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<http://www.nytimes.com/2005/03/10/technology/circuits/10word.html?oref=login>

System Follows the Paperless Trail to Reduce Outdated Documents

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E-mail and word-processing programs have made collaborating on long documents much easier than it used to be, but getting everyone onto the same page - or even into the right revision of the document - can feel like herding cats. NextPage 1.5, a document-tracking system for [Microsoft](#) Office files, provides a way to lasso multiple copies of a document and make sure no one is working on an outdated version.

The NextPage system does not store the files on a central server or database, but works by tagging each desired Word, Excel or PowerPoint document with a hidden tracking number deep inside the file's code. As the document moves from person to person by e-mail, the NextPage software sends a notification message each time the file is edited or renamed, and tells who made the changes. The system can also create a complete history of a single document to show every person who worked on it along the way.

The NextPage software is sold as an annual subscription at nextpage.com, with a typical price of \$250 for each user. A 60-day free trial and a system demonstration are also available at the site. NextPage works with Windows 2000 and later and needs at least Microsoft Office 2000 with Service Pack 3. And because the software works directly with Microsoft Office, there is no need to pester the company's information technology department - or harried office computer whiz - to set it up. J. D. Biersdorfer

