



# OVERVIEW



## FEATURES AT A GLANCE

- For Content Consumers running Windows
- Read-only access to Alchemy repositories
- Powerful search and retrieval features
- Document viewers for PDF, images, Microsoft Office, CAD and more
- Distribute on portable media such as CD or DVD

## ABOUT CAPTARIS, INC.

Captaris, Inc. is a leading provider of software products that automate business processes, manage documents electronically and provide efficient information delivery. Our product suite of Captaris RightFax<sup>®</sup>, Captaris Workflow<sup>™</sup> and Captaris Alchemy is distributed through a global network of leading technology partners. We have customers in financial services, healthcare, government and many other industries, and our products are installed in all of the Fortune 100 and many Global 2000 companies. Headquartered in Bellevue, Washington, Captaris was founded in 1982 and is publicly traded on the NASDAQ National Market under the symbol CAPA. For more information, please visit [www.Captaris.com](http://www.Captaris.com).

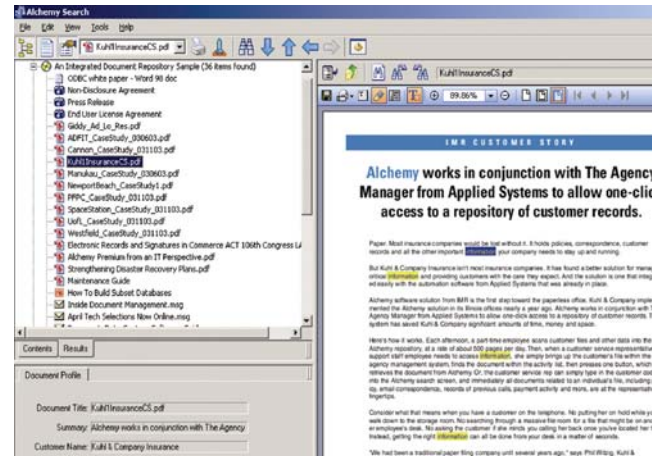
**Alchemy is Represented by:**

## Captaris<sup>®</sup> Alchemy<sup>®</sup> Search for Windows Client

### Captaris Alchemy Search for Windows is how Content Consumers running a Windows desktop operating system access the content in a repository.

Content Consumers are searching for the information they need to complete a task or for research. They typically search for content by metadata and/or full-text content, browse a results list and then view selected document content. They may print documents or email them as attachments. They may also need to retrieve selected files along with the metadata.

Alchemy Search for Windows grants read-only access to repository content that is stored on a Windows server, or on portable optical discs such as CD, DVD, or PDD. To insure document integrity and comply with regulations, the Search program does not permit users to add, modify or delete anything in the repository. The system administrator can also limit what they can see and do through Role-based access control and security settings at the server. You can add from one to many Search licenses to an Alchemy Server.



### Key functionality includes:

- Search across multiple repositories with a single query
- Distribute it on portable optical media such as CD, DVD, PDD, etc.
- Email documents as attachments right from the repository
- Full text search
- Metadata search
- Combined full text and metadata queries
- Simple search option
- Built-in document viewers for quick view of hundreds of file formats, without needing the original applications
- Robust printing and retrieval features
- Backwards compatibility with older databases (new features may not apply)

## INTEGRATION WITH OTHER APPLICATIONS

Most Alchemy Search for Windows functionality can also be integrated within other Windows applications using the optional Alchemy Software Developer Kit. It's easy to add a Search or View button to any application, enabling fast access to archived documents that are under the control of the Alchemy Server.