

PageScope Workware Specifications

Main Specifications of PageScope Workware

Data registration:	Documents produced on PC, image files created on PC, scanner input
Display:	Folder Tree View, Icons View, Thumbnails View, List View, Details View, Card View
Search (with advanced search function):	Filename, title, sub-title, author, keyword, date, bookmark, full text
Scanned document transfer:	Scan to FTP, TWAIN, Scan to E-mail (POP)
File operation:	Copy, move, delete, next page, grouping by binder, actual merge
Page editing:	Page order change, page rotation, grouping, separation, blank page insertion
Image conversion:	PDF (Adobe), Compact PDF (original), JPEG, JPEG2000 (J2K), BMP, PSD, PCT, TIFF, PNG, RTF
Image correction/processing:	Background removal, halftone removal, bleed through removal, skew adjustment, automatic enhancement of document image, automatic enhancement of photo image, preset enhancement of photo image, image enhancement (brightness, contrast, gamma, vividness, colour balance), sharpness adjustment, resolution change, image size change, negative/positive inverting, mirror imaging, embossing, trimming, rotation
Printing:	Batch output, thumbnail output
Others:	OCR function, document page output (BMP), text output

System Requirements

OS:	Windows® 2000 Professional (SP2), Windows® XP Home Edition, Windows® XP Professional
RAM:	Windows® 2000 Professional: 128 MB (192 MB or more recommended) Windows® XP Home Edition / Windows® XP Professional: 192 MB (256 MB or more recommended)
CPU:	Pentium® III 1 GHz or faster recommended
Web browser:	Internet Explorer 5.0.1 or newer
Hard disk:	800 MB of available space or more
Display resolution:	1,024 x 768 pixels, or more, High Colour (16 bits) recommended
Network:	TCP/IP
Required application:	Adobe® Acrobat® 5.0.5/6.0/7.0

* Adobe® Acrobat® must be installed before installation of PageScope Workware.

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ABBYY™ FineReader™ 6.0 Engine ABBYY Software Ltd. 2002.
ABBYY FineReader - the keenest eye in OCR



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Document solutions for today's e-offices

Meet PageScope Workware, the document management software from Konica Minolta that gives you full, integrated control of your business documents in PDF format. PageScope Workware manages virtually all types of data, including scanned documents, data created with applications, and Web content, in PDF format for easy editing, processing and searching. It also lets you output and distribute your documents with unprecedented ease.

Together with the network scanning functions of a Konica Minolta multifunctional peripheral, PageScope Workware can automate your entire document flow — automatically importing scanned data, providing quick searches and easy editing, and then automatically outputting the result in whatever form you want.

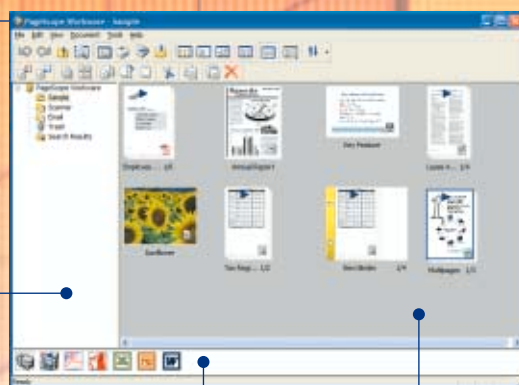
PageScope Workware will convert all of the information assets in your office into the electronic data that today's e-offices demand.

Main Window

The main window, which appears when PageScope Workware is first opened, consists of the file area, folder area, and launcher. It has an intuitive interface, resembling the screen configuration of Windows Explorer.

Folder Area

This is the area where you control the PageScope Workware documents and database. Folders and files can be freely created, deleted, and moved, and their names can be changed. Shared folders can also be created or added.



Launcher

The icons that have been registered with the settings dialog box are displayed here. Their functions can be easily used by simply dragging and dropping the desired document onto the icon.

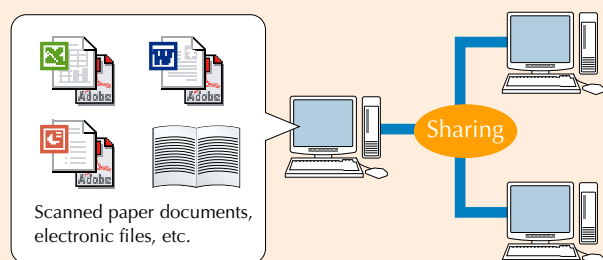
File Area

The file area shows the contents of the selected folder. In addition to the usual icon and list display, files can be shown in thumbnail form for a visual check, in detailed form with dates and other information, or in card form for easy confirmation of text data.

PageScope Workware Benefits

- Manage Word and Excel data easily by combining both into a single PDF file.
- Handle scanned paper documents and electronic documents together in the file area.
- Enjoy free and easy use — at both individual and network levels.
- Manage valuable stored paper-based data and new documents together.
- Easily retrieve documents from a vast amount of data.
- Eliminate the need to save documents in paper form, saving both space and resources.

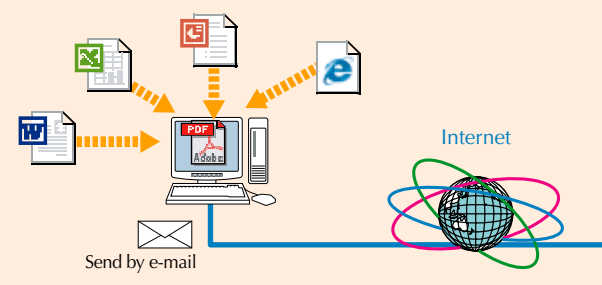
Integrated Control with PageScope Workware



PDF Benefits

- Using the bundled Adobe Acrobat, anybody can easily view, edit, create, and print PDF files.
- PDF files can be displayed immediately, regardless of the platform, software, or version.
- PDF files can be printed correctly on any printer.
- PDF is a standard ISO format for digital transmission.
- Often, electronic signatures are as valid as handwritten signatures or official seals. The ability to insert multiple electronic signatures allows them to be used as approval signatures in your workflow.

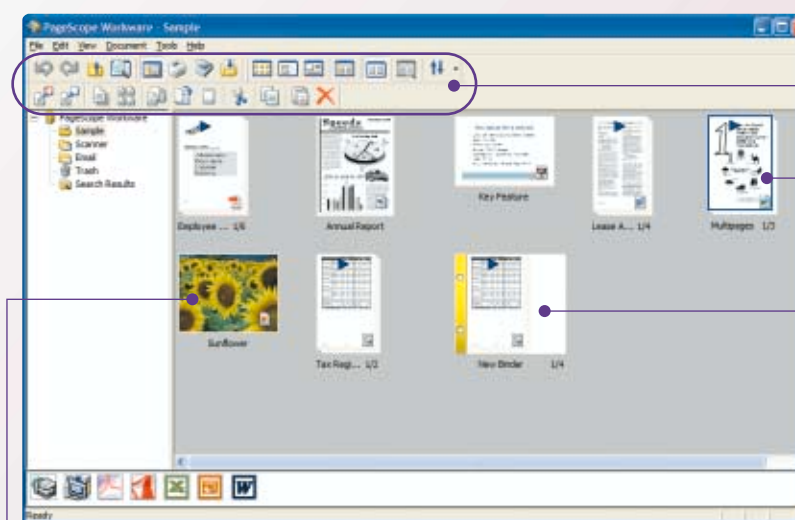
Unify Active Documents in the PDF Format



Document Handling

PDF Conversion, Registration and Management of Application and Image Files

Main Window



Toolbar

By simply clicking the toolbar buttons, you can change the file view and network link, conduct searches, and group, separate, or rotate images to reconstruct the page.

File View

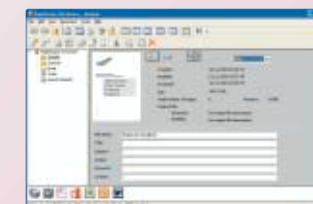
Icons show the file format of original documents before PDF conversion/registration. You can also display and edit original documents. The number of pages is indicated for easy document editing and production.

Binder View

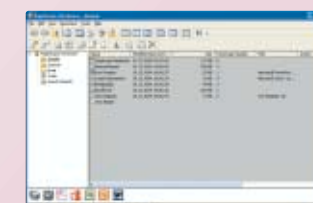
This function lets you bind documents virtually, without actually merging PDF files. Binding can be done easily by creating a new binder and dragging and dropping the files to be edited. You can also merge documents with portrait and landscape orientations. The display colour of each bound document can be changed.

View all your documents at a glance with Thumbnails View

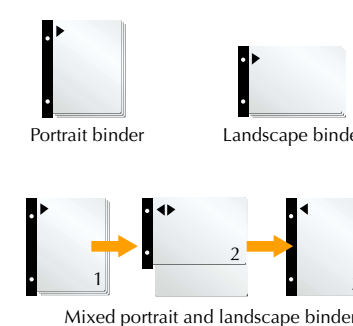
PageScope Workware can display thumbnail images so you can recognise the contents of registered documents at a glance. The Thumbnails View lets you see the document's composite elements, such as the positions of text and diagrams as well as images in image files. Furthermore, a thumbnail image is produced for each page, and the display size can be selected from three types. The display view can also be switched to any of the five options including Details View and Card View.



Card View for easy confirmation of text information

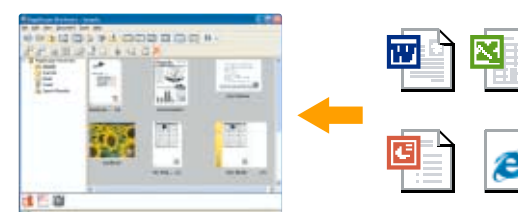


Details View is useful for document rearrangement



Easily register document files by drag-and-drop operation

Document files created using applications such as Word, Excel and PowerPoint can be converted to PDF files and registered in PageScope Workware by simply dragging and dropping them into a document folder.

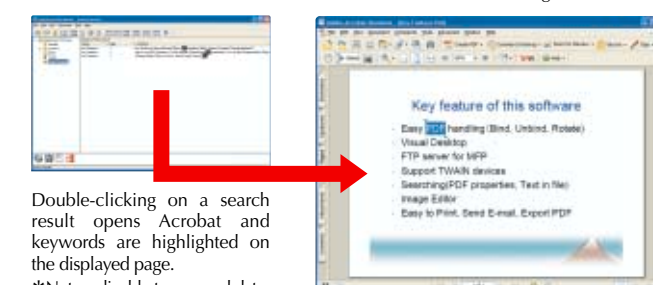


Easier management and use of existing PDF files

PDF files stored in a specified folder can be registered collectively without changing the folder hierarchy. This is especially handy when you are already using PDF files for business purposes.

Easy searches and quick displaying of registered documents

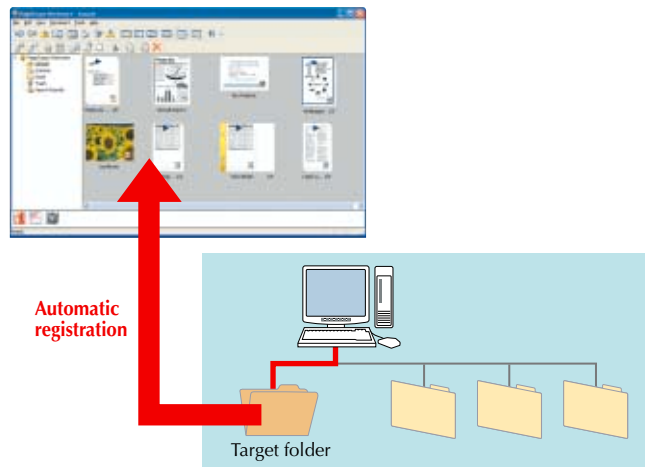
PageScope Workware can search for registered documents based on text and bookmarks in PDF files in addition to the use of keywords, such as the file name, date of update and title, in a single operation. It also offers advanced searches using multiple keywords and the AND/OR operative.



Double-clicking on a search result opens Acrobat and keywords are highlighted on the displayed page.
*Not applicable to scanned data.

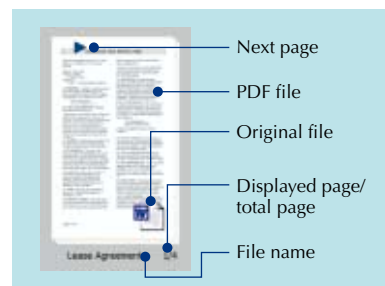
Automatic registration of scanned images and files in a target folder with a folder monitoring function

PageScope Workware monitors a target folder in set intervals. When it detects newly saved data, it converts the data to PDF and automatically registers it in a destination folder.



Smooth document handling thanks to secure updating of original documents

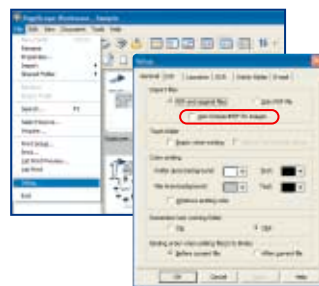
When a large number of corrections are made on multiple document pages, the original document must be edited. PageScope Workware displays the original document and allows editing.



The PDF file of an edited document can also be updated. Since PageScope Workware manages original documents and PDF files as pairs, their consistency is always maintained for reliable, trouble-free document use.

Storage of image files in Compact PDF format

When image files are converted to PDF, they are saved in the Compact PDF format. PageScope Workware distinguishes between text, photo and graphic areas, then applies the most suitable compression ratio to each area. Since this compresses data effectively, file sizes are reduced to 1/3 to 1/5 to minimize the data stored on the hard disk.

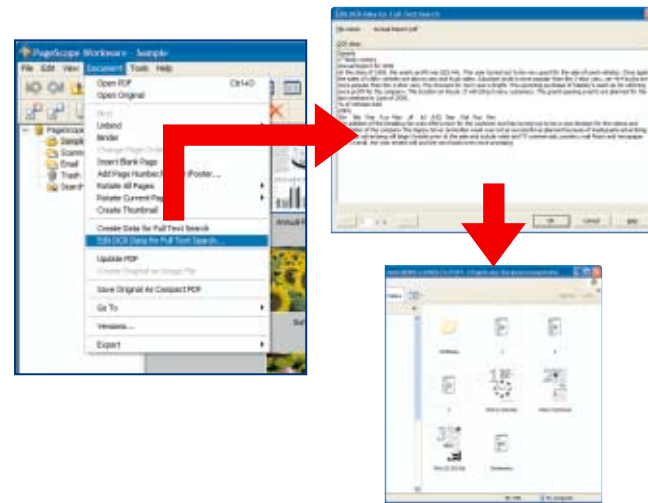


Efficient sharing of documents through the network

In addition to being a personal document management tool, PageScope Workware functions as a workgroup's shared document database by using the Windows file sharing function. It promotes effective sharing and browsing of information such as business plans and estimates.

Built-in OCR function extracts text data from scanned data

Text data extracted by the OCR function is saved in separate files, and can be used in full-text searches. When this function is used together with the launcher, RTF files can be output simultaneously for easy use of data.



Output pages in multiple formats to meet all your needs

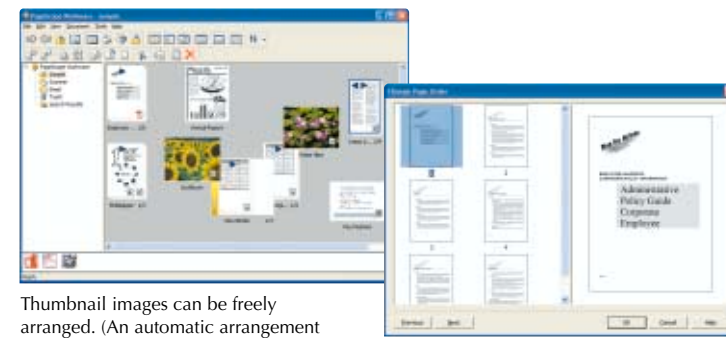
PageScope Workware can output a specified page in a registered document as a BMP image file. It can also output text data in a registered document in a text file. Text data in a registered document can be copied to a clipboard and pasted into proposal documents, business plans and other documents. PageScope Workware's output function can produce files of individual pages and also multiple pages. And, it can output a list of document information in CSV format.

Linked applications for maximum use of information assets

PDF files of documents registered in PageScope Workware can be directly registered in or transferred to another document management or information sharing application. This enables smooth and efficient utilisation of documents as information assets.

Editing Document Files Makes Document Management Easier

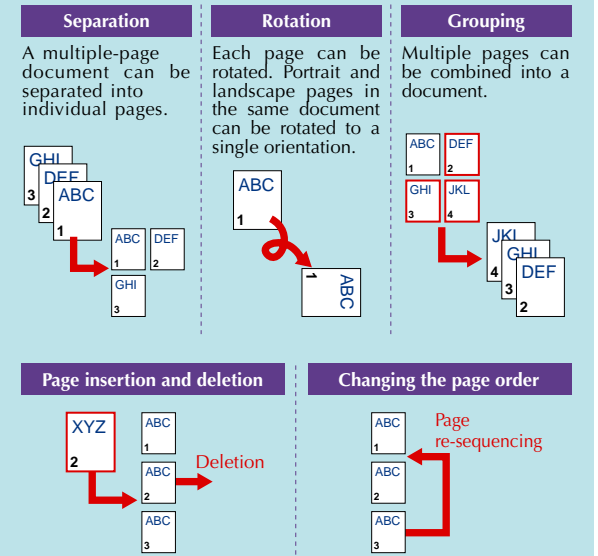
Registered documents produced with different applications and data scanned from paper documents can be edited on the Main Window, instead of using a separate pallet. You can reconstruct PDF files by dividing a document into separate pages, then inserting and rearranging the pages, while viewing previews on the display. A newly created PDF file can then be registered and saved, and given page numbers. Since documents can be merged on a PC, they become easier to manage and their scope of use expands.



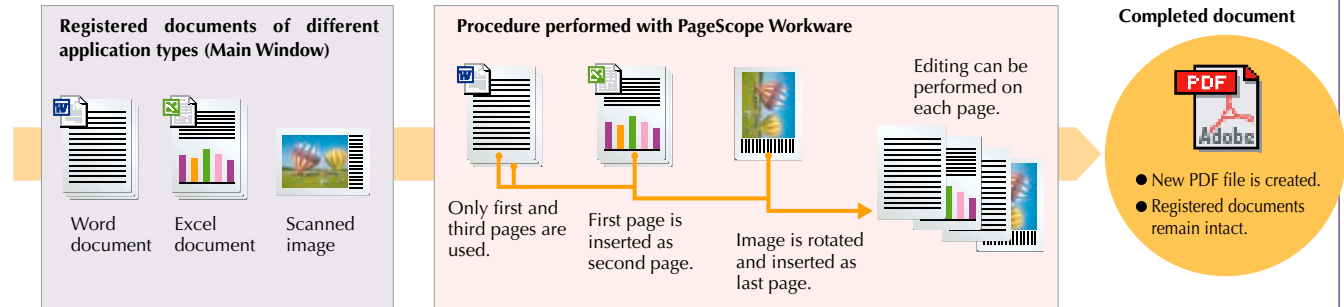
Thumbnail images can be freely arranged. (An automatic arrangement function is available.)

Easy document reconstruction while checking previews

Diverse editing functions include grouping, separation, rotation and duplication



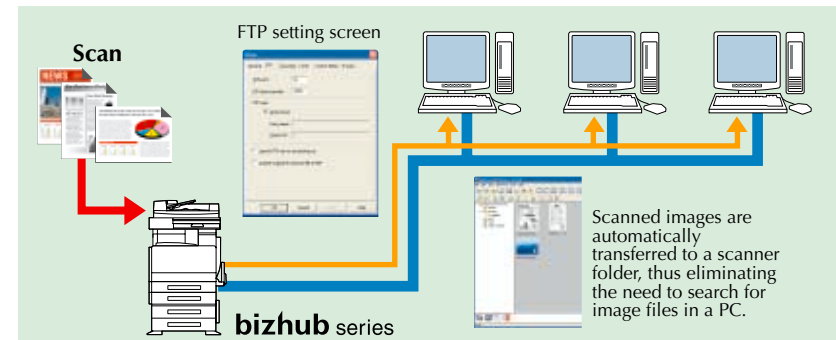
Example of multiple-document editing



More Efficient Document Handling — From Input to Output

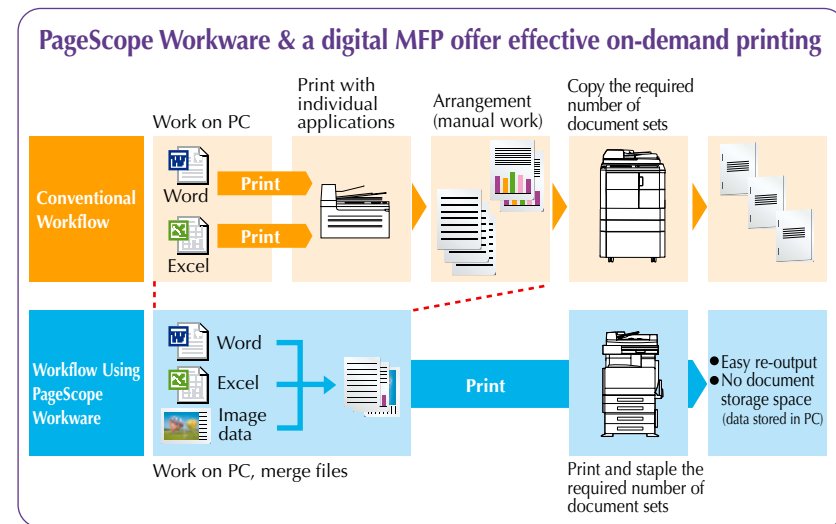
When linked with the bizhub series, PageScope Workware greatly simplifies document input and output

Paper documents require a variety of procedures and generate expenses on a daily basis, such as storage, transportation, and filing. The combination of a Konica Minolta digital MFP (multifunctional peripheral) bizhub series and PageScope Workware lets you perform these procedures efficiently and quickly. You can build a document handling system that is easy for anybody to use – from input to output.



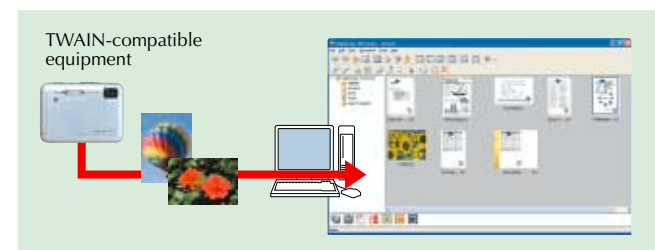
Batch printing is quick and easy Less manual work means lower costs

By utilising the wide range of finishing functions offered by a digital MFP, PageScope Workware can output business plans and manuals in virtually any style. It eliminates the cumbersome processes of printing and binding, and dramatically boosts office productivity.



Direct transfer of data from TWAIN-compatible equipment such as a scanner or digital camera

PageScope Workware can use the TWAIN driver installed on a client PC to directly transfer document data from connected equipment such as a scanner.



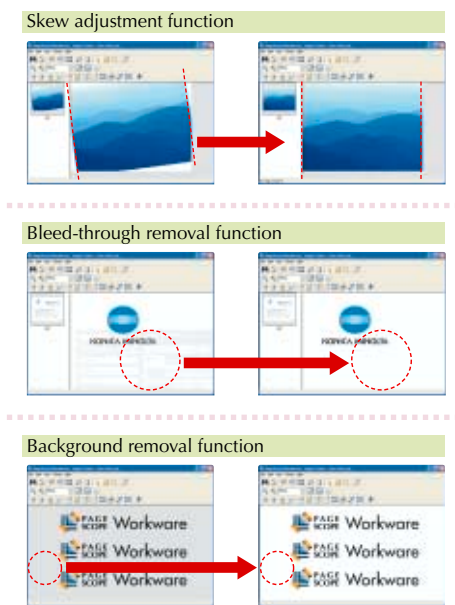
Automatic transfer of scanned data to PC without a dedicated server

Files of images scanned by a digital MFP are automatically transmitted so that data can be received directly by a desktop PC without using a dedicated server. As electronic data is quickly replacing paper documents in today's business activities, PageScope Workware promotes the effective and efficient utilisation of paper documents and helps to reduce TCO (total cost of ownership).

* Consult a Konica Minolta sales representative regarding compatible models.

Correction of scanned document images for easy viewing

Scanned images may be skewed when displayed on-screen or the image on the rear side of the paper may be visible in the scanned image, depending on the scanning condition and type of original paper. To make these kinds of scanned images easier to view, PageScope Workware has a wealth of image correction functions.



Automatic enhancement of transferred images

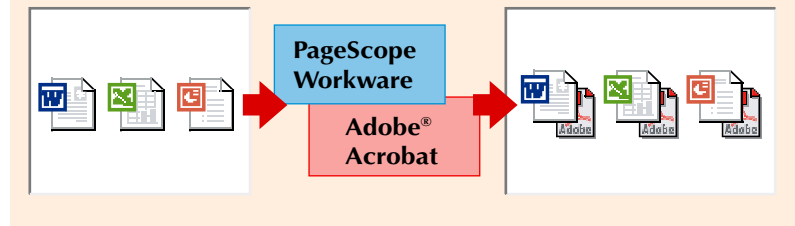
Full-colour images captured by digital cameras sometimes suffer from image degradation due to factors such as colour bleeding and insufficient contrast. PageScope Workware automatically judges the image conditions and applies the most suitable corrections. You can also specify the correction functions that you deem necessary and apply manual image processing as desired.



Efficient Document Workflow Based on Industry-Standard Adobe® PDF

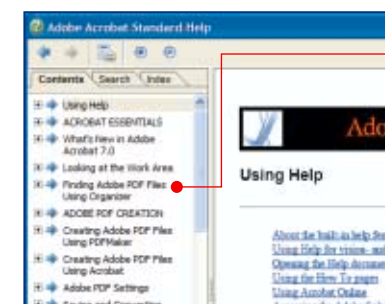
PageScope Workware works in conjunction with bundled Adobe® Acrobat® 7.0 Standard. Adobe® PDF files are used widely in Websites as well as in the financial industry, public corporations, government organisations, and others. PDF files can be opened and printed by Adobe® Reader®, which is distributed free of charge. There are no incompatibility problems among different versions or any foreseeable operating risk.

Effective paired management



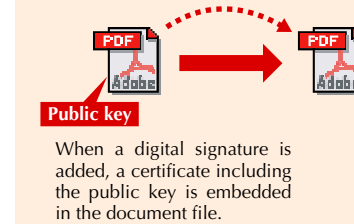
"Security function" and "digital signature function" offer advanced document sharing and management

Adobe Acrobat uses RC4 encryption technology and offers top-level 128-bit key security in order to assure the confidentiality of documents. You can also define and set detailed access restrictions. For example, you can permit only authorised people to view PDF files and print them in low resolution, or you can determine whether the document will accept the input of comments and other information. The digital signature function lets you add the approval stamps of various departments to a document. It also lets you store and manage electronic data as originals, thus significantly reducing the time required for circulating documents.



Bookmark function
Bookmarks, such as chapter titles, can be added. A desired page can be displayed with a simple click.

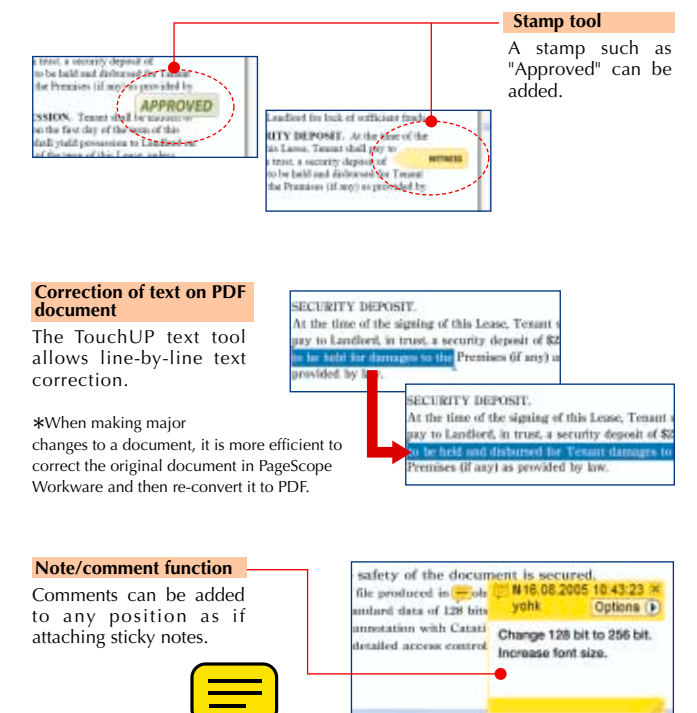
Digital signature function (public key)



(1) The authenticated public key and the public key code embedded in the PDF file are compared.
(2) If the information matches, the signature of the sender is registered in the address book. (Authentication)

Optimal use of Adobe Acrobat's powerful features, such as the bookmark and comment functions

When a registered document is opened, Adobe Acrobat launches and displays the details of the document. PageScope Workware can use a variety of tools offered by Adobe Acrobat, such as bookmarks, comments and stamps, to freely add annotations and markings. Confirmation and proofing of documents that were previously done manually on paper can now be completed online, significantly reducing both time and effort.



PDF files offer smooth and reliable document distribution

PDF files are ideal for electronically distributing documents to any number of people through the Internet or an intranet. PDF files can be sent as e-mail attachments to people inside and outside the company without worrying about the operating platform of the target PCs. PDF files with embedded fonts ensure extremely high reproducibility for reliable document distribution. The PDF format allows documents to be used by both Windows and Macintosh.

