



## *Smart Doc ID for MS Office Applications*

The Smart Doc ID from EIM places a document ID footer automatically into your MS Word and MS Excel documents. It will automatically appear at the bottom of the page on your MS Word document or MS Excel spreadsheet for documents in iManage Work 10.

### UNIQUE DIFFERENTIATORS/FEATURES

You can control whether the Smart Doc ID footer appears or not. On an individual document you can insert or remove the footer. Smart Doc ID footer settings contain various data and formatting elements. These can be established for standardization or allow end-users the ability to modify the settings. For instance, the footer below displays the document name, the document ID and the version.

Any document profile field can become part of your footer. Administrators can control which options are available. Common footer components are: Document ID, Version ID, Document Name, Client-Matter and Date. Smart Doc ID is aware of prior footer information. It will not automatically remove a prior footer although existing document footers can be removed manually. Unlike other standardized footers, you are in control: you can remove, replace, or edit a prior document footer.

The Smart Doc ID Footer is automatic – it updates itself. (Users can override the auto-insertion, if given permission.) When you copy an existing document to create a new one (or a new version), the Smart Doc ID footer will update itself with the correct document information.

Smart Doc ID is compatible with recent versions of Microsoft Word, Microsoft Excel and iManage Work 10.

For more information, please call us at (212) 413-8640 or visit us at [www.EIMintl.com](http://www.EIMintl.com).

LICENSING MODEL: Per Seat; Subscription-based

TARGET MARKET: Legal, Corporations, Financial Services, Government, Professional Services

IMANAGE SOLUTION: Work 10