

## Attach Plus — Time & Money-Saving Features

Attach Plus lets you convert and attach files on the fly directly from Word, Excel, WordPerfect or any other MAPI compliant application TO AN EXISTING or new E-MAIL by selecting “File->Send To->Mail Recipient” from the main menu.

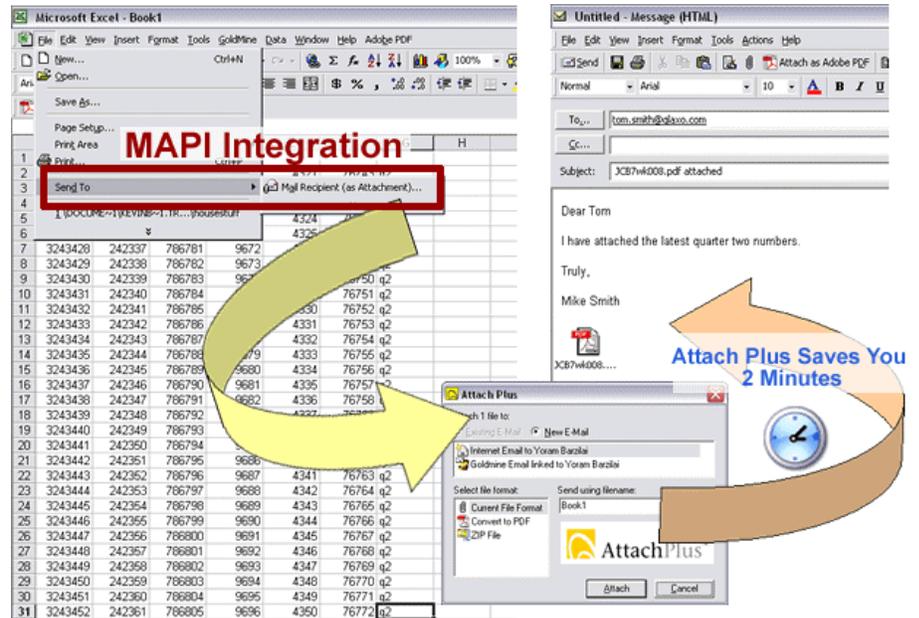
### How will Attach Plus save my company time & money?

Attach Plus reduces the amount of time you spend securing and attaching sensitive documents by almost 2 minutes per attachment. Multiply that by the number of employees, the hundreds of documents they need to secure & attach using the typical Acrobat or ZIP process, and Attach Plus pays for itself in a matter of weeks. This inexpensive workflow process improvement can be felt immediately by increased employee productivity. In addition, Attach Plus’s wizard guides them through every step of the process, ensuring everyone is following the same security safeguards for protecting private documents sent via e-mail.

### Attach Plus enhances your existing e-mail workflow by working the way you work

Messaging Application Programming Interface is a system built into Microsoft Windows and other MAPI compliant applications that enables different applications to interface with your default e-mail program. When MAPI is enabled, users can use the File->”Send To” feature common in most programs.

Have you ever wished you could attach multiple files to a single e-mail message using the File->Send To command while you are creating those files – without even having to save them first? You create an e-mail, THEN you attach documents to an e-mail in progress. Or, you create the document, then choose “File >Send” to attach the document to an e-mail without having to save it first – now that’s intuitive! Either way, Attach Plus allows you to work with the document and e-mail message the way you want to work. Finally, an intuitive, intelligent way of attaching files to e-mail!





Are you a Goldmine user? Attach Plus adds the ability to use the File->Send To feature of many Windows applications to attach files to Goldmine e-mail messages. Finally, you can now enjoy the same productivity features that Outlook and Outlook Express users have always experienced.

## Compare Attach Plus to the typical way of attaching PDF and ZIP files



### Steps to attach a password-protected PDF **with Attach Plus:**

(Purchase Attach Plus for \$49.99)

1. From application menu, File
2. Send To: Mail Recipient (As Attachment)
3. Select File format – PDF
4. Check Password Protect
5. Type password and confirm
- (optional) Select certain pages to PDF
6. Click Attach

**Saves over 1 minute per use!**

Total time: Approximately 15 seconds



### Steps to attach a password-protected PDF **without Attach Plus:**

(Purchase Adobe Acrobat Standard for \$250)

1. From application menu, File
2. Choose Print
3. Choose Print to PDF Printer
4. Click Properties
5. On the Adobe PDF Settings Tab, click Adobe PDF Security
6. Select "Reconfirm Security for each job"
7. Click Edit
8. Check "Require a password to open the document"
9. Type password and Ok
10. Ok again
11. Browse to location to save
12. Confirm password
13. Save to file location
14. Open new email
15. Select attach
16. Browse to file location
17. Select File and Ok to attach to e-mail

**Total time: Approximately 2 minutes**



### Steps to attaching a password-protected ZIP file **with Attach Plus:**

(Included with purchase of Attach Plus above)

1. From application menu, File
2. Send To: Mail Recipient (As Attachment)
3. Select File format – ZIP
4. Check Password Protect
5. Type password and confirm
6. Click Attach

**Saves over 40 seconds per use!**

Total time: Approximately 15 seconds



### Steps to attaching a password-protected ZIP file **without Attach Plus:**

(Install free WinZip)

1. Right click on the attachment,
2. Choose "Add to ZIP file"
3. Check "Encrypt added files"
4. Click Add
5. Type password and confirm
6. Browse to file save location
7. Click ok
8. Save to file location
9. Open new e-mail
10. Select attach
11. Browse to file location
12. Select File and Ok to attach to e-mail

**Total time: Approximately 50 seconds**