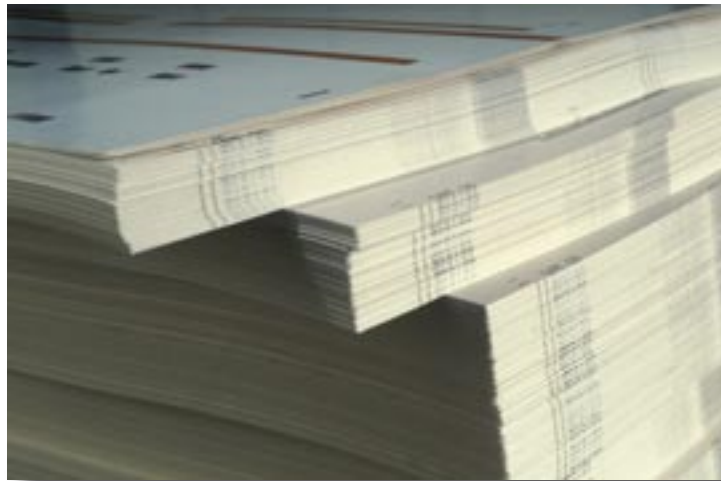




Docs



The Workflow Management Software for Print-on-Demand

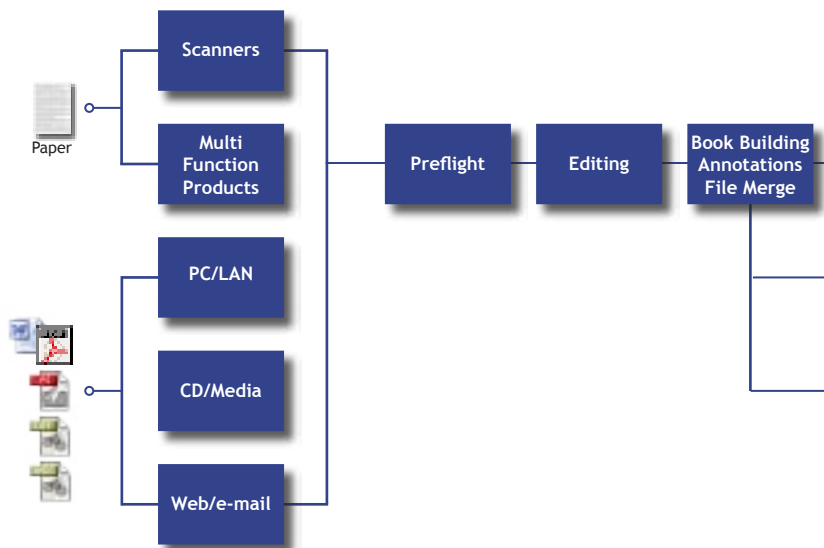
High quality documents drive business

Just as enterprises use to spend time optimizing and managing many elements of their IT infrastructure (security, connectivity, applications, storage, servers, etc.), they have also begun to pay similar attention to their printing environment. As organizational processes get streamlined, today's enterprises realize that documents do much more than just communicate and inform. Documents often form the foundation of the communications strategies of many organizations: better information flow and document communication enhance business productivity, practice and knowledge. High-quality documents, from invoices to user manuals, can actually drive business and generate revenue. Targeted marketing programs rely on brochures and other documentation created for specific audiences, and other customized documents help build customer satisfaction and loyalty.



The evolution of printing

In parallel, technology is changing printing needs, and the document creation and production process is undergoing an evolution in every printing environment: from small offices to enterprise print rooms and graphic arts production providers. The Internet and e-mail now make it easier to transmit information electronically. It is often difficult to predict what will be printed, because the Web and the increasing power of desktop systems and applications have heightened the need for printers that can handle more sophisticated content. Print Rooms are becoming information production centers: End Users are not satisfied anymore with just "copies": they require comprehensive document services, solutions to translate the huge volume of paper into organic flows of information accessible digitally, archive and retrieve jobs, and finally print on demand, quickly and with excellent quality, high value documents.



The Solution

A key asset in producing documents that drive business is a document production solution that allows print managers to take contents from multiple sources, assemble documents, and deliver those documents over a variety of print devices, on a network, on the web or offline media. Effective enterprise-level output systems must be capable of receiving documents, then channelling the information to multiple output devices, such as printing and production devices, as well as archiving systems, the Internet, or other local and remote servers. This needs to be accomplished without reprogramming or interruptions in the workflow. Docs can just handle these complex demands, contributing to save companies time and money, along with a number of other important benefits. Docs creates effective documents that can be delivered in a number of ways. Companies that choose Docs for document production can get to market faster, with lower costs, and improve their competitive advantage.





Workflow of the future

PDF-based Workflows

A designer creates a document in a page layout program, then saves it directly to PDF. The designer specifies post-press options in a job ticket and then transfers the PDF file and job ticket to the print shop. When the job arrives at the print shop, the print workflow manager reads the job ticket and redirects it for processing based on output requirements, priority, and so on. The file is routed to the Docs station, the prepress operator views the PDF file, apply annotations, or page numbers, and/or merge multiple files into a new one.

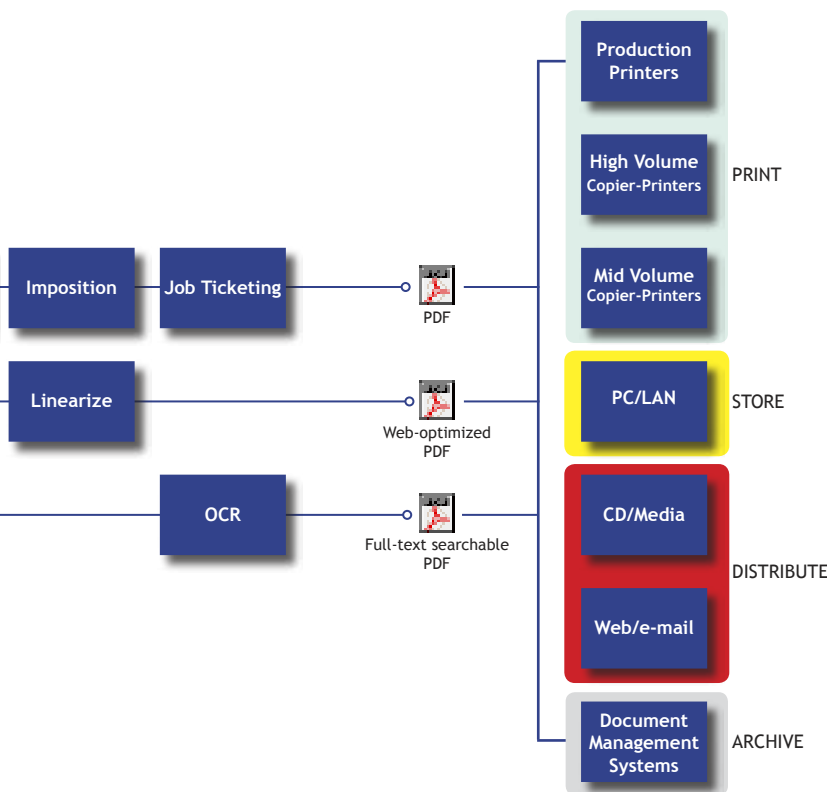
Next, the PDF file is imposed for final output, and a signature is previewed before submitting it to the printer. Finally, finishing options are specified for the job before final output.

Paper-based Workflows

A hard copy master arrives at the print room, to be reproduced. Attached is also the job ticket, with the requests by the sender. The print workflow manager routes the task to the capture Docs station, where the operator scans the paper originals, views the pages, reorder them. The digital file can now be edited to make it ready for printing: border removal, page shifts, dot removal, deskew, despeckle, crop, etc. Next, the fully enhanced file is imposed (either in native TIFF format, or in PDF after TIFF2PDF conversion) for final output, and a signature is previewed before submitting it to the printer. Same as above, finishing options are specified for printing. Optionally, the output document can me also parsed through OCR, to make it full-text searchable. The output digital file is finally available as a PDF over the network, via web, or on a media.

Mixed (PDF and Paper) Workflows

Print room receives documents from multiple sources, some documents on paper, some as digital files. The material is harmonized with Docs: digital files are converted to PDF, and paper documents are scanned. After this preliminary tasks, the operator merges all the files (PDF, TIFF, JPEG) into a new one, applies annotations, page numbers, optimize the file for fast web view, attach files, etc. Next, the PDF file is imposed for final output, and a signature is previewed before submitting it to the printer. Finally, finishing options are specified for the job before final output. The newly built digital file can be made available as a PDF over the network or via web.





Anywhere - Any Time - Any Format

In these professional Print Room environments, jobs can arrive from anywhere, at any time, in any format. There is minimum or no control at all on job arrival from the Customers. Jobs can get to the Print Room over a Local Area Network, or stored on digital media (CD, floppy disc, zip), or submitted via Internet or Intranet, or delivered as hard copy original; or finally through any combination of the above. Document formats, sizes, urgency, finishing requirements, are all unpredictable elements that Print Rooms must manage dynamically and effectively, in order to provide their Customers with the highest flexibility and responsiveness, and to add value to the incoming documents.

Ease-of-Use

Born upon the direct experience in Print Rooms, Docs is the easiest-to-use front-end to optimize all the tasks of document production, offering to Print Room Managers all the power needed to organize and streamline the document workflow. Leveraging the best in class graphical user interface, Docs can integrate multiple input and output devices, providing unbeatable workflow consistency and easy of use. That means optimizing time, reducing costs, facilitating the control of production, shortening the learning curve of operators.



Ideal companion for any print devices

- Production printers (110+ ppm)
- High Volume Copier-Printers (90-105 ppm)
- Low High Volume Copier-Printers (65-85 ppm)
- MFPs (Multi Function Products)
Mid Volume Copier-Printers (45-65 ppm)
- Black&White
- Color
- UCPs (Universal Copier-Printers)
Black&White plus Color devices

Target Users

- Professional Printers
- In House CRD's
- Print for Pay
- Quick Print
- Print Shops
- Copy Shops
- Service Bureaus
- Facilities Management
Agencies

Manufacturing

Manufactured products cannot be delivered without user manuals and product literature. Docs makes easier and cost-effective printing and distributing in digital format the documents related to core production:

- User Manuals
- Installation Guides
- Technical Guides
- Internal training material
- Customer training material
- Product Documentation
- Sales Guides
- Marketing Literature
- ...



Education/Training

Documents are the cornerstones of education activities. In paper or digital form, delivered as books or as course material over the web, Docs help producing:

- Student notebooks or workbooks
- Handouts of presentation materials
- Teacher's guides - Researchers Publications
- Course evaluation forms
- Academic Programs - Course Calendars
- Admission Documents
- Financial Aid Documentation Kits
- Welcome Packs
- Newsletters
- Marketing Literature
- ...



Public Administration

Moving from "analogue" photocopying to "digital" scan-to-print workflows may facilitate reprints and contribute to progressively create a centralized repository of legacy documents in digital format:

- Forms
- Leaflets
- Reports
- Tax documents
- Handouts of presentation materials
- Committee Meetings paperwork
- Policy Statements
- Newsletters
- Internal Training Material
- ...



Graphic Arts/Digital Printers

Professional printers need powerful, versatile technologies to meet the variety of Customer's requests with highest quality and responsiveness. With Docs they can achieve their goal for the production of

- Product documentation
- User Guides
- Technical Guides
- Warranty Cards
- Short-run books
- Training material
- Newsletters
- Marketing Literature
- ...

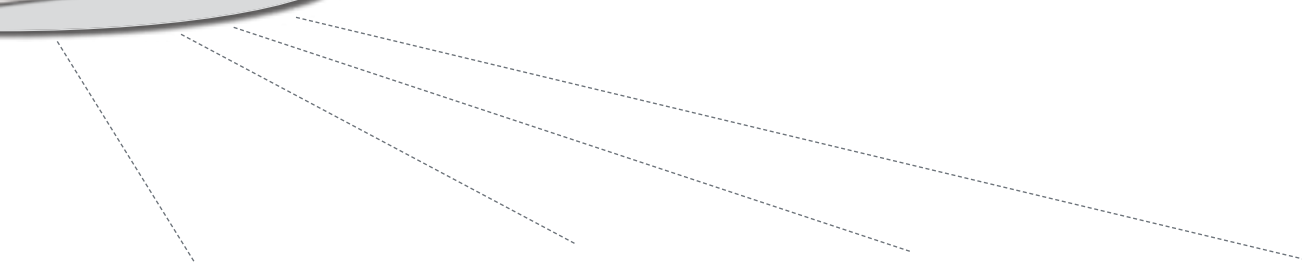


SUITED FOR A

Docs redefines the printing and imaging standard into a fully optimized printing system that addresses the broad range of new requirements in the increasingly complex printing environments of today's enterprises. Document creators draw on a wide variety of sources, including the web, and more and more rely on color to convey their messages. Users, from the enterprise to high-volume printing to graphics arts, receive increasing reliability and predictability from their printing systems.

Docs, the streamlined workflow based on channel-independent PDF files, reliably and quickly produces exactly the output you want, regardless of the device used for printing. And PDF are the ideal digital masters also for document distribution, prepress reviews, late-stage editing, preflighting, imposition, and archiving.

Docs brings enhanced performance and a streamlined workflow to print-on-demand, production monochrome, and short-run color printing systems. It is built for superior performance today and increasingly improved performance over time, addressing the need to drive ever-faster marking engines for production printing. Based on PDF and TIFF native formats, Docs technology enables application- and device-independent production setup and processing. PDF and TIFF files that are either sent to production from the creator/publisher or generated inside the Docs architecture can be viewed, archived, and edited. With Docs, print room managers can easily produce accurate job layouts and digital templates ready for imposition. They can export cutting, folding, and binding data directly to the finishing devices. And they can save every job so that future projects can be delivered even more quickly. Not only does Docs accelerate production, but the improved accuracy and efficiency can have a real impact on profitability.



HealthCare

Through Docs, healthcare organizations can streamline and automate daily print processes. The result is enhanced productivity, safety and quality.

- Forms
- Letters - Memos - Reports
- Directories - Procedures
- Manuals - Medical booklets
- Regulatory compliance documents
- Newsletters - Bulletins
- Patient-specific materials
- Billing statements
- Payroll
- Course materials - Training handbooks
- ...



Finance

The key to success in financial markets is improving the efficiency and effectiveness of business documents and associated print processes. Docs contributes to deliver significant value to the companies and to their customers through

- Monthly, quarterly, annual statements
- Prospectuses and Reports
- SEC Filings and Forms
- Policies - Newsletters - Business Forms
- Corporate Directories
- Marketing Brochures
- Fund Fact Sheet booklets
- Sales booklets (e.g. to brokers)
- ...



Telecom/Utilities

Telecoms companies and utilities do not have only transactional needs for billing. They also require print on-demand documents to inform customers and sales and technical about new products and services. Docs offers rapid response to achieve better customer satisfaction and staff effectiveness:

- Products and Services documentation
- Training material
- Prospectuses
- Newsletters
- Reports
- Marketing Literature
- Sales booklets
- ...



Business Services

Quality of documentation and speed of output is absolutely essential for service agencies to reflect the quality and the core services they offer. Total flexibility is must, and workflow software Docs is must to produce:

- Service documentation
- Reports
- Prospectuses
- White Papers, Market Studies
- Forms
- Presentations material
- Newsletters
- Marketing Brochures
- ...



ALL MARKETS

Meeting the needs of our Customers

What do Customers demand from a print solution? What kinds of documents are they printing? How are the print assets used? How can a printing system best meet their needs?

Corporations and enterprises

Enterprise users range from individual office users with expensive inkjet printers, through workgroups using more advanced networked laser printers and multifunction products, to in-house corporate print shops which use high-volume printers and digital copier-printers. Corporations require ease of use, fast training, high performance. They also consider assistance, support, and continuous software development as key criteria in making their choices.

Digital printers and graphic arts

These groups demand the most from print workflow software. These users need a productive and reliable front-end system, the ability to print monochrome short runs, as well as the capability to output graphics and high-quality color. Users look for outstanding performance, efficient printing workflow, compatibility with existing systems, and high-quality output.

Productivity to operations of all sizes

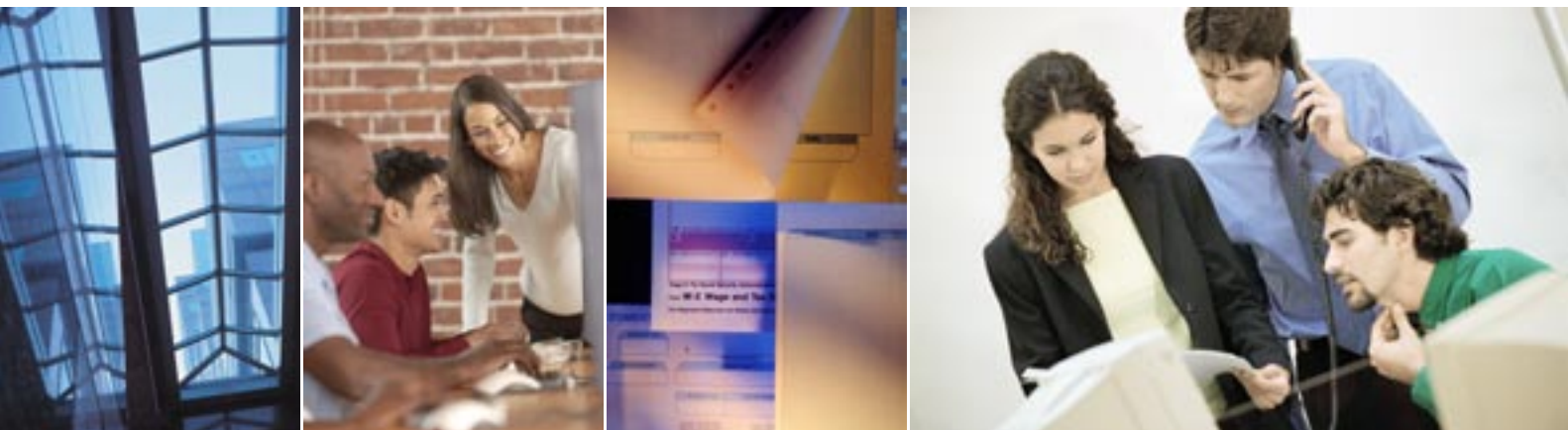
In either types of environments, the biggest issues facing print managers are predictability, reliability, and consistency of workflow. Most documents are delivered to print rooms today in the authoring application format.

Docs includes the features necessary for print files to work seamlessly in production printing for monochrome and color workflows. Regardless of where the document files comes from, once the print options are specified, they are output back into the print stream at print time.

Organizations of all types and sizes are turning to workflow management solutions like Docs for their document output. By focusing on real-world users, Ad Hoc Docs has tailored its printing solutions to meet their needs. Users in every group recognize the value of Ad Hoc's printing solutions.

Thanks to Docs' modular architecture, operations can start with the basics and add capabilities as needed without requiring the use of different vendors for each capability or investing in more than is needed. Scalable Docs provides an entry-level system that can run in any kind of configuration.

- **“All-in-one”**: central point of control with all functions to track and manage all output and jobs getting to the print room
- **Viewing, printing and reprinting of jobs**
- **Highly flexible framework that integrates with all types of formatting and data processing operations**
- **Integrating standards**
Docs technology supports PDF, TIFF, and PostScript language files and workflows
- **Compatibility with all major formats across workflows for seamless operation**
- **Controlled multi-channel distribution in any printable or readable format to appropriate devices**
- **Scalability**
Adding more computers or processors to the system increases overall system capability, so that a device based on Adobe PostScript Extreme technology can be designed to meet customers' price/performance requirements
- **Secure, stable investment designed for scalability and flexibility to meet future growth and change**
- **No major application change to implement at user site, with physical implementation in just a few days**
- **Customization capabilities to allow user to modify and enhance the system**

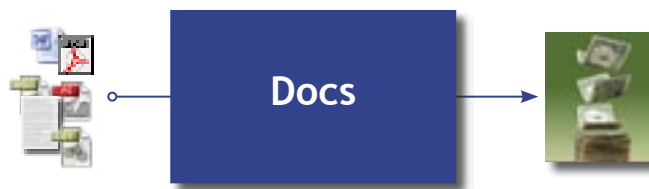




Return on Investment

With the business environment becoming highly competitive, enterprises are looking at managing their resources in a better way as to get the maximum output. In most of the organizations, print devices are the most shared resource. If the whole process of printing is organized, companies can save a lot of money, both in terms of operating cost and in terms of the inventory cost, and time. Digital printing is the cost-effective technology that can be used to maximize corporate profitability. Effective use of Print-on-Demand contributes to enterprise profitability in many ways, including many that transcend the obvious and quantifiable ROI factors.

Docs offers quick return on investment with excellent price/value ratio, and with benefits that can be realized by any business type and size, within every industry, and during any economic cycle.



TIME SAVINGS

- Amazingly easy to use, minimizes training needs and shortens learning curve of operators
- Userfriendliness also cuts labor time in daily printing activities
- Easy to maintain and upgrade
- Template generation and repurposing capabilities: print room managers can easily create custom settings for repetitive tasks, as well as they can quickly re-purpose existing jobs. This allows them to amortize fixed labor costs over more jobs

MONEY SAVINGS

- Fully modular and scalable architecture, to protect your investments
- Non proprietary: fully compliant to any industry standard formats
- Reduces waste: thanks to preflight capabilities, and to icon-driven job ticketing, unusable, wrong sets are destined to disappear
- Reduces warehouse requirements: Docs reduces warehouse inventory and remainders

MORE BUSINESS BENEFITS

- Time to market: Docs accelerates time-to-market for new jobs and reprints by rapidly producing prepublication review and sample copies, and incorporating last minute changes as required
- New revenue: professional printers can capture new revenue from existing and new Customers, offering additional print-related services: Paper-to-Digital conversions with full-text searchable documents, document assembly, web delivery, archiving

Application Samples

Docs is a workflow solution for digital prepress and printing production, offering control of the entire process:

- Hard Copy Scanning
- Acquisition of Print Ready File from any media, network devices, LAN, Intranet, Internet
- Document Preview
- Format conversions
- Image Editing - Document Editing and Enhancement
- Imposition of PDF, TIFF, JPEG files
- Book Building
- Electronic Archive and Retrieval
- OCR
- Mail Merge
- Job Assembly
- Job Ticketing
- Job Ticket Automation
- Save and retrieve Jobs
- Multiple Engine Load Balancing
- Tab Creation
- Print submission

Docs Product Family

Platform
Scan Manager
File Manager
View
PDF Viewer
Editing
Imposition
Book Builder
TAB Creator
OCR
Mail Merge
Database Manager
Archive
Retrieval
Custom Printers
Job Ticket Automation
TIFF Creation
PDF Creation

Complementary Products

OCR2PDF
PDFlow
Docstation

Supported Printers

- Any printers with Microsoft Windows drivers
- Custom Print interfaces for production printers

Supported Scanners

- Any Twain scanner with Microsoft Windows driver

System Requirements

- Windows 2000, XP Professional
- PC Pentium IV - 3 GHz or higher
- 512 MB RAM minimum (1 GB or higher recommended)
- SuperVGA card, min 1024x768 - 24 bit
- USB or PARALLEL port available
- CD-ROM drive (for installation)
- 400 MB of hard disk space available

Available Languages

- English
- French
- German
- Italian
- Spanish



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