

# Perforce Commons

Simple, powerful document collaboration for all types of users

Drag-and-drop your files into Commons and it will store them securely, back them up automatically and version them accurately. There's no more searching for the right version or wasting effort on an out-of-date document. Plus, with Commons your non-technical teams have easy access to the files your development teams store to their Perforce depot.



## Introducing Commons

Commons combines ease of use with powerful enterprise version management. The result is a solution that non-technical teams can rely on to streamline their work and avoid content chaos.

- **Collaboration:** Commons lets you work the way you want to. Share files easily, work across teams without losing iterative changes, monitor activity and comment on files or versions.
- **Versioning:** Intuitive and intelligent, Commons acts as a valet for all your files. Simple prompts guide you clear of versioning pitfalls, so there's no more lost work. See the complete history of files and contributors. Preview and compare docs. Track and merge changes. Commons makes it easy.
- **Management:** Manage teams and projects on the fly. Powered by Perforce, Commons meets enterprise requirements for security, auditability and compliance.

Download Commons today. Or sign up for a **free 14-day trial**.  
[www.perforce.com/commons](http://www.perforce.com/commons)

## Benefits

**Ease of Use:** Drag-and-drop files and follow easy prompts. Simplicity ensures user adoption.

**Conflict-free Collaboration:** Contributors can work in parallel without writing over each other's efforts.

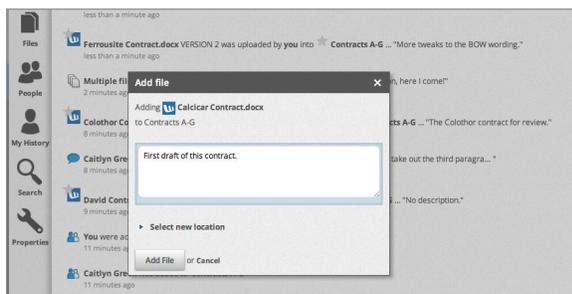
**An End to Content Chaos:** You'll always have the most up-to-date version. Files are easy to find and share.

**Project Management:** Establish and manage projects and teams as you like, aided by simple access and edit management.

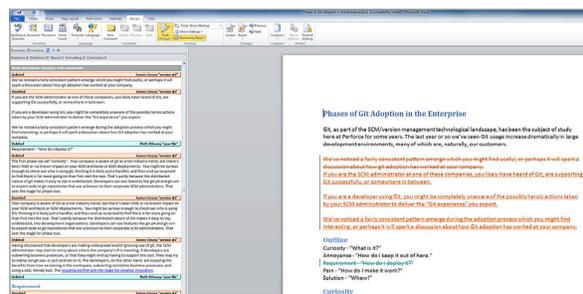
**No More Lost Work:** Puts an end to overwritten files, misplaced documents and wasted effort.

**Enterprise-Ready:** Meets enterprise requirements for security and control.

**Extend Your Perforce Depot:** Now non-technical teams can access and version the files stored to your Perforce Software Version Management system.



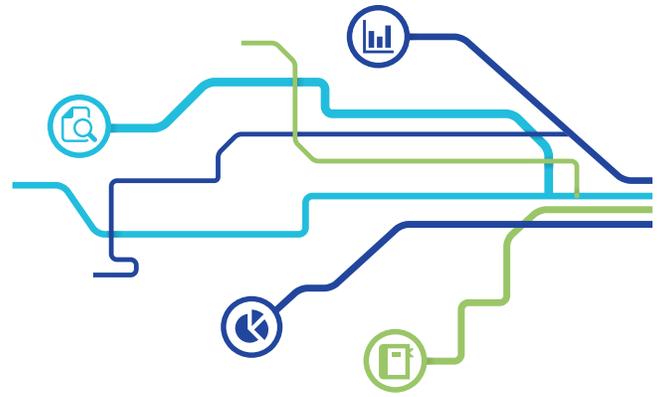
Simply drag and drop to add or update files.



Automated Merge for Microsoft Word documents.

## About Perforce Software

The world's most innovative companies and recognized brands trust Perforce to manage all their digital assets—from source code to business documents. The Perforce enterprise version management platform is unique in its ability to handle large and distributed collections of content and is backed by a full complement of enterprise services. Perforce is headquartered in Alameda, California, with international operations in the United Kingdom, Canada and Australia.



## COMMONS KEY FEATURES

### Drag-and-Drop Ease

Work on a file in your preferred desktop application or editor and then just drag it into Commons. Commons will securely add the file to a folder or update an existing version of that file. It's all automatic.

### Simple Navigation

It's easy to create new folders and to modify or navigate the folder hierarchy within a space.

### Email Sharing and Workflow

Sharing the work is simple. Just email it to a colleague for review. Add comments to any file versions to let others know what you changed or to provide feedback.

### Auto-Locate Files

Don't know the right folder for an updated file? No problem. Commons remembers for you, even if the file was emailed to you. Just drop the file anywhere and Commons will make sure it finds its proper home.

### Version History

Commons preserves your work. So if someone uploads a newer version of the document before you've had a chance to submit your changes, your edits aren't lost. You can view the changes anyone has made before submitting your work.

### Activity History

Commons aggregates the complete change history of each version of a file. So you'll always know when a new version was created and by whom.

### Compare Files at a Glance

A built-in document-compare tool allows you to quickly understand what's been changed between any two versions of a file for supported formats.

### Automated Merge for MS Word

Compare and combine the content of your Microsoft Word docs with changes from other team members. The innovative, patent pending 3-way merge service in Commons allows you to view, accept, and reject changes.

### Favorites for Files and Folders

Add stars to the files and folders you use the most to make them even easier to access.

### On-Premise Control

Unlike hosted file-sharing, Commons is an on-premise solution. Administrators and Operations teams have the security, auditability and compliance they need for their valuable IP.