

# DocuWorks 8

Document Handling Software





At your desk, in the office, or outside  
Seamless support for business communication

# DocuWorks 8



Document Tray Option

## New and improved DocuWorks 8

- Complete routine tasks smoothly (Task Toolbar, Document Tray Option, Clear Folder/Envelope)
- More efficient searches (Index search, Attribute View, ageing effect to old documents)
- Improved display for a better viewing experience (high-resolution display, Continuous Page and Facing Page view modes)
- Writing is made easier with improved annotation tools (jagged line, marker annotation)
- Tight coordination with PDF files (Preview display, Convert PDF files to DocuWorks documents)

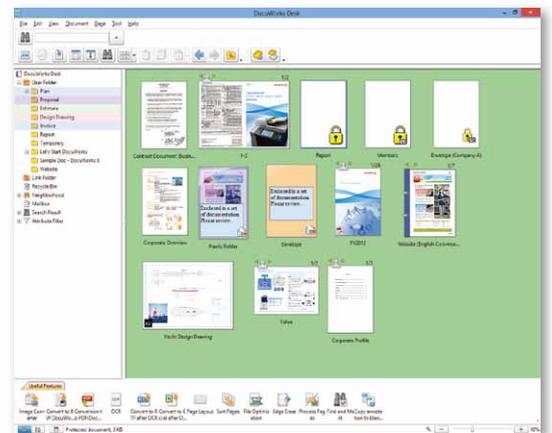


ApeosPort/DocuCentre

## A cloud-ready document portal

DocuWorks 8 is a document handling application that allows you to manage and share information in various office settings easily. It enables a variety of electronic documents, such as office documents and image files, to be handled intuitively on the computer screen just like handling paper ones.

DocuWorks 8 can serve as a document portal and is capable of supporting various communication & collaboration needs in our daily business activities, such as managing personal documents and sharing of information among team members. Furthermore, when it is integrated with the cloud service, we can even access information on the go.

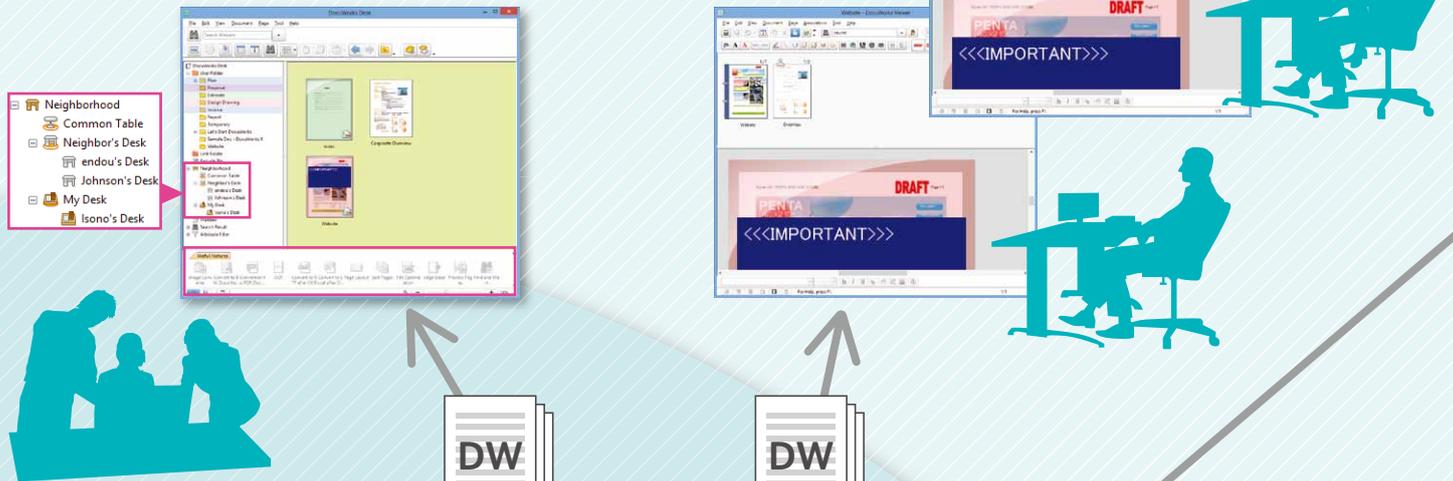


# Expand business operations from individual information management to sales support network beyond the office.

Using DocuWorks 8, routine tasks can be processed swiftly. For example, when you receive an order request from a customer, you can readily respond to it by checking the necessary information, prepare a proposal and distribute it to your local sales representative. Presentation can be made to the customer in the shortest time. The sales representative can note down the results of the presentation and utilise them later for the followup measures.

## 4 Confirmation and arrangement with related departments

- Document Tray\*2 linkage
- Task Toolbar ("Useful Features")
- Annotation feature



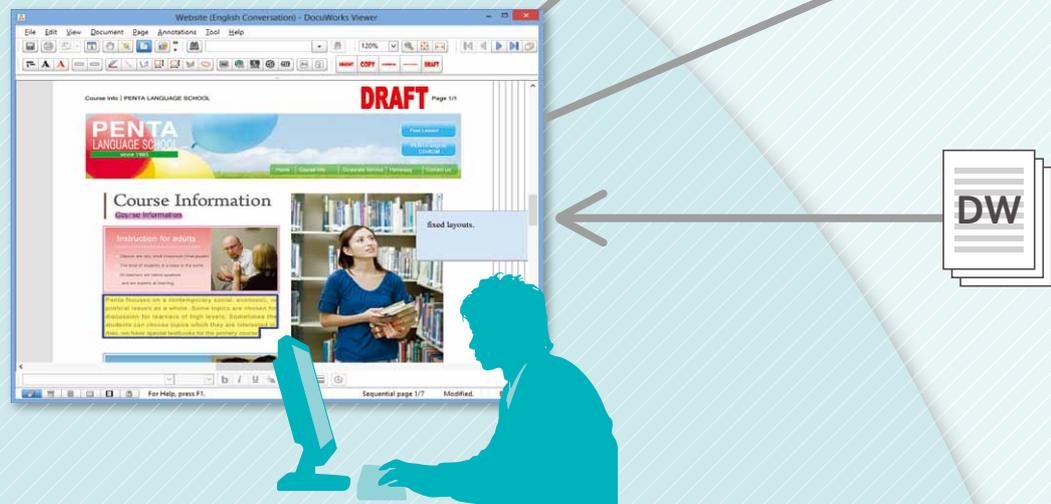
## 2 Sharing information with team members

- Neighborhood Desks
- Clear Folder
- Envelope



## 1 Convert a request email from customer into a DocuWorks document

- Annotation



At your desk

\*1 "DocuShare" is required and is sold separately.  
 \*2 "DocuWorks Document Tray Option" is required and is sold separately.  
 \*3 A cloud service provided by Fuji Xerox with a monthly fee.  
 \*4 A free viewer application. Some features are charged.



**6** Written proposals on paper are output via Net Print

- PDF file conversion
- Net Print



**5** Distribute document to local sales representative via cloud service

- Working Folder\*<sup>3</sup> linkage
- Password security



**7** Present proposal document on an iPad

- Application for Smartphones
- Full-screen display



**3** Search for past transaction history and related information

- Extensive search feature
- DocuShare\*<sup>1</sup> linkage



**8** Attach comments about the result of the presentation using notepads and then store to Working Folder

- DocuWorks Viewer Light for iPhone/iPad\*<sup>4</sup>
- DocuWorks Viewer Light for Android\*<sup>4</sup>

## Inside the office

## Outside the office



# At your desk

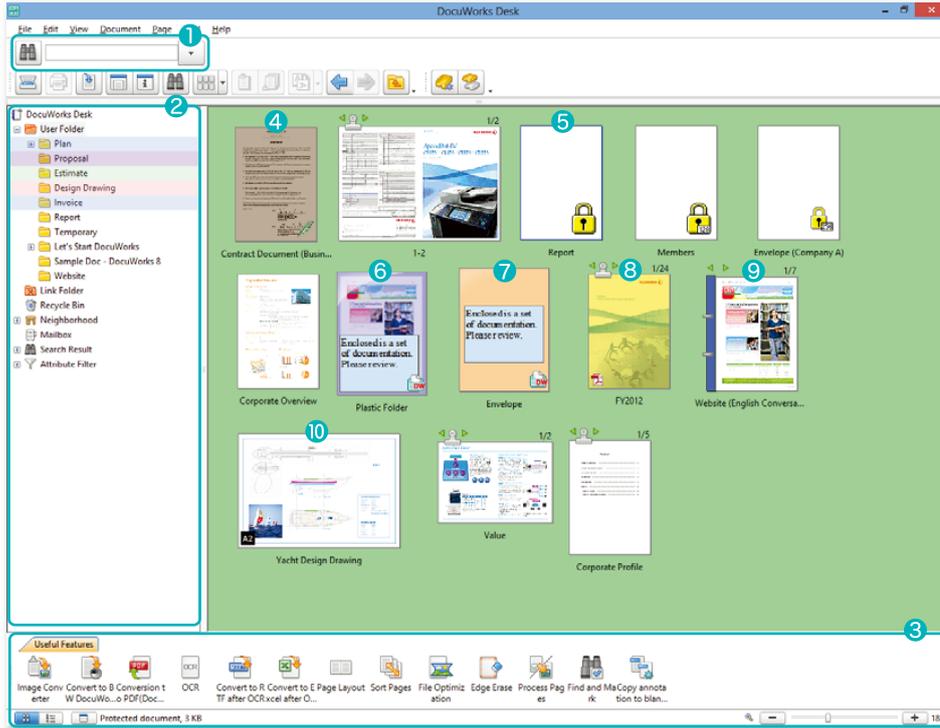
Enables centralised management of paper and electronic documents.

## Electronic documents can be displayed, edited and handled like papers on the computer display

DocuWorks 8 allows you to manage electronic files like handling paper documents that are lined up on a physical desk. It comprises of an

electronic desk (DocuWorks Desk) and a viewer (DocuWorks Viewer) for you to view and edit documents on your computer display.

## DocuWorks Desk

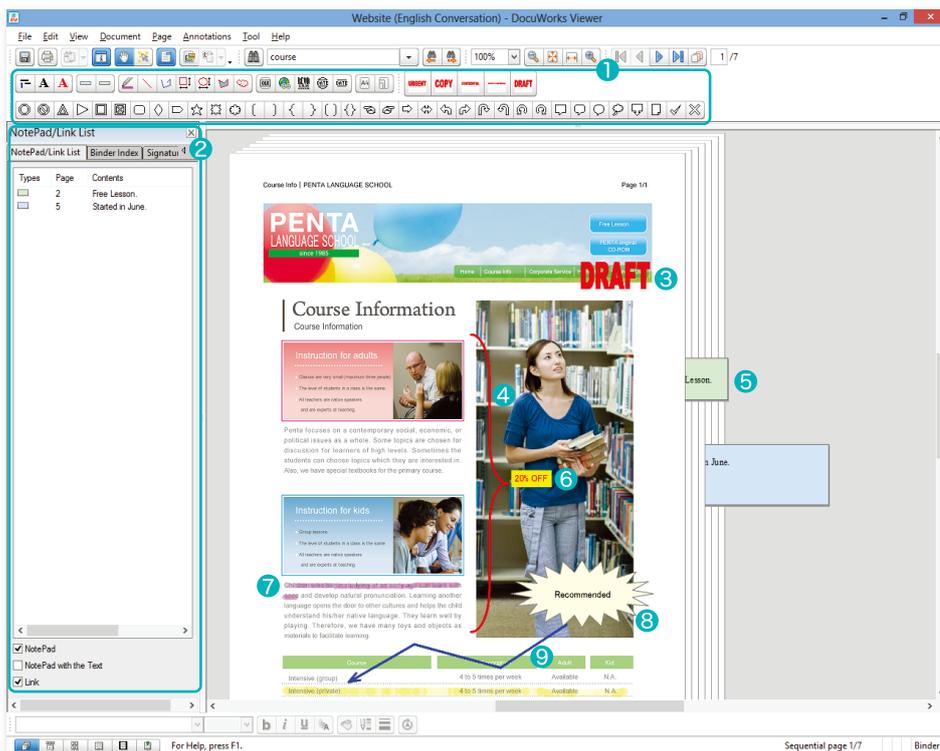


### The “electronic desk”

DocuWorks Desk displays DocuWorks files lined up as if they are documents placed on a physical desk. Editing, such as stacking and unstacking, can be done easily.

- 1 Index Search
- 2 Folder areas
- 3 Task Toolbar
- 4 Sepia display
- 5 Secured documents
- 6 Container “Clear Folder”
- 7 Container “Envelope”
- 8 Yellow display
- 9 DocuWorks binder
- 10 Large size document (A2)

## DocuWorks Viewer



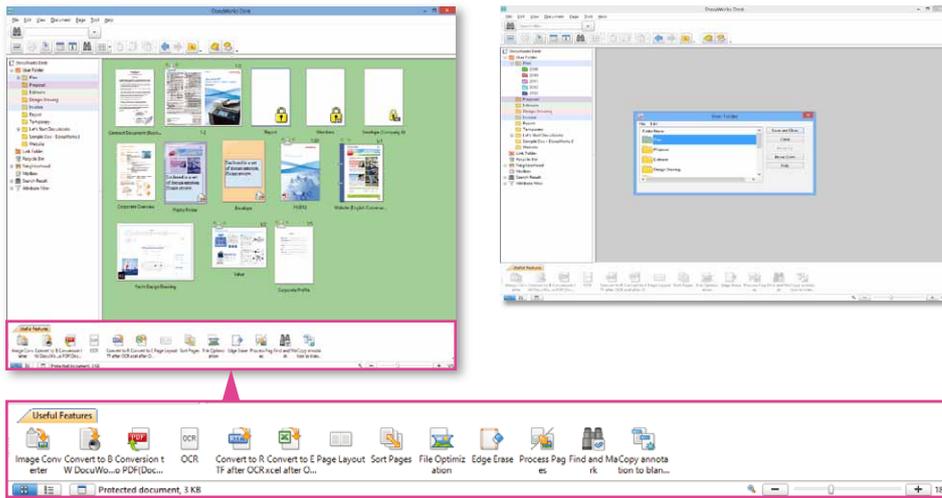
### View and edit DocuWorks documents

With the DocuWorks Viewer, you can view DocuWorks documents as though you are looking at the documents you are holding in your hands. Editing, such as annotating, adding and deleting pages, can be done effortlessly.

- 1 Annotation toolbar
- 2 InfoView
- 3 Stamp
- 4 Right middle bracket
- 5 Notepad
- 6 Text
- 7 Highlight
- 8 Explosion
- 9 Jagged Line

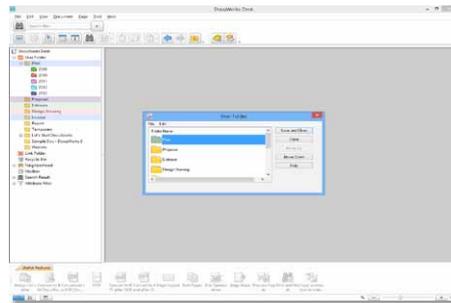
**Task Toolbar (“Useful Features”)**

The Task Toolbar allows you to register frequently-used DocuWorks features and shortcuts to folders such that you can access them with convenience and work in an intuitive manner. You can customise the toolbar in accordance to your routine work process.



**Effective use of colours to organise your folders**

By adding colours to the folders displayed in the folder tree effectively, visibility is improved. You can identify the target folders more readily and operation mistakes can be minimised.



**Get the information you need immediately**

**• Strengthened search feature**  
 From the top of the DocuWorks Desk\*, you can perform an index search immediately. It is possible for you to further refine your searches by filtering the search results according to file types or sizes. Using the "Find & Mark Plug-in", pages that return positive results will be tagged and the text strings highlighted. Required information can be found very efficiently.

\*"Windows Search 4.0 or later" is required.

**• Add and confirm attributes**

It is possible to add attributes to documents using the InfoView. In combination with the Attribute View, it has become so much easier to locate the documents you need.

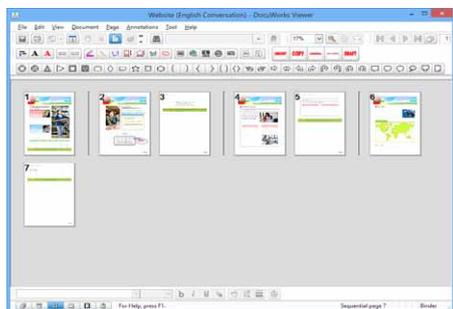
**• Ageing effect on old documents**

On the DocuWorks Desk, you can choose to display thumbnails of files in different colours\* in accordance to the length of time they were last updated. This useful feature can help you to locate the files you need more quickly.

\*Yellow: Between one week to one month; Sepia: More than one month

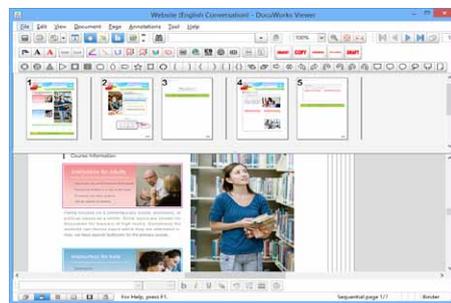
**Creating document sets for sharing or storing**

Using the DocuWorks binder, multiple DocuWorks documents, which are related, can be bound together while maintained as individual files. You can sort, re-paginate, add and remove individual files from the binder easily.



**Split display of a document file**

Individual pages of a document file can be displayed adjacent to the document viewer using the split display. At a glance, you will be able to understand the composition of the document, rearrange and edit the pages effortlessly.

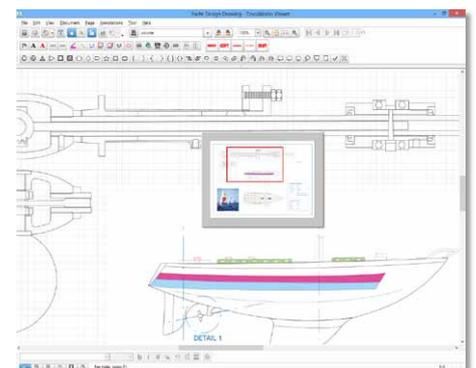


**As convenient as handling paper**

Operations similar to processing of paper documents, such as adding notepads, writing with markers, and stamping, can be applied to electronic documents. You can handle electronic documents like papers ones, but in a more efficient way.

**Easy to handle large drawings**

Some documents, such as large drawings, are difficult to handle. To minimise troublesome scrolling, the DocuWorks Viewer enables you select jump to specified areas of a large document quickly and easily.



**Different page view options for a more comfortable viewing experience**

DocuWorks offers a variety of page view options and you can choose one that best suit your usage requirement. For instance, the Continuous Page and Facing Page views are useful for when you need to check through a long list of pages.

**Easy-to-see Page Sorter display**

Individual pages of a document can be laid out orderly with a display magnification ranging from 10% to 33%. This display feature is especially useful when you need to change the order of pages of mixed sizes.



# At your desk

Instant information sharing without complicated settings

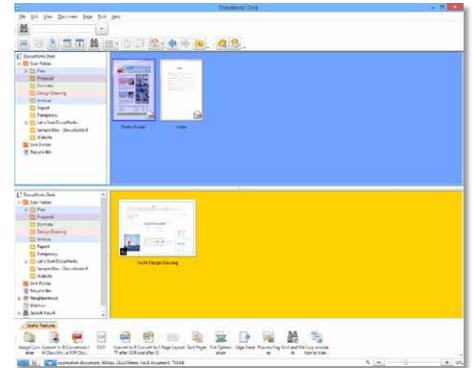
## Smooth coordination with Office software

It is possible to add a DocuWorks Document creation button on the toolbars of Word, Excel, and PowerPoint to create DocuWorks documents conveniently. When converting a file to a DocuWorks document, you can compress and attach the original data to it and if the file is edited and saved, a new DocuWorks document with the updated data attached is automatically generated.

\* The corresponding application is required.

## Split workspace

Files stored in different folders can be displayed concurrently on one screen. File transfers between two folder locations can be performed easily by dragging them from one area of the DocuWorks Desk workspace to another.



## Sharing your workspace with colleagues

Using "Neighborhood Desks," you can share with up to a maximum of 20 people who are connected to it in the same subnet. Information can be shared easily within a team without setting up a special server with this feature.

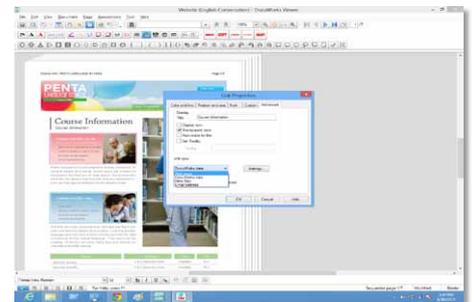
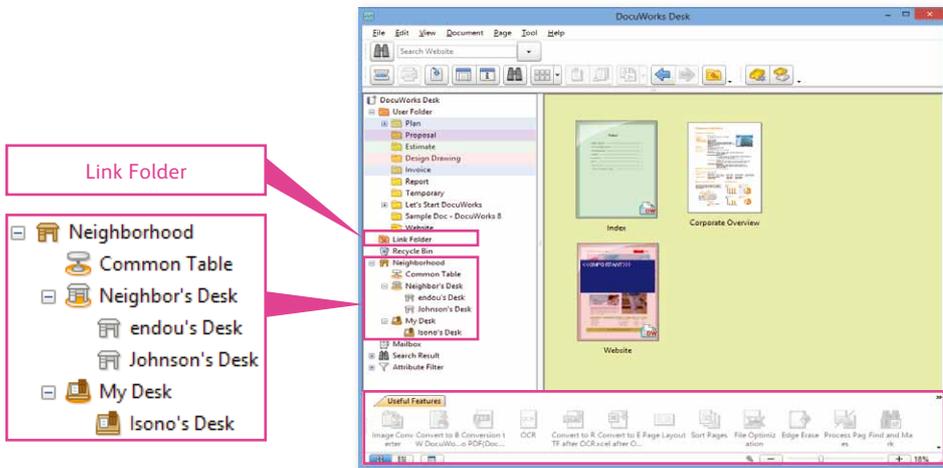
## Create linkage with network folders

Shared documents saved in the Link folders are displayed as thumbnails and they can be easily located and checked.

Searching and editing of documents in the network is possible with DocuWorks Desk, making the distribution of information smoother.

## Making documents interactive

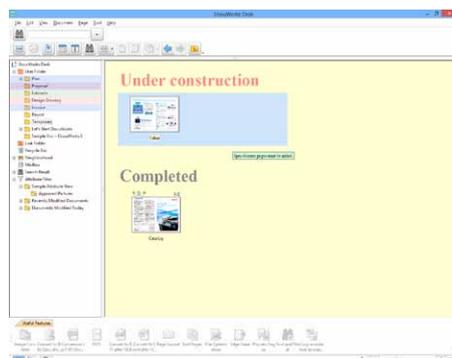
You can make DocuWorks documents interactive by adding hyperlinks. Reading experience can be improved significantly with hyperlinks as you can get to the required information immediately with just one click of a button.



## Personalise your workspace

You can add annotations to the DocuWorks Desk workspace to help you visualise document categories and other information for better communication and information sharing.

\* Not available for "Neighborhood Desks".





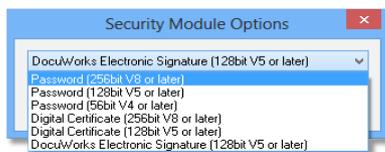
# In the office (document management)

Secure information management.

- D** Features of DocuWorks Desk
- V** Features of DocuWorks Viewer

## Meticulous security

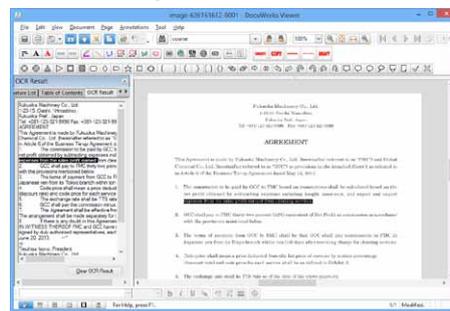
Equipped with 56 bit, 128 bit and 256 bit password security features, security can be set for individual DocuWorks documents/binders or collectively for multiple DocuWorks files. Operational restrictions such as "Editing prohibited", "Printing prohibited" and "Copying prohibited" can be applied.



## Create searchable documents

The built-in OCR feature can be applied to embed text information into DocuWorks documents that are created from scanned documents and the contents within can be searched easily. The OCR results can be displayed and revised in the InfoView of the DocuWorks Viewer. Alternatively, it can also be output to an Excel® file or a file in text format.

\* ABBYY® FineReader® Engine v.10.



## OCR operation is made easier

You can carry out OCR processing conveniently with just one click of a button from the "Useful Features" toolbar.



## Tight coordination with PDF files



### PDF file preview

Using the Preview window, contents of PDF files can be checked on the DocuWorks Desk without opening the file or converting it into a DocuWorks document.

### Stacking and unstacking of PDF files

PDF files on the DocuWorks Desk can be stacked and unstacked in the same way as DocuWorks documents.

### Smooth conversion ①

#### PDF to DocuWorks document file conversion

PDF files can be converted to easy-to-handle DocuWorks documents smoothly without the use of additional application software. Text information is retained in the converted DocuWorks documents, and hence information on commonly used PDF documents within or outside the company can be utilised effectively.

\* "PDF Preview Display" and "Convert from PDF file to DocuWorks document file" features cannot be applied to some PDF files such as those with security.

### Smooth conversion ②

#### DocuWorks to PDF file conversion

Using the DocuWorks PDF creator, you can easily convert DocuWorks document and binders into PDF files.

- ① At the DocuWorks Desk, select the DocuWorks documents or binders you want to convert to PDF files.
- ② Click on the "Convert to PDF" button, and the selected document will be converted to a PDF file.
- ③ The PDF icon is displayed at the bottom-left corner of the converted PDF files so that you can distinguish them from DocuWorks documents at a glance.



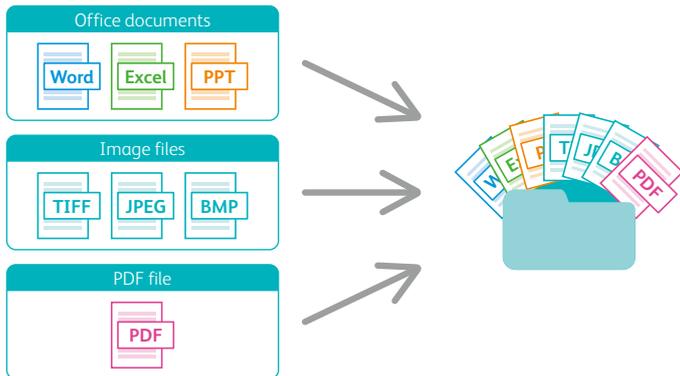
# In the office (work-flow)

Better visibility in routine work, greater utilisation of information

## Grouping multiple documents into one package for easy delivery



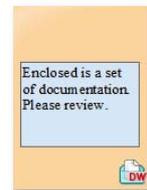
DocuWorks 8 offers "Clear Folder" and "Envelope", which enable multiple documents in different file formats to be saved as a combined package, and to be transferred at one time. Messages can be added on the front cover of "Clear Folder" and "Envelope" without modifying the documents within and it facilitates the delivery and acceptance of documents, such as one with a electronic signature.



When you use Clear Folder and Envelope, you can group documents of different file formats such as office documents and image files together as a package for distribution. They are useful when sending documents in batches at the tray.



Clear Folder



Envelope

## Distribute and receive documents easily using document trays

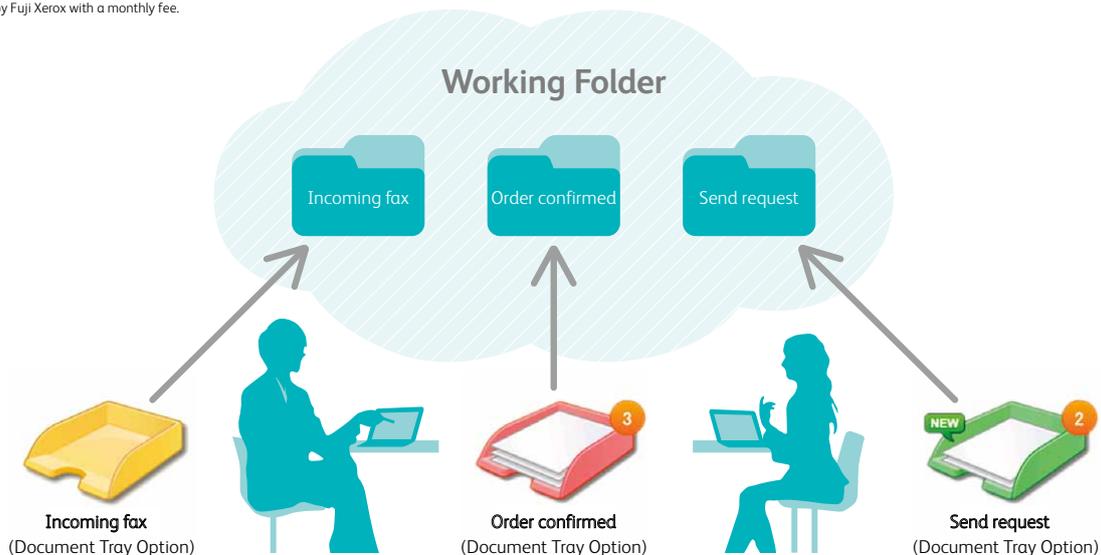


The Document Tray Option<sup>\*1</sup> realises intuitive receiving and sending of documents and can be useful in improving operational processes using graphically displayed icons. You can receive and send paper documents in a computer environment utilizing the tray in a similar manner as placing paper documents in a document tray. In addition, the Document Tray option can cooperate with multifunction devices<sup>\*2</sup> and the Working folder<sup>\*3</sup> for more efficient document distributions.

\*1 Sold separately.

\*2 ApeosPort-III/ DocuCentre-III series or higher.

\*3 A cloud service provided by Fuji Xerox with a monthly fee.





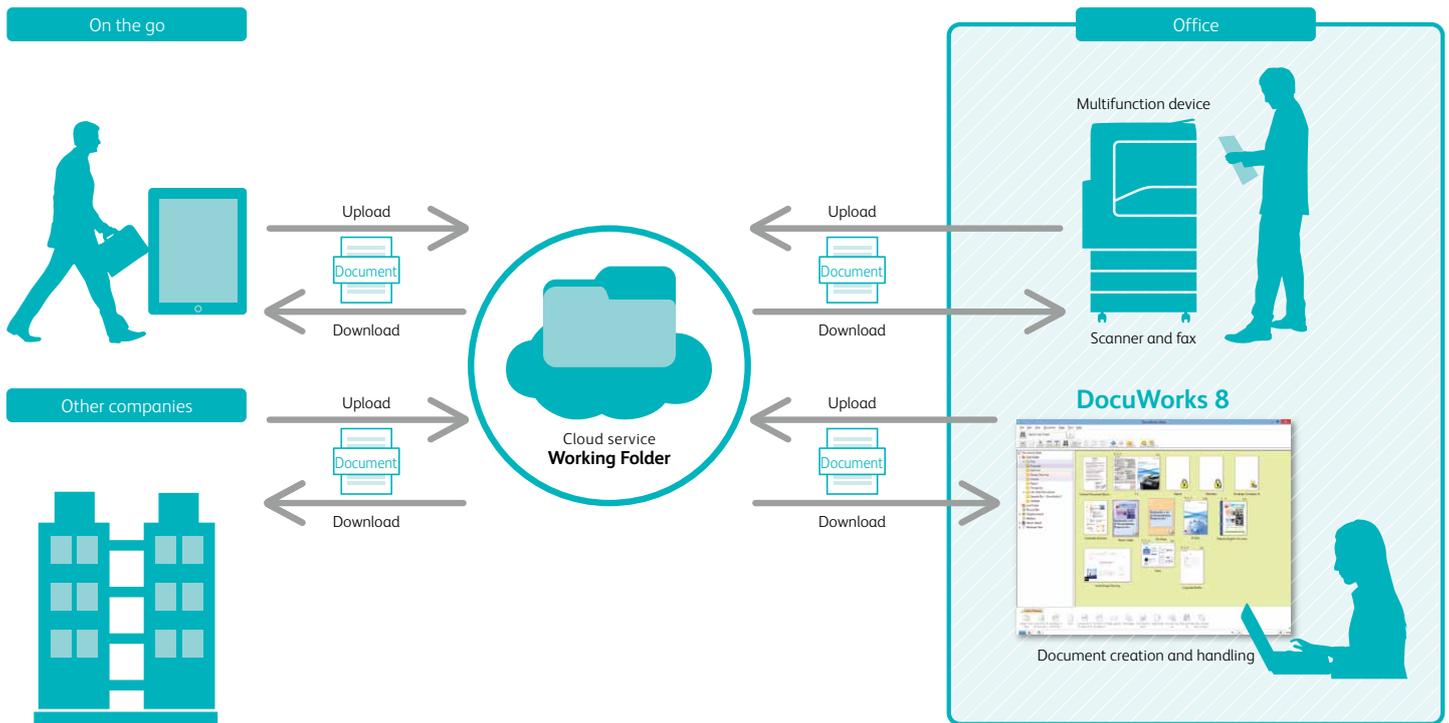
# Outside the office

Your cloud-based documents go wherever your business takes you

## Seamless coordination with the cloud **D**

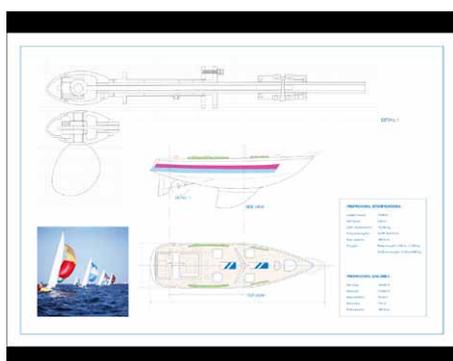
By linking DocuWorks and the Fuji Xerox cloud service, Working Folder\*, you can conveniently access the documents you need on to go and achieve higher work efficiency. Documents are displayed as thumbnails on the DocuWorks Desk and they can be uploaded and downloaded easily by simple drag and drop operation.

\*A cloud service provided by Fuji Xerox with a monthly fee.



## Full-screen display optimised for presentations **V**

DocuWorks documents can be displayed over the entire monitor for presentation. Some applications software are not equipped with presentation features, but with DocuWorks, large drawings can be presented effectively on projectors and computer screens to the audience.



## Compatible with smartphones and tablets **V**

DocuWorks documents can be read from smartphones and tablets running on iOS\*1 and Android™\*2. Editing features such as notepad\*3 and freehand\*3 annotation are available. A separate application that supports access to the Working Folder\*4 from your mobile devices is also provided.

\*1 DocuWorks Viewer Light for iPhone/iPad is available on the App Store (some features are charged).

\*2 DocuWorks Viewer Light for Android is available on the Google Play™ (some features are charged).

\*3 The following features of DocuWorks Viewer Light for iPhone/iPad and DocuWorks Viewer Light for Android are charged.

<Applicable features> addition/ deletion/ registration/ moving of annotations, attribute changes

(If you intend to use Clear Folder and Envelope, please use DocuWorks Viewer Light for iPhone/iPad 3.1 or higher or DocuWorks Viewer Light for Android 3.0 or higher.)

\*4 DocuWorks Folder for iOS is available for free on the App Store. DocuWorks Folder for Android is available for free on Google Play™.

## Signing using Electronic Signatures and Digital Certificates **V**

Using the DocuWorks Electronic Signature\*1 or Digital Certificate\*2, you can attach electronic signatures\*3 to DocuWorks documents protecting them against illegal access, falsification, or other malicious actions. Certificate information is obtained and verified to ensure that the signer is legitimate and that the document was not edited after being signed.

\*1 The DocuWorks Electronic Signature feature does not use Digital Certificates issued by a certificate authority.

\*2 If you intend to use a signature based on a Digital Certificate, you will have to obtain a user's individual certificate from the certificate authority, and the interim certificate and root certificate of the certificate authority.

\*3 Documents with electronic signatures are not compatible with Ver.4. Furthermore, paper documents that are printouts of DocuWorks documents with seal imprints or signature images attached cannot be handled as sealed documents or signed documents under the law.

## Operating environment of DocuWorks 8

Item	Content
OS*1	Windows® XP (32 bit) [Service Pack 3] Windows Vista® (32 bit) [Service Pack 2] Windows® 7 (32 bit) [without a Service Pack, Service Pack 1] Windows® 8 (32 bit) [without a Service Pack] Windows® XP (64 bit) [Service Pack 2] Windows Vista® (64 bit) [Service Pack 2] Windows® 7 (64 bit) [without a Service Pack, Service Pack 1] Windows® 8 (64 bit) [without a Service Pack]
CPU*2	1 GHz or above, 32 bit (x86) processor or 64 bit (x64) processor
Hard disk*2	950 MB or more for installation*3 Additional 200 MB or more free space is recommended for actual operation.
Memory*2	512 MB or more (1 GB or more recommended)
Display*2	1,280×768 pixels or more, full-colours
Other hardware	DVD-ROM drive is required when installing from the installation media
Other software	Windows® Internet Explorer® 8, 9, 10 Windows® Search 4.0 is required when using the fast search function with indexing
Compatible scanners	TWAIN 32 compliant
Others	Require an internet connection and e-mail account for product activation. User registration to Fuji Xerox online service will be required.

\*1 Please refer to the Fuji Xerox web site about the latest compliant OS information. OS language version and DocuWorks language version must be the same.

\*2 According to the recommended values for OS used.

\*3 If Microsoft® .NET Framework 3.5 [Service Pack 1] has not been installed on the computer, additional 500 MB or more free space is required.

## DocuWorks Viewer Light 8

Item	Content
Compatible browsers	Windows® Internet Explorer® 8 Windows® Internet Explorer® 9* Windows® Internet Explorer® 10 Mozilla® Firefox® [ESR 17] Google Chrome™ 24

\* After you open a DocuWorks file in Windows® Internet Explorer® 9 and print it out to DocuWorks PDF Creator, Adobe® PDF, Microsoft® XPS Document Writer, etc., you may become unable to operate the keyboard in the DocuWorks file. Even if this phenomenon occurs you can still perform the operations with the mouse. Furthermore, if you close and reopen the DocuWorks file you will be able to operate the keyboard once again.



For more information or detailed product specifications,  
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