# SHARP

Sharpdesk Document Management Solution
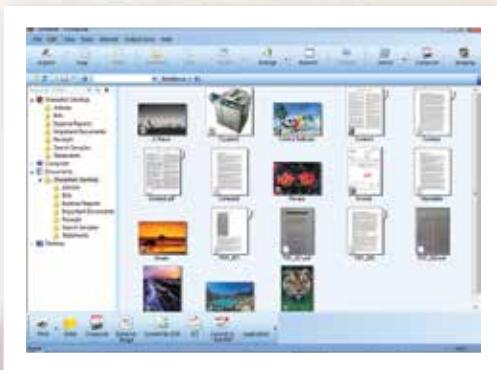
MAKING BUSINESS
INFORMATION WORK

You depend on accurate information /This is Why we help you get it.

Good data drives success /This is Why you need digital documents.

Sharpdesk lets you and your team digitise paper documents with single-step scanning direct to the desktop or other location. But that's just the start.

Every page that you scan is automatically rotated to appear the right way up on your screen, the layout of the originals (including images and tables) is preserved and you can zoom in and out, annotate TIFF files, and mirror or rotate images on demand.

PERSONAL MANAGEMENT OF YOUR DOCUMENTS – SCANNED DIRECT TO YOUR DESKTOP

Preparing and sharing information

Sharpdesk's powerful Composer tool makes it easy to create multi-page paper documents, with full control over the page layout and pagination.

For custom reports and proposals, simply choose the files you want (more than 200 different file formats are supported) using the drag-and-drop feature to add, move or delete pages. Then simply specify the type of media that should be used for each page and click on Print.

If you don't need a paper copy, it's just as easy to create ready-to-distribute PDF files.

Whatever the task, Sharpdesk with Composer is ideal for capturing, organising and sharing information with the people who need it most. Composer is also available as a standalone application.
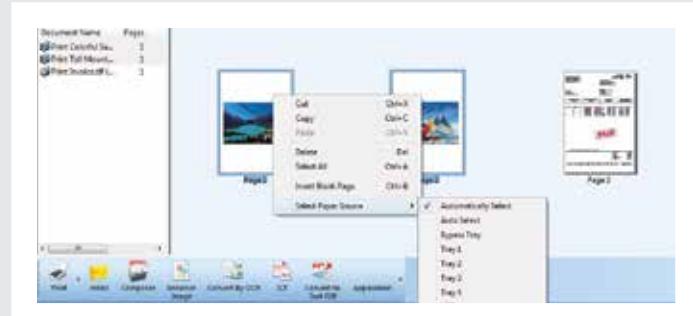
CREATE NEW DOCUMENTS WITH FULL CONTROL OF LAYOUT AND PAGE COLLATION

Convenient 'push' installation

Use the simple 'push install' tool with Active Directory for fast and easy installation. There's no need to visit each workstation - just run the utility, enter the license numbers and select your target PCs. Your chosen Sharpdesk components will be instantly installed with no need for further intervention.

Your team needs all the facts /This is Why we make it easy to store, find and share information.

Now you can reduce the clutter and confusion of excess paperwork by storing, searching or sharing it from a folder on your PC or any network location.

With Sharpdesk, your most important information is always at your fingertips.

Store & Search

A convenient drag-and-drop function lets you save files to your PC or a network location, and efficient background indexing keeps track of every file. Searches can be performed by keyword, filename and file properties, with results displayed as thumbnails or in a summary.

• View thumbnails and full size images from any user directory
• Efficient, automatic indexing of files while the computer is idle, or anytime on-demand
• Fast, accurate Optical Character Recognition (OCR) with support for over 100 languages

Share in seconds

Sharpdesk makes it easy to share important information with the rest of the team. Scanned documents can be processed and seamlessly routed into electronic workflows or on to shared drives, and also faxed, emailed or printed by dragging the file onto the appropriate icon.

• Print documents easily and quickly with drag-and-drop action onto the printer icon. Faxing and emailing is just as easy
• Secure printing using Secure Sockets Layer
• Drag-and-drop files to folders on local or networked drives; add metadata tags
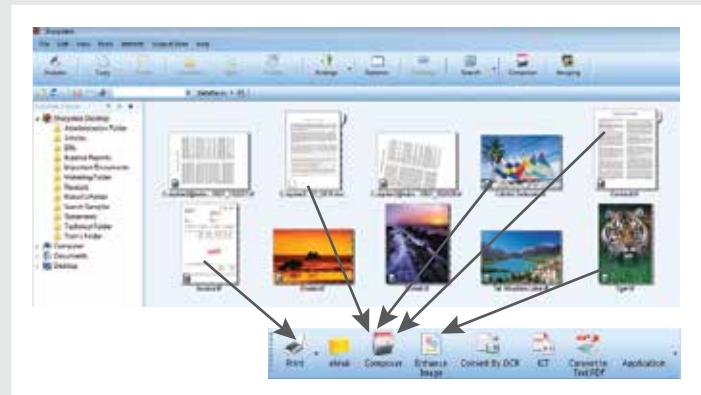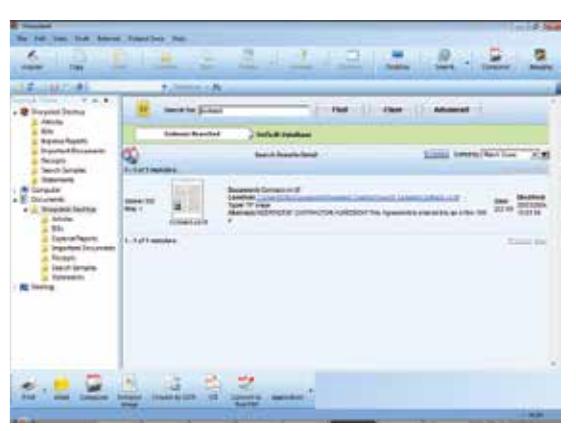
Welcome to Sharp

Sharp has been manufacturing fast, reliable printers and MFPs - and devising new, more productive ways of managing documents - for decades. Many have won awards from respected independent research establishments. All have delivered class-leading performance, often transforming productivity in the workplace.

Sharp is a truly global company with local representation in all major countries. And our expertise now extends far beyond the realm of office printing. Today we address the needs of the whole enterprise, with innovations in LCDs, laser diodes, flash memory, solar cells, plasmacluster air purifiers, and projectors, to name just a few.

Notes

This is Why

www.sharp.co.uk

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