

windream DocView



**Convenient document preview
for any file format**



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Do you want to read Word documents, view Excel sheets or PowerPoint presentations quickly without having to start all the associated programs of the Office software? Or do you frequently read PDF-files? Maybe you sometimes receive image files in „exotic“ formats which you cannot read at all. – There is a convenient solution for all these problems: windream DocView, a quick and reliable file viewing program, capable of displaying an incredible amount of different formats.

From now on, you do not need to install and load numerous programs any more to be able to simply read documents. With windream DocView everything will be under control – with one single program only!

windream DocView allows you to view the contents of selected documents saved in the windream ECM-system independently of the file format which is associated with a specific application. With the integrated find function, you can even retrieve text passages in documents. The passages found are highlighted in selectable colors on the screen and can thus be identified at first glance. With some simple configuration commands, it is even possible to adjust the document preview software according to your specific demands.

A further feature: The documents viewed in windream DocView can be accompanied by individual comments – so called annotations. These notes are saved and administered in windream centrally. In a certain way, the annotations are the electronic counterpart of our well-known sticky notes. However, in contrast to those small yellow paper notepads, electronic annotations can be retrieved and read immediately with one mouse click only – completely independent of their current number. And: they will never get lost and can only be read by people which you have explicitly authorised to do so. You can also save annotations as templates and re-use them whenever needed.

Quick and easy. The document preview program is started via the „windream DocView“ command of the windream context menu in the Windows Explorer or via the result list after having conducted a search operation. Currently selected documents are presented in their original layout without having to open the associated application. You can pin and fix the preview window on the screen, so you do not have to enable the preview function separately for each document while browsing the windream ECM-system directories and their contents.



Efficient retrieval and viewing hits. Via the „Search for text“ icon you can find specific text passages within a document. Simply type the desired search expression in the dialog box and start the query. If you open the preview application from the result list of the documents found, the hits will be highlighted in colors. The standard color can even be changed – in case you do not like it. Clicking the respective navigation buttons will continue the find process and lead you to the other hits in the document.

Fed up with sticky notes disasters? Additionally, you can also enter individual notes in documents currently loaded in the preview program, e.g. to give comments on specific document contents or to inform other users. The comments you make can be positioned in the document window freely as you like. You can select individual color settings here, too. Generally, the annotations are saved and administered in the ECM-system just as normal windream-documents. In order to be able to access archived annotations, windream uses the integrated rights management function. This way, you can ensure that only those users will be able to view and edit comments who have explicitly been authorised for this job. If you open an annotation from a result list or from the list view of the Windows Explorer, windream will automatically display the original document in the document preview, too.

Diversity of Formats. windream DocView can display an almost infinite variety of file formats. This of course includes all standard formats for Office documents such as Word, Excel and PowerPoint slides, as well as PDF files and a wide variety of graphics and image formats. Even documents of highly-specialized applications, such as CAD programs, can be viewed easily and without any further configurations in windream DocView.

Plug-In Support. Via an integrated configuration tool, you can configure alternative viewers – e.g. Acrobat, ImageEn or Inso – in addition to the default viewer software and assign them specific file types. This option enables you to always view certain file types or the documents associated to them via an explicitly configured viewer software.



Performance features:

- Convenient document viewing in the windream ECM-system
- User-friendly application, easy handling
- Time saving, as original programs need not be started
- Color selection for text passages and hits
- Individual comments protected by specific rights



Rely on the Technological Market Leader

If you plan to invest in an innovative, efficient and easy to handle ECM-system, or if you need further information on how to optimise your business processes concretely, we should get to know each other.

In the market sector of ECM-software suppliers, windream GmbH is the technologically leading manufacturer. With the windream ECM-system based on the patented Virtual File System technology (VFS), we have created an unrivaled tool for administering your complete company knowledge. Our software is easy to handle, effective, and future-proof. We have 20 years experience in successful software solutions development for enterprises of any size. Medium-sized companies and multinational corporations as well rely on our top quality products and on our technological know-how.

Look and see!



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**Managing
Documents**