

HOTdocs™

Language Support

Executive Overview

As the global leader in document assembly technology, HotDocs has worked for over 30 years to build the most advanced document assembly product on the market today. HotDocs offers built-in multi-language functionality to fully support even the most complex language requirements. HotDocs technology consists of four elements, each designed to work seamlessly together to support a variety of language formats.

1. **Templates** – Source documents (Microsoft Word and PDF) that serve as the basis for a HotDocs interactive browser-based interview supporting multiple languages.
2. **Interviews** – Dynamic HotDocs browser-based interviews (questionnaires) used to gather the necessary information to generate documents in multiple languages.
3. **XML Answer Files** – Data captured during the interview, which can be used for future document creation, or exported to external systems (CRM/Reporting/Excel/BI/Database, etc.)
4. **Completed Documents** – Finalized document output in Microsoft Word or PDF format, with the ability to feed directly into a Document Management System, Business Process Management System, Workflow Management System, Enterprise Content Management System, Electronic Signature System, etc.

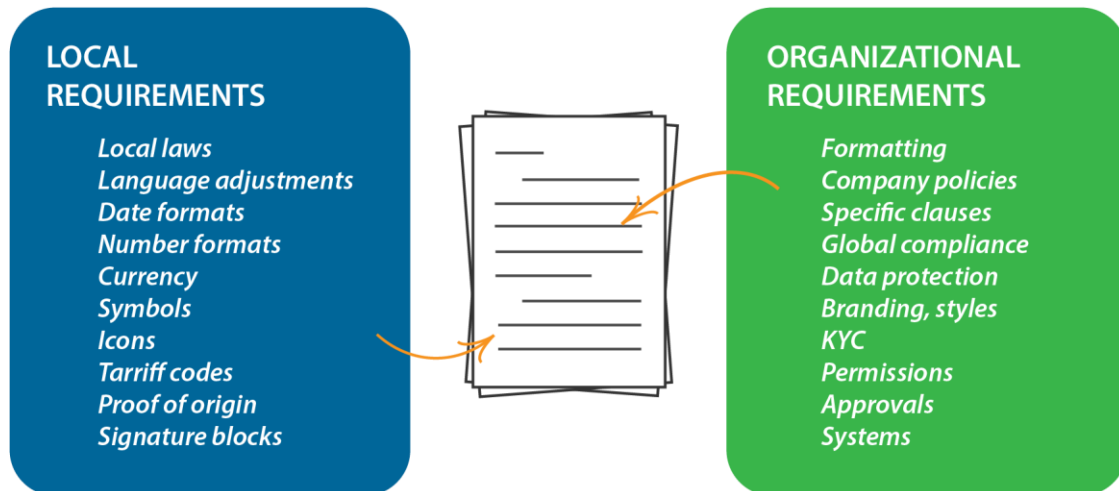
Language Complexities

With over 11,000 clients across 60 countries, HotDocs understands the complexities associated with generating documents in multiple languages. At a minimum, document automation solutions must have the technical ability to support multiple language formats including:

- Fonts
- Symbols
- Icons
- Currencies
- Text direction (left-to-right, right-to-left)
- Numbers
- Dates
- Gender
- Unicode standards

Organizational Requirements

Along with the above requirement for multi-language format support, HotDocs understands that organizations need document automation technology with the ability to produce documents that meet both organization-wide requirements, as well as, specific local requirements.



HotDocs' Proven Approach

HotDocs enables multiple language support for both end-users and administrative staff:

1. End-User

HotDocs technology helps to improve the end-user experience by enabling the simple creation of documents in a variety of languages, producing error-free, language-specific documents that are fully compliant with business standards.

2. Template/Document Management

HotDocs technology is a powerful tool for administrative staff

responsible for business processes. It simplifies the creation, management, distribution, and control of both the templates and the output documents, thus ensuring the correct production of documents in multiple languages throughout the entire organization.