FUJI xerox

DocuWorks 7

One Solution For All Your Document Management Needs

An intuitive, seamless document-handling solution to improve your productivity.

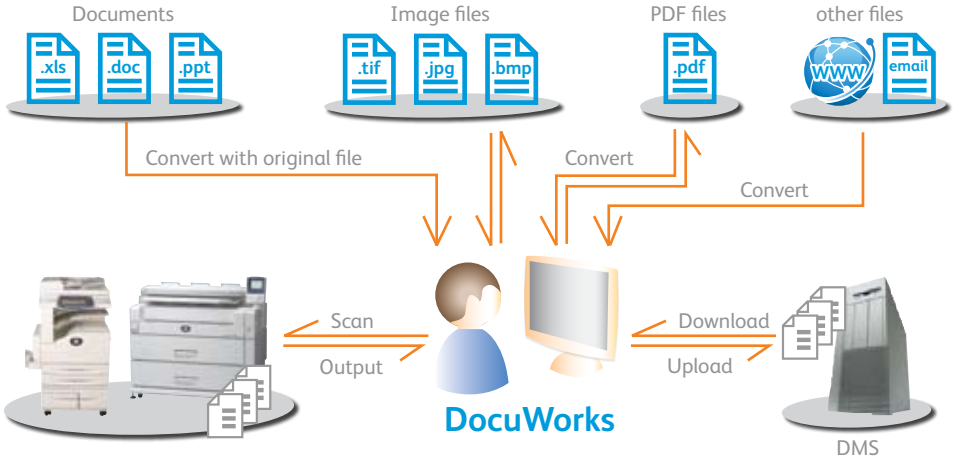
Managing documents effectively is a key challenge that many companies face in the current business environment. Most organisations have multiple data streams that consist of digital and paper documents from various sources and in many formats. For effective communication, fuss-free archiving and appropriate sharing, this information must be managed properly.

Fuji Xerox DocuWorks 7 allows you to do just that with versatile editing, processing and document-searching functions. It also features integrated document management for accurate and secure flow of electronic documents, reinforced linkage with Fuji Xerox multifunction devices, and a new screen design with improved operability and visibility.

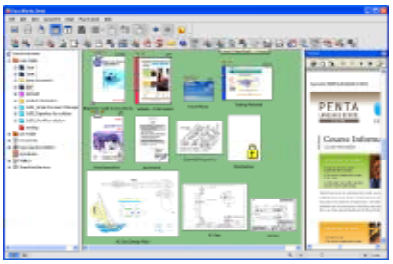
Benefits Of DocuWorks 7

- **User-friendly and quick.**
  Newly-redesigned UI eases operability by simplifying tasks and increasing visibility.
- **Simple and easy document management.**
  Digitise, share, handle and protect documents in a variety of formats via a single platform.
- **Environmentally friendly (Green Office).**
  Paperless document management encourages a greener work environment.
- **Reduction of Total Cost Ownership.**
  Minimises expenditure by integrating seamlessly with existing software and hardware.

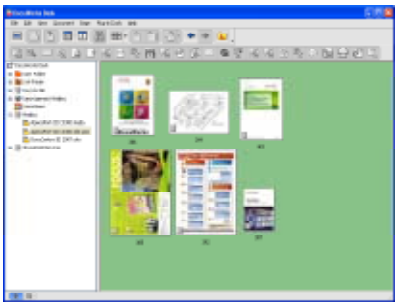
Enhance your document workflow with smart features. Equipped with advanced functions, DocuWorks 7 intelligently enhances how information can be handled, making document management easier, smoother and faster.



Digital Desk. Handle documents quickly and easily with DocuWorks Desk.
DocuWorks Desk is a platform that makes the integrated handling of electronic documents more effortless than dealing with paper. A new UI design eases operability, enables users to import, scan and manage documents from any source and handle large-sized documents (up to 2A0) easily and quickly.



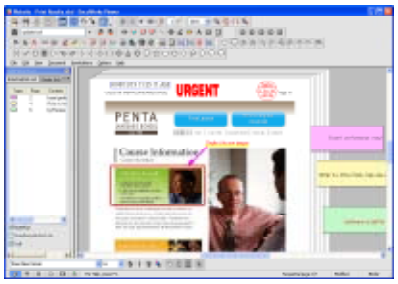
Displaying files as thumbnails in a variety of formats, you need only to click once to view the full document instantly. It also links seamlessly to other Fuji Xerox multifunction devices* and document management systems.



* Applicable to ApeosPort/DocuCentre-III series and above.

Easy Document Edit. Enhanced with powerful editing and annotation features.
With advance page-editing functions, DocuWorks 7 makes it easy to move or copy a page from one DocuWorks document to another. Users can also copy text, copy and paste part of a page as an image, change page order, and add or delete pages.

DocuWorks 7 also includes a wide array of colours, fonts and lines. Its full and rich range of annotation options and enhanced functionality makes the addition of tags, markers or stamps for electronic documents effortless.



With DocuWorks 7, the original document remains accessible even after conversion to DocuWorks format. When viewing originals, DocuWorks 7 intelligently opens each document with its parent application. This lets you manage documents in different formats easily. Even if documents of different types are stacked together, the originals remain accessible and untouched.

In addition, DocuWorks 7 includes workgroup and file-sharing functions so that documents can be accessed by anyone who needs them, while advanced access control helps to manage information flow.

Easy Document Management. Locate important data on demand.
DocuWorks 7's powerful built-in OCR transforms paper documents into searchable DocuWorks documents so information can be shared and retrieved effortlessly. Use the advance search functions for more accurate search results. Combining and manipulating DocuWorks documents is also possible. In addition, DocuWorks 7 accommodates booklet creation, N-ups, large-size paper output and other printing needs.

DocuWorks 7 also links closely to existing DMS systems. The software displays the DMS server onscreen for drag-and-drop uploading and downloading. In addition, documents in the DMS server can be viewed in DocuWorks directly from the DocuWorks desk.

Document Security. Information is kept safe and secure. With DocuWorks 7's multi-level security measures, your important documents can be securely distributed both within and outside your company. Effectively limit access to sensitive information by encrypting documents with 56-bit and 128-bit password security.

Operation restrictions such as "Prohibit document editing", "Prohibit annotation editing", "Prohibit Printing" and "Prohibit copying" can be applied. In addition, electronic signatures and certificates can be used, both to verify the authenticity of documents and to indicate approvals, streamlining workflow instantly.

PDF Handling. Conversion and management made easy. DocuWorks 7 is equipped with an add-on which enables the one click conversion of DocuWorks documents into PDF's. Another click and you can stack, unstack, merge or enlarge the resulting thumbnails for page-by-page browsing.

DocuWorks 7 Specifications

Import From Application		Imports through the DocuWorks printer driver
		Supported character codes: Shift JIS (Japanese), KS C 5601 (Korean), GB2312 (Simplified Chinese), Big 5 (Traditional Chinese), Windows-1252 (West-European), TIS-620 (Thai), Unicode
		Converts to DocuWorks via add-in button within Microsoft® Office XP/2003/2007 (Word, Excel®, PowerPoint®)
		Character image embedding function
Import From Scanner		Imports through a scanner compliant with TWAIN32
Import From Image		Windows® bitmap, TIFF-FX, JPEG, TIFF Revision 6.0 (uncompressed, G3 1d, G3 2d, G4, JPEG, PackBits)
Large Size Support		Standard sizes such as 2A0 (long), A0, A1 and A2 and custom sizes up to 2,400 x 2,400mm
Document Storage & Management		Displays DocuWorks files as thumbnail
		Displays PDF, JPEG, TIFF, BMP, Microsoft® Word/Excel®/ Powerpoint® and XPS* files as thumbnails
		Icon views and list views of non-DocuWorks files
		Multi-level folder management enables sharing of document in link folder
		Provides option to attach original document
		View-enlarging and document-viewing functions with InfoView
		Converts DocuWorks files to PDF format
Document Handling		Stacks/unstacks documents into pages
		Bundles/re-orders documents within binder
		Splits, moves, deletes & re-arranges displayed pages
Search Capability	**Scope**	DocuWorks and PDF files in folder & subfolder
	Criteria	Search files by document name, date, keyword or document property (Search criteria can be saved and reused)
	Results Display	Thumbnail view, List view
		Reusable (copy, create shortcut, save results to CSV file)
		Refined search
Display Modes		Enlarged/reduced display (10% – 1,600%)
		4 display modes (Document Display mode, List Display mode, List Document Display mode and Full Screen)
		InfoView : Tag, Link List, Binder Index, Signature List, OCR Results, Page Attributes, List of Contents
		DocuWorks Desk: Thumbnail, Enlarge/ Reduce display (10 to 34%)
Page Modifications		Noise reduction (only for B&W binary pages imported through scanning or from image files), Deskew
		Rotates at 90 degrees, deletes, copies or moves pages within document, or to another DocuWorks document
		Copies text in DocuWorks document; copies and pastes pages partially as images
Document Editing (attached annotations)		Object writing: Figures, text, notepad, marker, freehand, stamp, date stamp
		Starching is also available
		Set up link (to jump to DocuWorks document, web page or other files)
		OLE object
		Inserts serial page numbers and header/footer
		Prohibits display/printing of an object
Original Data Management		Attaches/extracts original data to/from DocuWorks documents
		Creates a new DocuWorks document by reflecting revision of the attached original data
		Maintains properties of the original DocuWorks document

* DocuWorks Thumbnail Extension kit is required.

OCR	Character recognition for image page with built-in OCR, noise reduction and deskew, OCR designation per page
	Characters as a result of OCR can be used for search target
	Outputs OCR result to file (TXT, RTF, CSV, XLS)
Digital Signature	Available for each DocuWorks file using DocuWorks electronic signature or digital certificate
	Verifies the signature (to confirm whether it is changed after signature is made) and restores the document to just before/ after the signature has been added
Security Measures	Prohibition on the following operations can be set up for each DocuWorks file: opening document, editing, editing annotation, printing, copying and the right to change the settings Security setting can be done with any of the following 4 types: - Password security (V4 compatible) - Password security (128 bit V4 non-compatible) - Security with DocuWorks electronic signature - Security with digital certificate
Plug-ins Functionality	Image Converter, Extract Image, Page Layout (2-up/4-up/ booklet), Sort Pages, File Optimisation, Edge Erase, Correction of digital camera image, OCR, Copy Annotations, Find and Mark, Easy Printer, etc
WebDAV Support	Edits annotation of DocuWorks document from Web browser (Microsoft® Internet Explorer®)
Printing Capability	Resizes pages of documents consisting of mixed page sizes, print pages selected in List Display mode (in batches), prints in Color/B&W output mode per page, adjusts large-size data to paper size, reduces pages to fit print area
	Register multi-file batch printing and frequently used printer settings with the easy printer
Image Conversion	Windows® bitmap, JPEG, TIFF Revision 6 (uncompressed, G4, JPEG, PackBits), PDF
OPERATING ENVIRONMENT OF DOCUWORKS 7	
Operation System	Microsoft® Windows® 2000 (Service Pack 3 or later)*1
	Microsoft® Windows® XP (Service Pack 1 or later) (including x64 edition)*2
	Microsoft® Windows Vista® (for 32-bit/x86 or 64-bit/x64 processors)*2
	Installation of Microsoft® Internet Explorer® 6 or Windows® Internet Explorer® 7 is required
Hardware*3	PC/AT compatible equipped with Pentium® III 333MHz or above
Memory	256MB or more (512MB recommended)
Display	800 x 600 pixels or more (1024 x 768 pixels recommended)
	Full colours
Hard Disk	160MB*4 for installing DocuWorks main unit
	Free space of 200MB or more is recommended for actual operation
Compatible Scanners	TWAIN32 compliant
Web Browser*5	Microsoft® Internet Explorer® 6 / Windows® Internet Explorer® 7
Conversion to Adobe® PDF	Adobe® PDF Creation Add-On must be installed*3

*1 To use PDF thumbnail display and PDF search functions, Service Pack 4 or higher is required.
*2 Adobe® PDF Creation Add-On required for conversion to Adobe® PDF cannot be used on Microsoft® Windows XP Professional x64 edition or Windows Vista® x64.
*3 Varies according to recommended value for each OS.
*4 Additional free disk space is required for installing accompanying Adobe® PDF Creation Add-On and OCR Engine (ABBYY/ PERCEPTCOM)
*5 This function allows DocuWorks file display and editing such as adding annotations on Web browsers.

OPERATING ENVIRONMENT OF DOCUWORKS VIEWER LIGHT FOR WEB 7	
Web Browser	Microsoft® Internet Explorer® 6 / Windows® Internet Explorer® 7
	Mozilla® Firefox® 2.0 / Mozilla® Firefox® 3.0

POWERED BY ABBYY FineReader OCR

Adobe® **PDF Creation Add-On**

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For more information or detailed product specifications,
call or visit us at:
Fuji Xerox New Zealand
17 Hargreaves Street
College Hill, Auckland 1011
Tel. 0800 4 XEROX (0800 493769)
www.fujixerox.co.nz

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