

Microsystems – Overview

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Who is Microsystems ?

Since 1995, Microsystems has been providing an innovative combination of software products, consulting services and training designed to improve the total document creation, quality control and delivery processes. Microsystems solutions are designed to help document-intensive businesses increase efficiencies, improve quality and reduce risk in document production.

Who does Microsystems serve?

Microsystems helps more than 650 client firms and companies, including over half of the Am Law 500, increase document production efficiencies and reduce costs and risk.

Legal

The World's leading law firms rely on Microsystems' solutions to deliver their clients with the best possible work product.

Life Sciences

Pharmaceutical and Biotech companies rely on Microsystems' solutions to ensure Word and PDF submission document collections comply with FDA or ICH guidelines and house styles in advance of publishing electronic submissions.

Corporate & Government

Corporate and government clients include Real Estate Investment Trusts (proposal and lease generation), software companies (contract generation), Consulting Companies (proposals and RFI responses).

Microsystems Software Solutions

Microsystems solutions improve the total document creation, quality control and delivery processes. Microsystems takes a customer-centric approach to developing products and supporting users.

Legal TemplatesPlus™

Legal TemplatesPlus™ is a complete Correspondence, Pleadings, Numbering, Table of Contents and DocID solution designed to simplify document drafting, template design and maintenance. Legal TemplatesPlus supports correspondence creation with an easy-to-use interface and lightweight infrastructure, which integrates seamlessly and provides a pathway to D3.

D3 (Dynamic Document Drafting)™

D3™ furthers component authoring and document drafting into practice groups and business departments; it simplifies how document authors create documents and manage legal content. D3 includes a content management repository, designed to help companies store, manage, organize and share company-approved content. Additionally, D3 can incorporate conditional logic to assemble complex documents with

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relevant and appropriate content. Beyond the first draft, D3 supports authors with On Demand Content availability, allowing quick access within Word to valuable, reusable content.

Knowledge Partnership™

Knowledge Partnership™ is a collection of document formatting and clean-up software (DocXtools™), Word skills assessment software, high-end document support (Document Emergency Room), and both educational and consulting services that assist companies to quickly clean-up and format Microsoft Word documents and efficiently overcome severe document problems.

DocXchange™

DocXchange™ is document conversion software that cleans and reformats documents to include current company styles, comply with formatting standards and adopt an updated or new document format, including a new version of Word or PDF.

Microsystems Services

Microsystems offers consulting, training and migration services designed to help document-intensive businesses improve the total document creation, quality control and delivery processes.

Office 2007 Planning Engagement

Microsystems has helped guide the planning and deployment of Office 2007 at dozens of leading organizations around the world. The Office 2007 Planning Engagement from Microsystems offers design considerations and surfaces the needs of various user groups. It provides guidelines for each of the stages of deployment that help ensure maximum adoption of effective new workflow opportunities.

Document Conversion

Microsystems can also assist with converting large collections of legacy documents into an organization's current document format.

Training

Microsystems offers training online and onsite – either at the Microsystems training facility or the client's facility. Training course curriculum has a role-based focus and builds skills for the effective use of Microsystems products.

About Microsystems

Founded in 1995, Microsystems is a global leader in document lifecycle software and services designed to improve the total document creation and quality control processes of document-intensive businesses. The company helps more than 650 client firms and companies increase document production efficiencies and reduce costs and risk. The company is based near Chicago in Downers Grove, IL. For more information, visit www.microsystems.com or call 630.598.1100.

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