar Livelink web interface with additional capabilities (see Figure 1), including:

- Navigation trees for both the Livelink and Windows folder structures allow users to see the context of where they are in Livelink
- Drag and drop operations on multiple documents or folders, from the Windows desktop to Livelink and vice versa
- Right-click popup menus that present all valid operation that can be performed on the selected documents or folders
- Copy single and multiple Novell GroupWise and MS Outlook e-mail messages to Livelink for compliance and knowledge management purposes

Users in Office applications (MS Word, MS Excel, MS PowerPoint, MS Project)

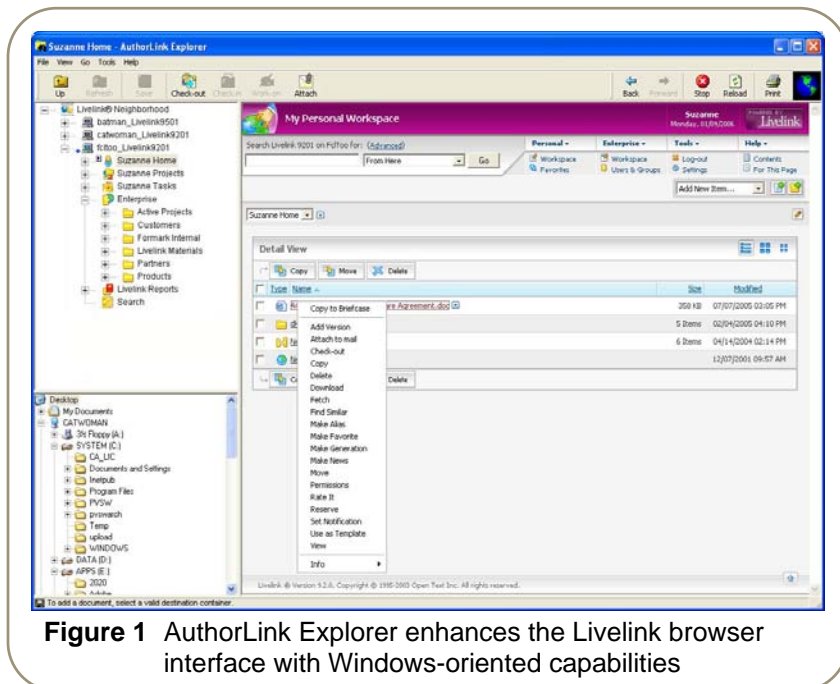


Figure 1 AuthorLink Explorer enhances the Livelink browser interface with Windows-oriented capabilities

and Adobe Acrobat can access the CHECK-OUT / CHECK-IN button on the menu bar and AuthorLink brings up the Livelink browser, the user navigates to the desired document, clicks on CHECK-OUT and the document is both checked out of Livelink and automatically opened in the Office application. The WORK ON option (which will find and launch the checked-out document from wherever it is located) is available from AuthorLink Explorer via a toolbar button and right-mouse clicking on a document.

A similar one-step CHECK-IN procedure allows modified documents to be easily updated in Livelink, while the ADD button saves newly created Office documents or Outlook emails into Livelink.

AuthorLink Lite

AuthorLink Lite supports users who primarily work in Microsoft Office, by providing them with simple, one-step ways to perform the basic ADD, CHECK-IN and CHECK-OUT operations from either the Livelink browser or from Microsoft Office applications.

With AuthorLink Lite, users simply right-click on a document or folder in the standard Livelink browser and a popup menu presents operations, such as CHECK-OUT / CHECK-IN AND WORK ON that can be performed on the selected object.

AuthorLink Lite also allows users to copy and paste single and multiple documents from Windows Explorer to Livelink.

Formark Project Add-On Module

Formark Project creates Livelink tasklists from Microsoft Project files stored in Livelink allowing project teams to use Livelink as the focal point of the project. The bottom line is you get the best of both worlds – the planning capabilities of Microsoft Project and the collaboration capabilities of Livelink – combining to provide highly effective, one-stop project management.

AuthorLink Briefcase Add-On Module

Keep your road warriors in sync with the office docs with AuthorLink Briefcase. An add-on module to AuthorLink Explorer, AuthorLink Briefcase allows users to keep a synchronized subset of Livelink folders and documents in a special “briefcase folder” that will

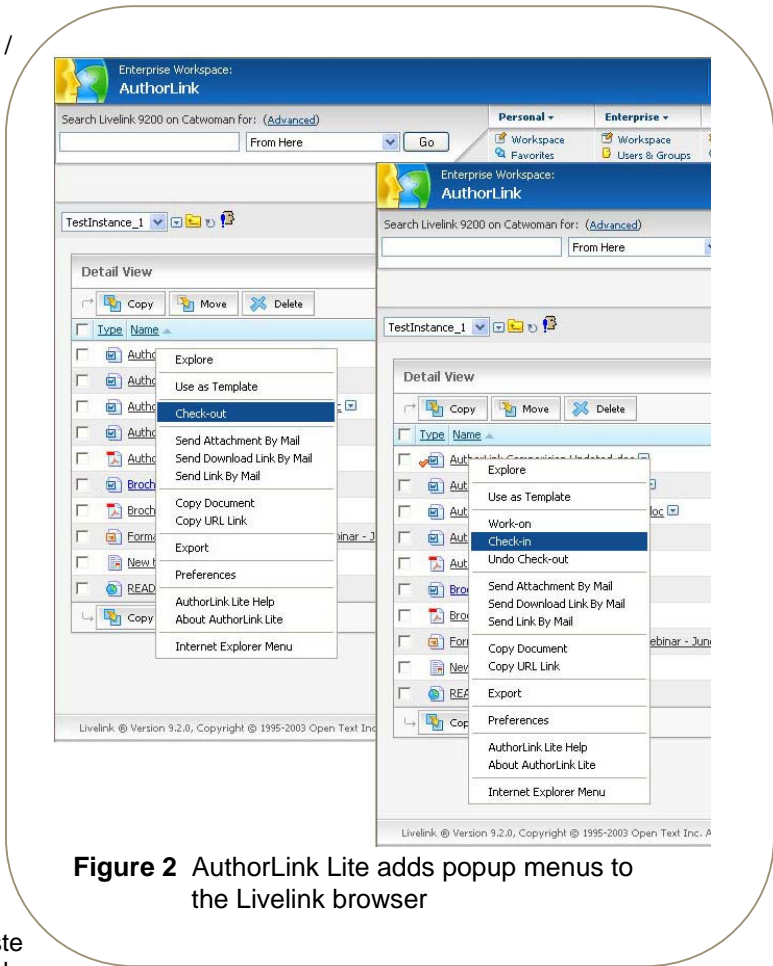


Figure 2 AuthorLink Lite adds popup menus to the Livelink browser

be accessible even when they are not connected to Livelink.

AuthorLink Benefits

The primary goal of all Formark applications is to make the value of Livelink available to users in the most natural and intuitive way. AuthorLink keeps Windows users within the familiar Livelink interface but provides enhancements that make Livelink’s collaborative capabilities more accessible, with the following benefits:

- More rapid adoption of Livelink for managing documents by Microsoft Office users
- Less frustration and time wasted by users getting lost or confused as to where they are within the Livelink project and folder hierarchy
- Reduced time and cost for new users to learn how to use Livelink for specific tasks
- Increased productivity by reducing the mouse clicks and keystrokes needed for routine tasks

For more information visit www.formark.com, phone (613) 599-5173 x230 or email to sales@formark.com.

Formark and the Formark logo are registered trademarks of Formark Consulting Ltd.; Open Text, Livelink and the Livelink logo are trademarks or registered trademarks of Open Text Corporation.