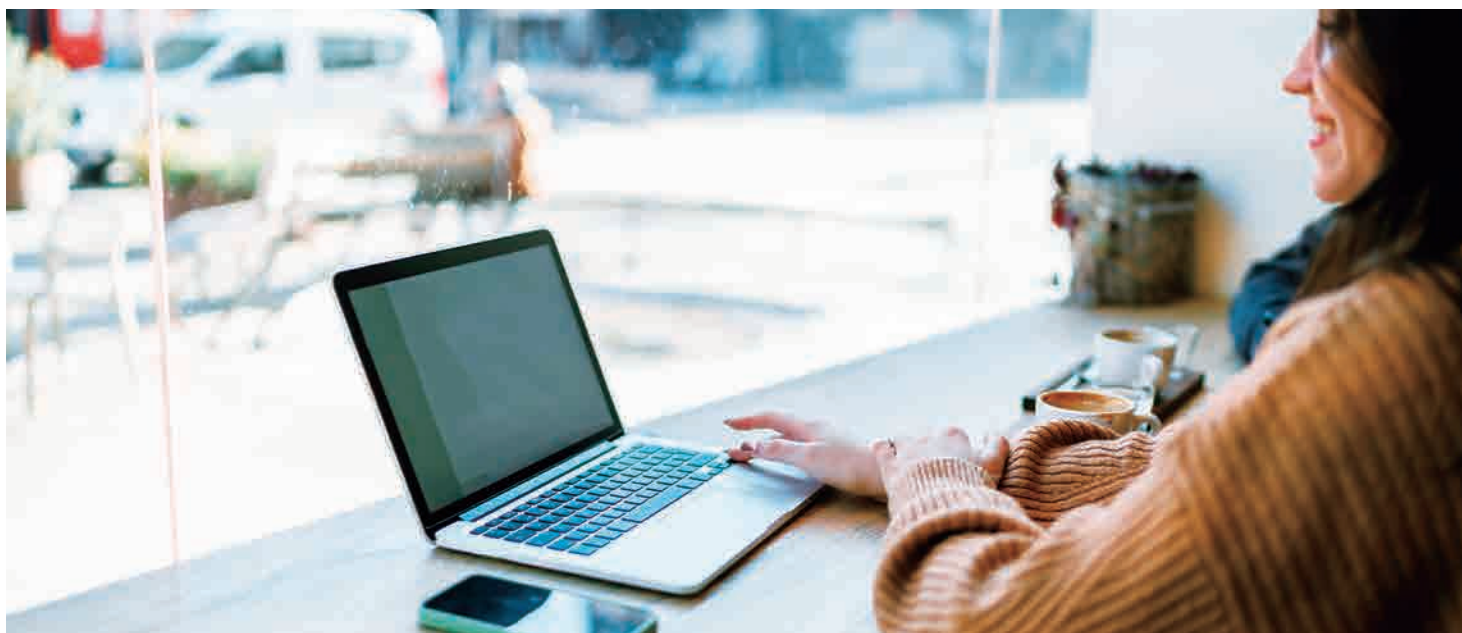# FUJIFILM
Value from Innovation

Document handling software

Perform document tasks simply and comfortably

DocuWorks 10

Perform document tasks simply and comfortably DocuWorks 10 – The fusion of digital and paper

DocuWorks is document handling software indispensable to daily tasks.

DocuWorks 10 bundles functions that were conventionally options in a compact "all-in-one" package.

Features an intuitive user interface and significantly enhanced key functions.

Provides the clarity of paper documents for a variety of document tasks, such as collecting information, viewing and editing documents, and sharing information among a team.

DocuWorks 10 offers simplicity and comfort for beginners and experts alike.

Powerfully supporting daily document tasks through further advancements

No. 1 in the Japanese market

DocuWorks, which has been continuously upgraded to meet the evolving needs of the times and users, surpassed a cumulative total of 8 million licenses sold in Japan in 2024.

Since 1998
DocuWorks
10

This all-in-one model creates the optimal document task environment

DocuWorks 10 bundles all the optional products sold separately that many users have purchased in the past into an all-in-one model significantly cutting total installation cost and simplifying initial setup.

FUJiFILM
ドキュメント ハンドリング ソフトウェア
DocuWorks 10
ドキュワークス
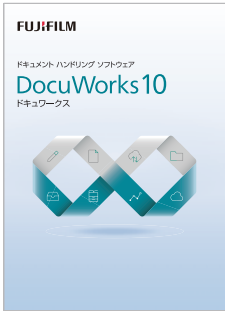
Product	Package
DocuWorks	●
DocuWorks Tray	●
DocuWorks Property Entry	●
DocuWorks Cloud Connect	●*

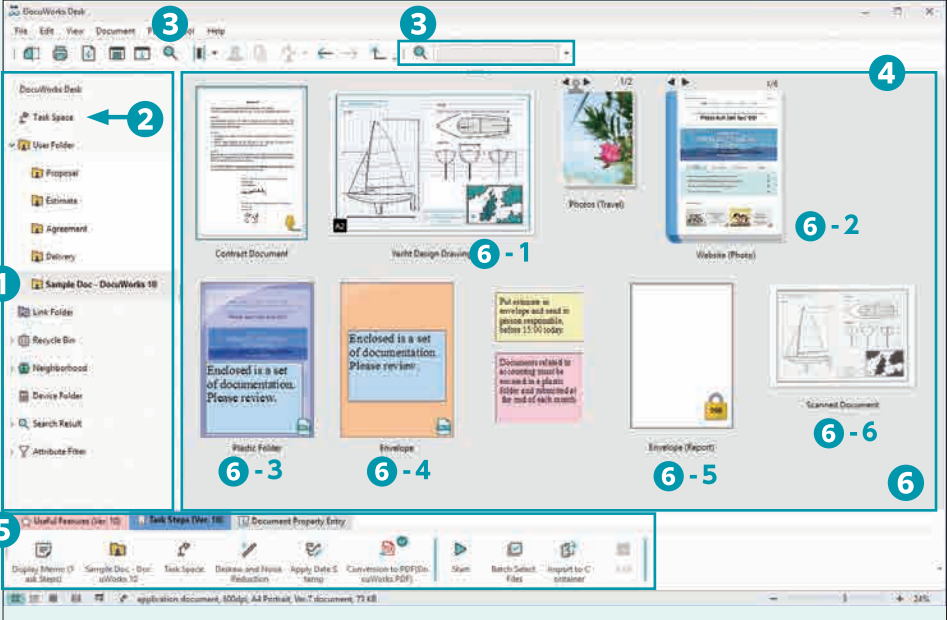* The package version is available free of charge for the first year.

OK
XXXX
XXXX

Electronic Desk — Gateway to Work

DocuWorks Documents, a clutter-free and easy-to-use electronic paper and DocuWorks Desk, an electronic desk that recreates your physical work desk in a digital form on a PC. Your daily tasks always start here. Find the document you need swiftly and easily with instantly-recognizable cover pages.

DocuWorks Desk

Your regular desk, cluttered with documents…

1. Folder area
2. Task Space
3. Keyword search
4. Workspace
5. Task Toolbar
6. Thumbnail view
   - 6-1 Large-sized documents (A2)
   - 6-2 Binder
   - 6-3 Container "Clear folder"
   - 6-4 Container "Envelope"
   - 6-5 Protected document
   - 6-6 Scan document

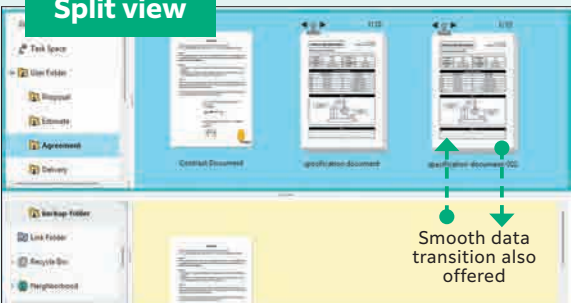## Displays documents in a variety of formats. Different formats can be used for specific purposes.

Grid view

Automatically aligns files to ensure organization at all times.

List view

Name	Size	Modified
Contract Document	73 KB	9/30/2024 11:06 AM
Envelope (Report)	1,400 KB	2/12/2025 5:58 PM
Envelope	1,246 KB	1/21/2025 7:07 PM
Photos (Travel)	1,352 KB	1/21/2025 7:07 PM
Plastic Folder	1,651 KB	1/21/2025 7:07 PM
Scanned Document	630 KB	9/30/2024 11:06 AM
Website (Photo)	1,400 KB	1/21/2025 7:07 PM
Yacht Design Drawing	131 KB	1/21/2025 7:07 PM

Split view

Smooth data transition also offered

The screen can be divided into a top and bottom view. You can easily move and save documents to streamline tasks.

Wide color variation

An "electronic desk" is reproduced on your PC

DocuWorks documents can be arranged and displayed on DocuWorks Desk, just like how paper documents are arranged on your real desk. The documents can be edited in units of files, and you can stack and unstack the files.
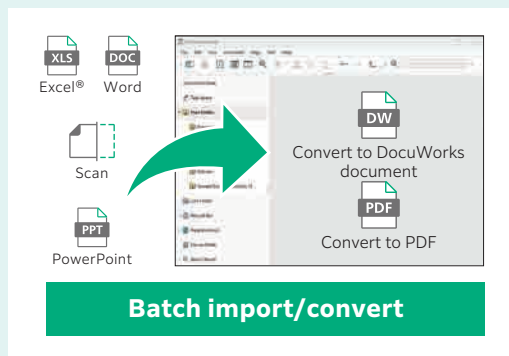
Supports the handling of documents in various formats

Convert documents in a variety of formats

Microsoft Office documents such as Excel, Word, PowerPoint, and scanned documents can be easily converted to DocuWorks documents or PDF using drag-and-drop.

XLS Excel®   DOC Word

Scan

PPT PowerPoint

DW Convert to DocuWorks document

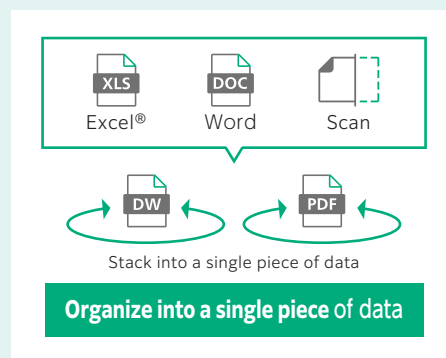PDF Convert to PDF

Batch import/convert

Manage multiple documents together

With "Clear Folder" and "Envelope", Microsoft Office documents as well as DocuWorks documents and PDFs can be managed together and operated just like folders. Also, "Binder" can be used to integrate multiple DocuWorks documents into one while keeping them as individual documents.

A variety of documents can be integrated and managed as one

Documents imported from scans or created in different applications can be stacked and managed as a single DocuWorks document or PDF.

XLS Excel®   DOC Word   Scan

DW   PDF

Stack into a single piece of data

Organize into a single piece of data

Generate PDFs with security

Convert documents to PDF with consideration to security, such as passwords and watermarks.

Temporarily Enlarging Thumbnail

Thumbnails of DocuWorks documents and PDFs can promptly be temporarily enlarged. The thickness of the document is also displayed, allowing you to view multiple documents as if you were turning pages on your desk. Moreover, DocuWorks documents can be easily moved to the location of pasted sticky notes* just as if they were paper on a desk.
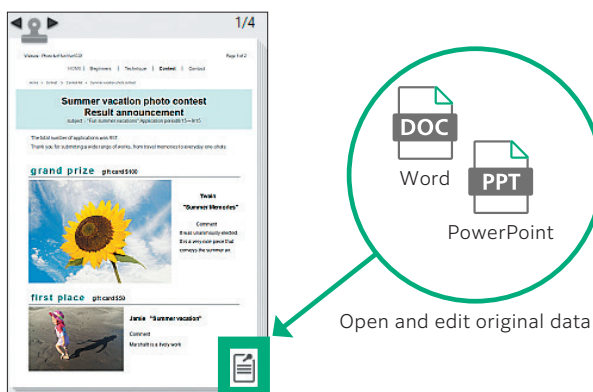
* Sticky notes are for DocuWorks documents only.
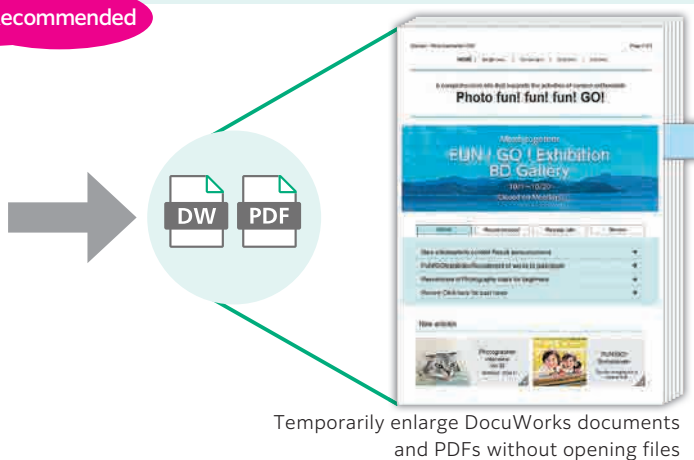
Attach and utilize original data

When importing and converting documents to DocuWorks Desk, the original data (document) can be attached. This allows for flexible usage, such as editing the original data and attaching related documents.

DOC Word   PPT PowerPoint

Open and edit original data

DW   PDF

Temporarily enlarge DocuWorks documents and PDFs without opening files

Difference Detection

DocuWorks documents can be compared with each other, and PDF documents can also be compared to extract changes and differences. In addition to text information, images can also be compared, making it useful for reviewing drawings and other documents.

Note: Since tilt correction and color correction are not performed, this feature cannot be applied to scanned documents.
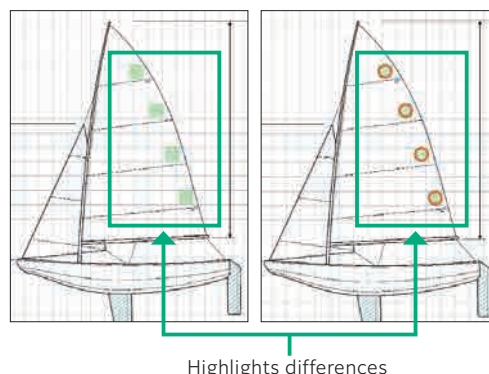
Highlights differences

Share documents in link folders

Link folders allow you to set up links to folders on your network. Shared documents can be searched, and documents can be viewed and edited from DocuWorks Desk.

# Electronic Stationery — A Must-Have Work Tool

DocuWorks Viewer is an electronic stationery tool that allows for smooth viewing and easy editing of documents arranged on the electronic desk, DocuWorks Desk. As an essential work tool, it provides powerful support for daily tasks.

DocuWorks Viewer

Edit and process documents, such as cutting and pasting portions of pages.

1. [Standard] Toolbar
2. [Find] Toolbar
3. [Zoom] Toolbar
4. [Page Up/Down] Toolbar
5. Annotation toolbar
6. InfoView
7. [Property] Toolbar
8. Display format switch button
9. Status bar
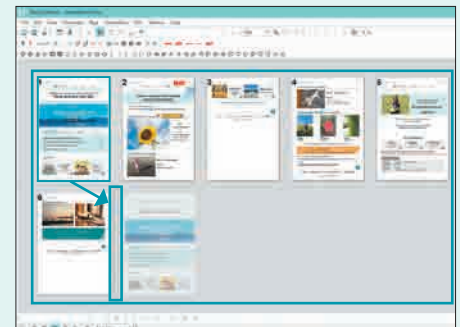10. Pencil Case
11. Sticky note
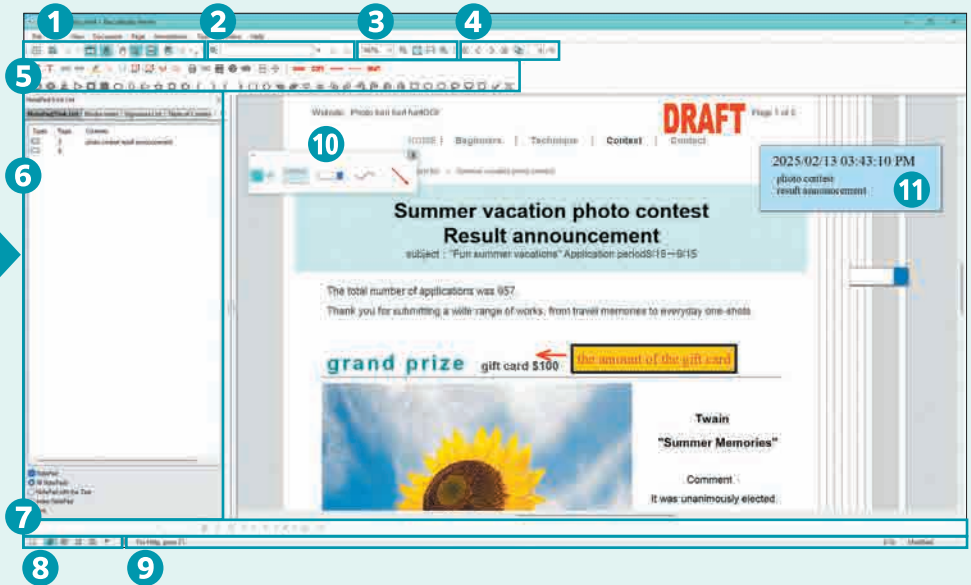
Browse and edit documents

DocuWorks Viewer enables you to browse in the same way that you would view a paper document in your hands. You can edit pages, temporarily enlarge listed pages, split pages, change page positions, and delete pages, all while handling electronic paper just as if you were working on a desk.
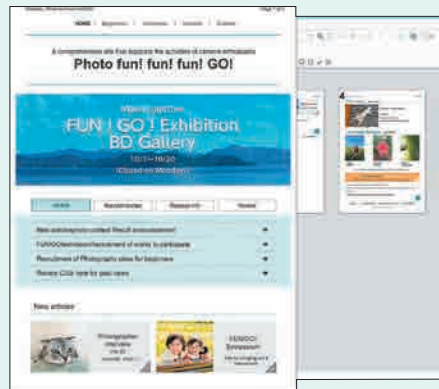
Temporary enlarge

Move page

Recommended

Sorting of sticky notes

Sticky notes can be sorted easily and re-sorted instantly when the document is changed.

Stamp function

Standard stamps such as date stamps, "Important", "Urgent", "Approved", and "Confidential" are available by default. You can also register your own custom stamps. Additionally, if you register a stamp in the Task Toolbar with a predetermined placement, you can easily apply it with a single click on the icon in the Task Toolbar.

Electronic signature, digital certificate

DocuWorks Electronic Signature[*1] and Digital Certificate[*2] allow you to add a digital signature to DocuWorks documents. It is possible to check the name and date, and whether the signature is original, or if it had been revised or edited after the document is signed once.

*1: The DocuWorks Electronic Signature function does not use digital certificates issued by a certification authority.

*2: If using signatures based on Digital Certificate, it is necessary to obtain an individual user certificate from a certification authority or an intermediate certificate and a root certificate from a certification authority.

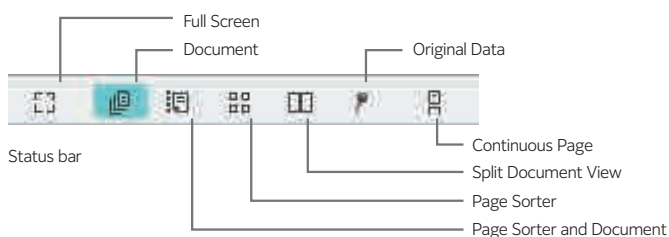## Compare and review documents with ease

With screen synchronization, you can scroll two DocuWorks documents at the same time. The left and right documents can be scrolled in sync, making it easier to check corrections.
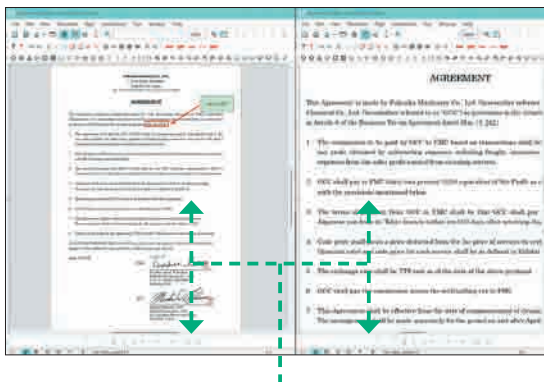
Synchronize and scroll through both documents

Switch displays depending on the intended use

You can change the display format, including "Document", which allows you to flip through pages as if they were paper, "Page Sorter", which allows you to display documents side by side, and "Continuous Page", which allows you to move pages by scrolling with the mouse.

Full Screen
Document
Original Data
Status bar
Continuous Page
Split Document View
Page Sorter
Page Sorter and Document

Also supports mobile devices

DocuWorks documents can be viewed and edited on mobile devices too. You can immediately check the content you have set, such as sticky notes, approval stamps, and comments.

Pencil Case

"Pencil Case" enables you to quickly recall frequently or recently used functions. Popups are displayed near your mouse so that you do not have to move your mouse all the way to the toolbar when editing, allowing you to concentrate on the task at hand.


Generate highly-compressed DocuWorks documents

Existing DocuWorks files can be converted to highly compressed DocuWorks (MRC compression). Data size can be reduced while maintaining text and image quality.
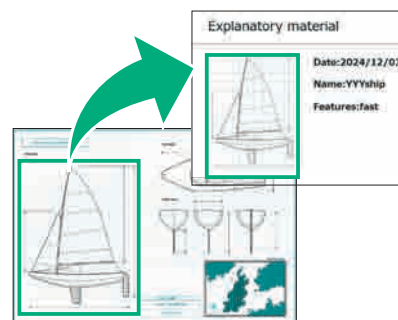

461KB 102KB (Reference value)
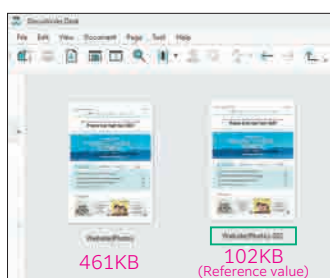
Full Screen

Enlarges a DocuWorks document page by page to the entire screen. Useful when you want to make a presentation using DocuWorks documents.
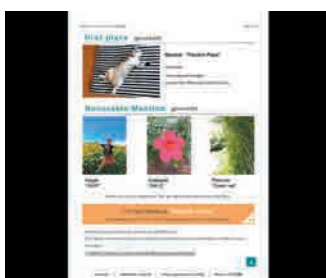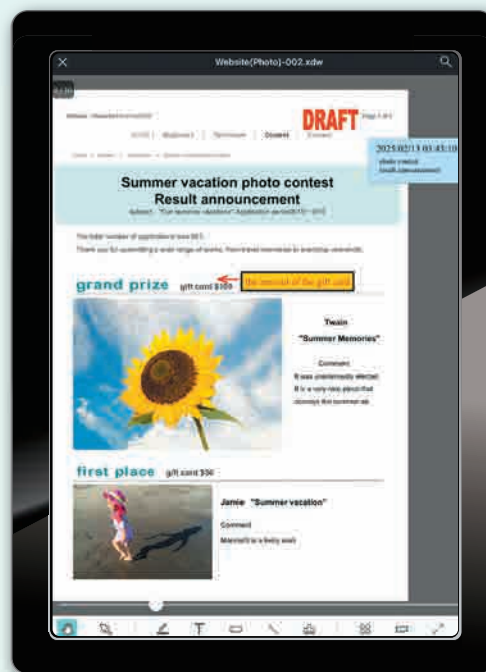

Copy partial images

You can copy and use a certain part of a DocuWorks document. This is useful for copying a portion of a drawing, map, or manual and pasting it into another document.

Trustworthy Tools – Decisive Factor for Simplification

Your everyday work made simple. "Task Toolbar" can be used to standardize the tasks that you perform regularly, making work more efficient. "DocuWorks Tray" allows documents to be easily transferred and information to be shared.

Task Toolbar for standardizing task procedures

Streamline standard work by registering frequently-used functions and task procedures to the Task Toolbar. The customized Task Toolbar can be placed at the bottom of the DocuWorks Desk screen to share with all team members.

Convenient user interface

Tab color and size can be customized for each task or operation, making it easy and straightforward to use.

Improved work efficiency of standard tasks

Register icons in accordance with the flow of work. Performing operations in the order of the icons in Task Toolbar eliminates operational errors and is helpful in streamlining standard tasks.
Note: Up to **30** tabs can be registered.

Task progress comprehended

Since a mark is left on the icon of the job that was implemented last, it is possible to work concurrently on multiple tasks and understand the progress you have made on each.

Shared workflows

Settings information for Task Toolbar can be exported and imported. By sharing the settings for Task Toolbar with your team, it is possible to carry out tasks with the same flow even if the person in charge of the task changes.

Task Toolbar customization

Customize Task Toolbar to suit your specific preferences by simply dragging & dropping icons for each individual task.
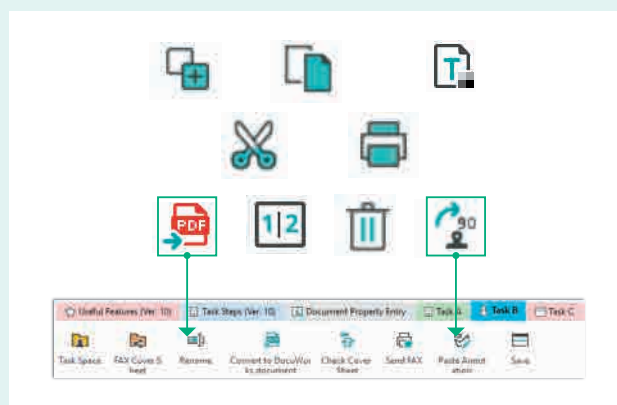
Continuous execution of routine tasks

Recommended

Operations that occur daily can be executed with a simple button operation, allowing you to work with greater efficiency.
For example, by setting up continuous execution for the following operations, multiple documents that match the conditions can be grouped together and the work completed in a batch.
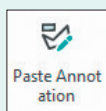
- Select documents that have been updated within the time period
- Add the date to the beginning of the file name
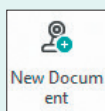- Combine in a binder
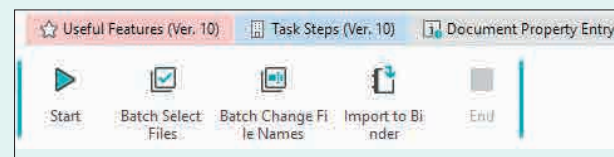
Continuous execution from "Start" to "End"

## Equipped with many useful functions frequently used while working   TOPICS

Paste Annotation
Date stamps can be stamped at predetermined locations. This is useful in situations where approval stamps are required on standardized forms.

New Document
You can open and edit document templates created in Word/Excel, etc. to generate DocuWorks files. This is recommended when creating documents from standard templates.
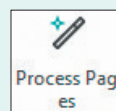
Process Pages
Scanned documents that have been tilted can be easily corrected at the touch of a button.
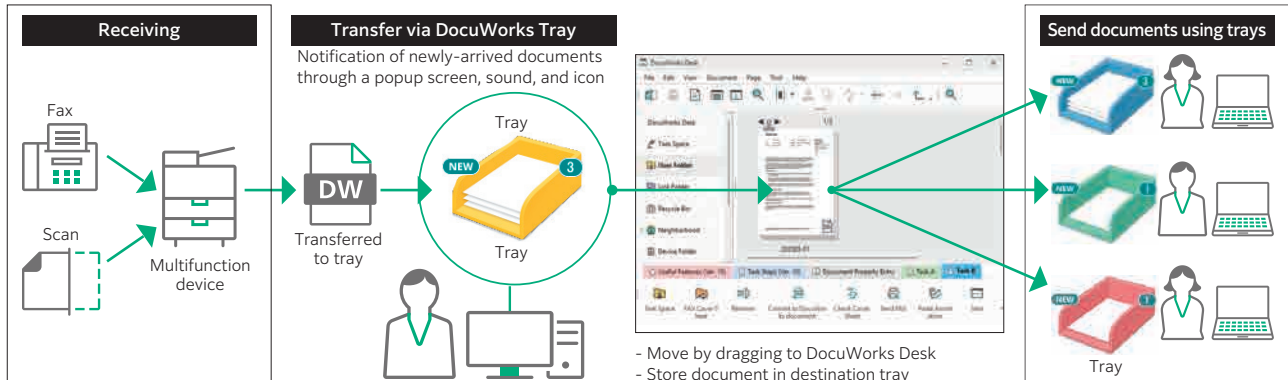
OCR
OCR processing is performed and the read text can be output to Word/Excel/text documents, etc.

DocuWorks Tray – streamlining document transfer

Faxed or scanned documents can be imported from the multifunction device to DocuWorks Desk via the tray. You can also share documents with others simply by placing the document in the tray.

Receiving
Fax
Scan
Multifunction device

Transfer via DocuWorks Tray
Notification of newly-arrived documents through a popup screen, sound, and icon
DW
Transferred to tray
Tray
Tray

- Move by dragging to DocuWorks Desk
- Store document in destination tray
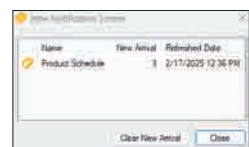
Send documents using trays
Tray

Transfer of paper documents using a tray was reproduced in a PC environment. Since newly-arrived documents are notified by an icon and popup screen, it's hard to be overlooked.

Easily recognize new arrivals and the number of documents at a glance


Tray icon

Popup screen

Forward received fax documents directly to DocuWorks

Fax documents received/paper documents scanned via a FUJIFILM Business Innovation multifunction device are automatically forwarded to DocuWorks on your PC. By also using "DocuWorks Tray" that allows for transfer of documents as though placing a paper document on a tray, it is possible to visually see that you have received a document.

Send a fax directly from DocuWorks

You can send a fax directly from DocuWorks Desk. You no longer need to go to the fax machine or print out a document to send it, which also contributes to saving paper.
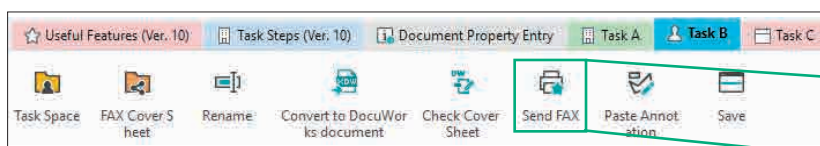
Direct fax driver

Send a fax with a single click from the toolbar or Task Toolbar

Recommended

Convenient use for collaborative editing by multiple people

Transfer documents in various formats

By using "Clear Folder" and "Envelope", you can store and manage documents in various formats, including Word and Excel files.
When collaborating with multiple people, documents can be placed in a "Container" and shared in a tray, allowing editing to be resumed seamlessly. The "Container" can be expanded in DocuWorks Desk like a user folder, enabling efficient work while using the Task Toolbar.
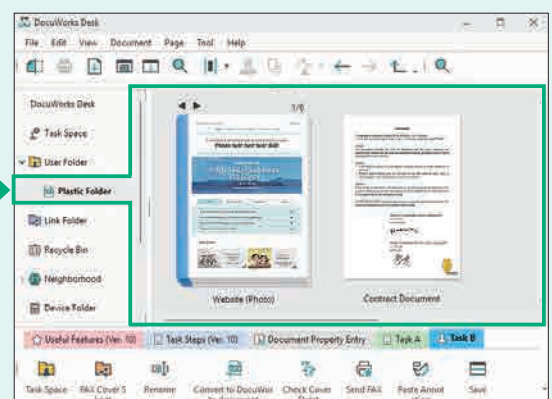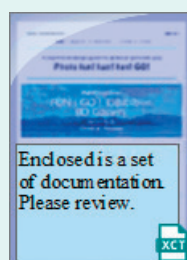
Even Greater Convenience – The key to wider utilization

By assigning and managing attributes to the various documents created every day, searchability is improved and documents can be used more effectively. The user-friendly user interface screen makes it easy for even first-time users to register attributes.

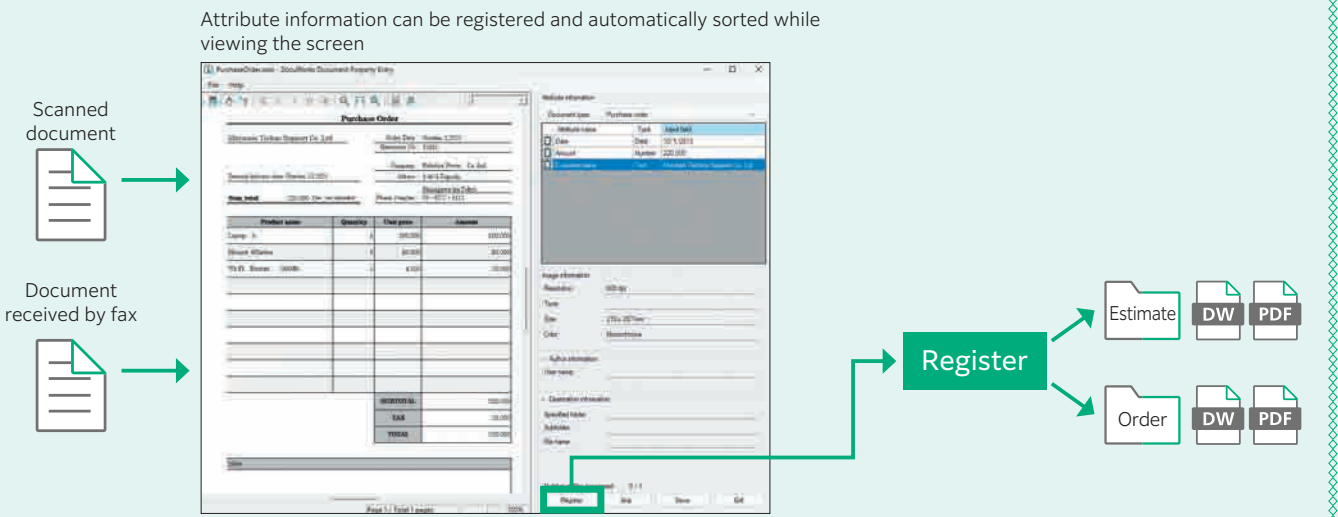## Register/search for document attributes

Easily register attributes while viewing a document. Work is streamlined as you can search documents based on the registered attribute information. It is also possible to register and search for attributes by operating the buttons on the Task Toolbar.

Attribute registration for DocuWorks documents and PDFs

Attribute values such as customer name and delivery date can be registered in DocuWorks documents and PDFs. You can also specify the necessary area with the mouse and use the result of OCR processing as the attribute value, reducing the time and effort involved in attribute input.
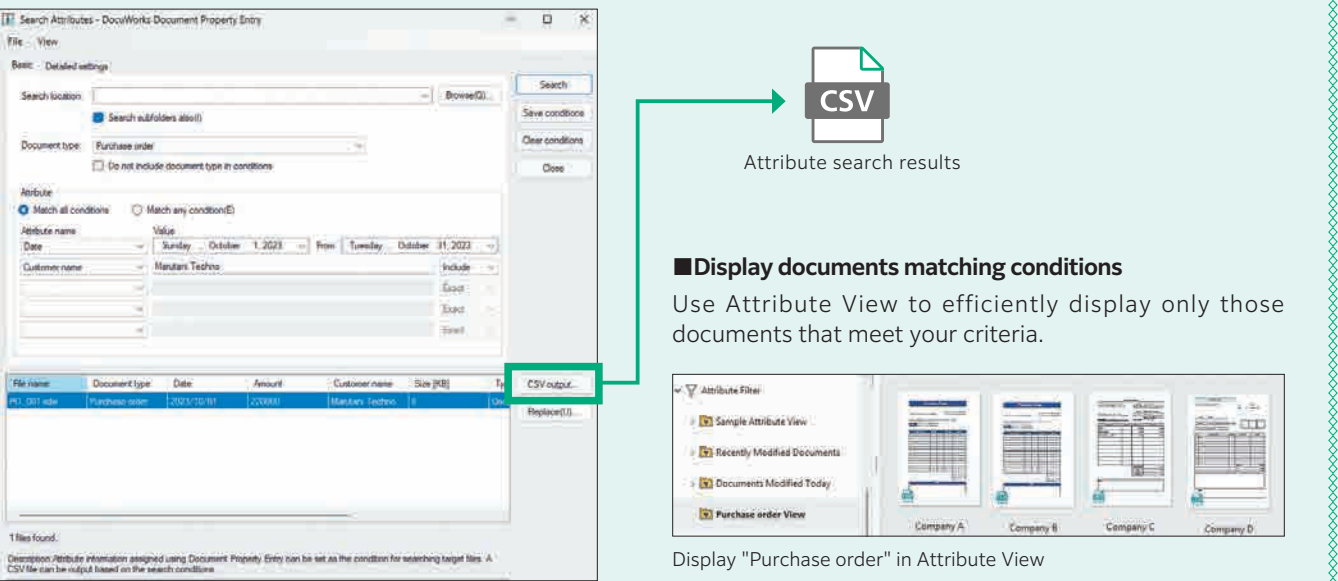
Attribute-based sorting/registration

Sorting rules can be set up to sort by attributes at the time of registration. Two destinations can be set from folders, trays, etc.

Attribute information can be registered and automatically sorted while viewing the screen

Scanned document

Document received by fax

Register

Estimate — DW PDF

Order — DW PDF

Search and filter documents by attribute values

Files can be filtered by searching based on attribute values. It is also possible to select which attributes to output and output them to a CSV file. The CSV file can be used as the source data for the management ledger.


CSV

Attribute search results

■**Display documents matching conditions**

Use Attribute View to efficiently display only those documents that meet your criteria.

Display "Purchase order" in Attribute View

Using DocuWorks outside the office

Versatile document editing even on mobile devices

Now you can edit DocuWorks documents with ease and rotate, stack, unstack, etc. at the touch of a button, even from a mobile device. This allows handling of electronic paper with greater freedom, just as if you were working at a desk.

Note: Only supported on iPad. Requires purchase of DocuWorks 10 package version.

| Rotate | Stack | Unstack |
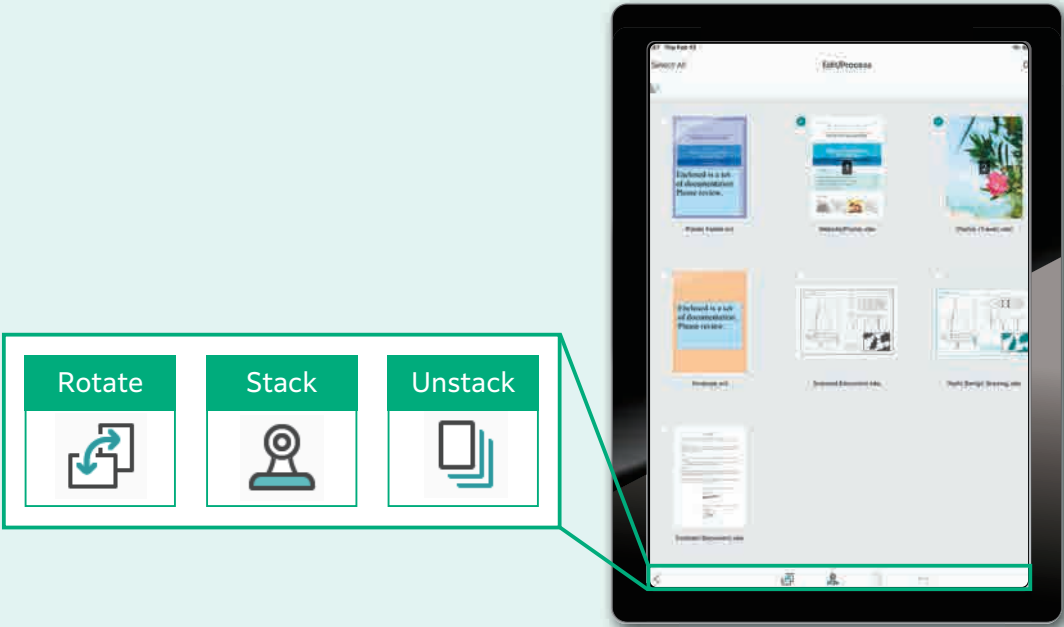
"Multifunction Device Linkage" makes standard tasks for scanning documents and receiving fax documents easier

By linking with FUJIFILM Business Innovation' add-on applications, routine scanning work and digitization/sorting work of received fax documents are automated. This makes operations more efficient.

Linkage with "Scan Delivery*"

By simply selecting a task name or document type, tasks such as adding a file name/attributes, file conversion and image processing are carried out in accordance with set rules, and documents are automatically sorted depending on their type and date. Routine scans are streamlined.

Information sharing

DocuWorks
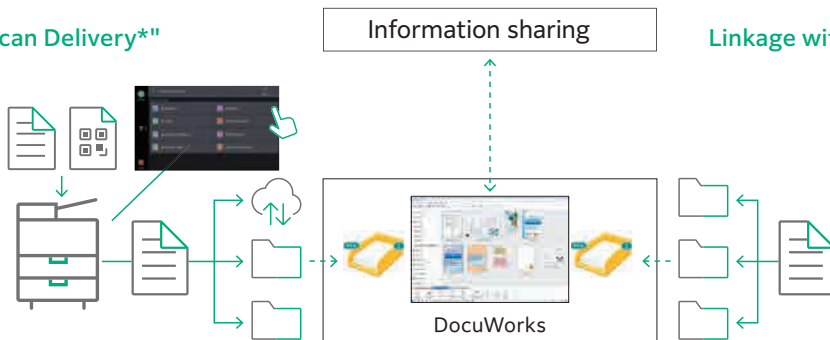
Linkage with "Paperless Fax Delivery*"

Fax documents received on a multifunction device are sorted/assigned attributes based on the fax number and date received, and are then digitized and automatically sorted. Paperless fax operations that meet your needs, such as the ability to support a schedule function, are also possible.

| Scan | Sort/store | Browse/search/process | Paperless Fax Delivery | Fax transmissions |

* Chargeable. For details, please check with your FUJIFILM Business Innovation sales representative.

FUJIFILM

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For the latest information regarding the operating environment of DocuWorks, please refer to our website.

fujifilm.com/fbmm