

**DEVELOP**

Dynamic balance

[www.develop.eu](http://www.develop.eu)

# DEVELOP Document Suite

The easy way to improve  
your document workflow



# A software tool to boost office productivity

There is plenty of room for improvement in the document workflow of many offices – particularly in small to mid-sized companies. This is particularly true of the processes for capturing, converting, routing and managing documents in paper or PDF form. The DEVELOP Document Suite is a user-friendly scanning platform and desktop-based software tool that saves office users time and effort in carrying out the routine tasks of creating, organising, combining, searching and converting PDF or other files. The scanning platform enables easy document capture, conversion and routing straight from DEVELOP's ineo multifunctional devices, whereas the desktop management software helps to 'manage' PDF documents and other files. So it not only improves a company's document workflow but also leaves office users with more time to get on with their 'real' job. All this will boost the productivity of your office.

## The key features and benefits of the DEVELOP Document Suite are as follows:

### > Document scanning

Many offices are overwhelmed by the amount of paper they have to handle every day – invoices, orders, business records, insurance paperwork, printouts, etc. And the process of capturing and processing these documents is often inefficient. DEVELOP Document Suite automatically scans paper documents, captures content, converts it into the required electronic file format, indexes it and stores it in any digital archive – a desktop folder, Windows network folder or enterprise document management system such as Microsoft SharePoint.

### > How you benefit

- Easy to install and control and ideal for small to mid-sized businesses
- Optimized internal and external document and communication processes
- Easier document processing and distribution of incoming and outgoing information

### > Document conversion and management

Extracting charts, diagrams or tables from a PDF file can involve a lot of time-consuming re-typing and recreation work if a business has no suitable document conversion software. DEVELOP Document Suite extracts content and converts paper or PDF documents into Excel, XPS, PPT or Word formats – with just one or two clicks. Moreover, the integrated OCR engine recognises text in 127 languages and ensures accurate conversion of text and content, eliminating the time-consuming manual correction of recognition errors. It also turns paper or PDF documents into editable, searchable files so specific content can be easily found, even in long documents.

### > How you benefit

- No need to re-type or recreate an electronic document from hard copies
- Easy extraction of graphic content, e.g. tables and charts
- Manual drag and drop distribution as well as automatic and manual text correction
- Simple content searches in long PDF documents

The DEVELOP Document Suite consists of three desktop applications for simple personalised scanning and document management:

#### **PaperPort 12 Professional for desktop document management**

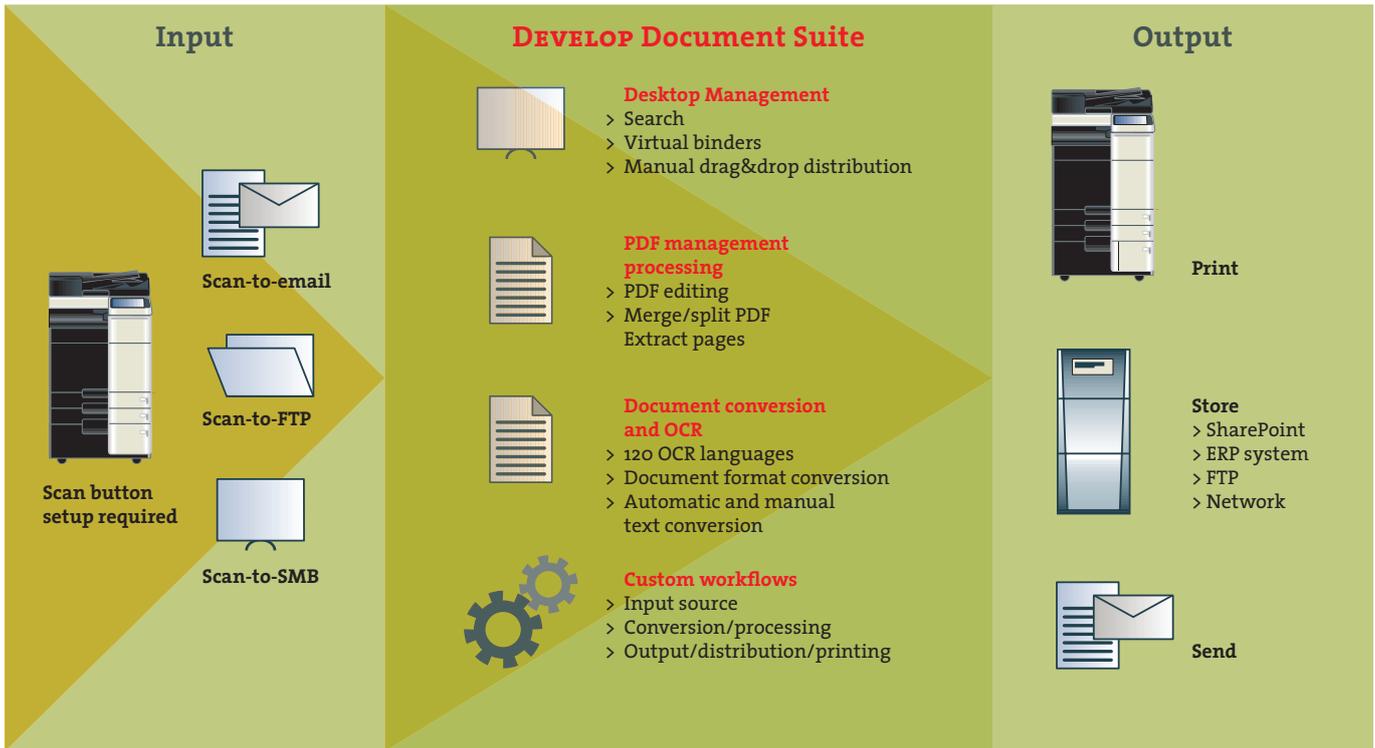
Thumbnail view for desktop documents, searching and indexing, merging and splitting of documents and pages

#### **OmniPage 17 Professional for custom scan workflows**

Custom scan workflows: automatic/manual document format and character recognition and conversion

#### **PDF Converter 7 Enterprise for full control of PDF files**

Professionally convert, edit and assemble PDF files and contents



### > Customised document workflows

DEVELOP Document Suite enables users to define their own document workflow so a document can be scanned, converted to a different file format and sent in processed form to a chosen destination – all from the user's desktop PC.

### > How you benefit

- Personalised menu at the ineo multifunctional device for every user
- One-button document filing, conversion and processing
- Menu can be changed at any time without IT support

### > Document distribution

DEVELOP Document Suite give users the choice of scanning and routing content to e-mail, SMB, FTP or WebDAV destinations – straight from the operating panel of the ineo multifunctional device.

### > How you benefit

- Documents and content can be processed and sent to the right destination straight from the multifunctional device
- No need for documents to be opened and additionally processed at a PC
- Single-step routing solution

### > Integration with Microsoft SharePoint

The DEVELOP Document Suite is seamlessly compatible with Microsoft SharePoint.

### > How you benefit

- Users simply drag and drop documents to the Microsoft SharePoint link in the DEVELOP Document Suite toolbar on their PC screen
- Documents scanned to OmniPage Workflow are directly checked into specified document libraries

### > PDF management / processing

The DEVELOP Document Suite provides a smart desktop document management tool that helps to view, merge, compose, annotate and secure different file formats and PDF documents. Users can add comments or text, highlight sections and edit confidential information. Another smart toolset is available for creating form sheets for any business use. Moreover, text fields, tick boxes, radio buttons and drop-down lists can be added to documents to facilitate collaboration on documents.

### > How you benefit

- PDF editing, merging and splitting on desktop/laptop PCs
- Paper documents can be merged with e-mails, faxes and Microsoft Office files, and pages re-arranged by drag and drop
- Individual documents can be easily combined into project documentation, unnecessary pages removed or selected pages extracted
- Document access can be permitted in increments with users restricted to printing, editing documents, extracting pages, etc.

### Why this software makes sense for your business

- Once implemented, customised for every user
- Once running, zero IT involvement and less stress on IT resources
- Fast distribution of documents to every user's desktop
- Connectivity to enterprise platforms established just once by each user
- Creation of professional-looking PPTs or other files from PDF originals
- Documents assembled with ease in any required office format
- Time saved through automatic conversion of documents to MS Office formats rather than retyping and recreating content

Please contact your dealer for further information.

#### Your DEVELOP Partner:

# DEVELOP Document Suite

#### SYSTEM REQUIREMENTS

##### Operating systems

Windows XP SP3 (32) Windows Vista SP2 (32/64)  
Windows 7 (32/64)

##### Memory

Min. 512 MB

##### Hard disk space

2 GB

##### CPU

Intel Pentium III or higher, Dual Core or Quad Core

##### Network

Microsoft .NET Framework 3.5; Internet connection

##### Web browser

Internet Explorer 7 or higher

##### Supported languages

Brazilian-Portuguese, English, French, German, Italian, Spanish

##### Supported scanners

All scanners running with WIA, TWAIN or ISIS drivers

#### RECOMMENDED REQUIREMENTS

##### Software

Microsoft Office SharePoint Services 2007  
Microsoft SharePoint Services 3.0  
Microsoft Office SharePoint Server 2010  
Microsoft SharePoint Foundation 2010  
GhostScript and OpenOffice.org 3.0 installed on the SharePoint server

##### Sound card

for reading text aloud

##### Monitor

1,024 x 768 pixels with 16-bit colour or greater video card for optimal resolution

##### Output format

to save or load .DOCX, .XLSX, .PPTX and .XPS files,  
Microsoft Office 2007/2010 is required

The support and availability of the listed specifications and functionalities varies depending on operating systems, applications and network protocols as well as network and system configurations.

All technical data correspond to knowledge available at the time of going to print. Konica Minolta reserves the right to make technical alterations.

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