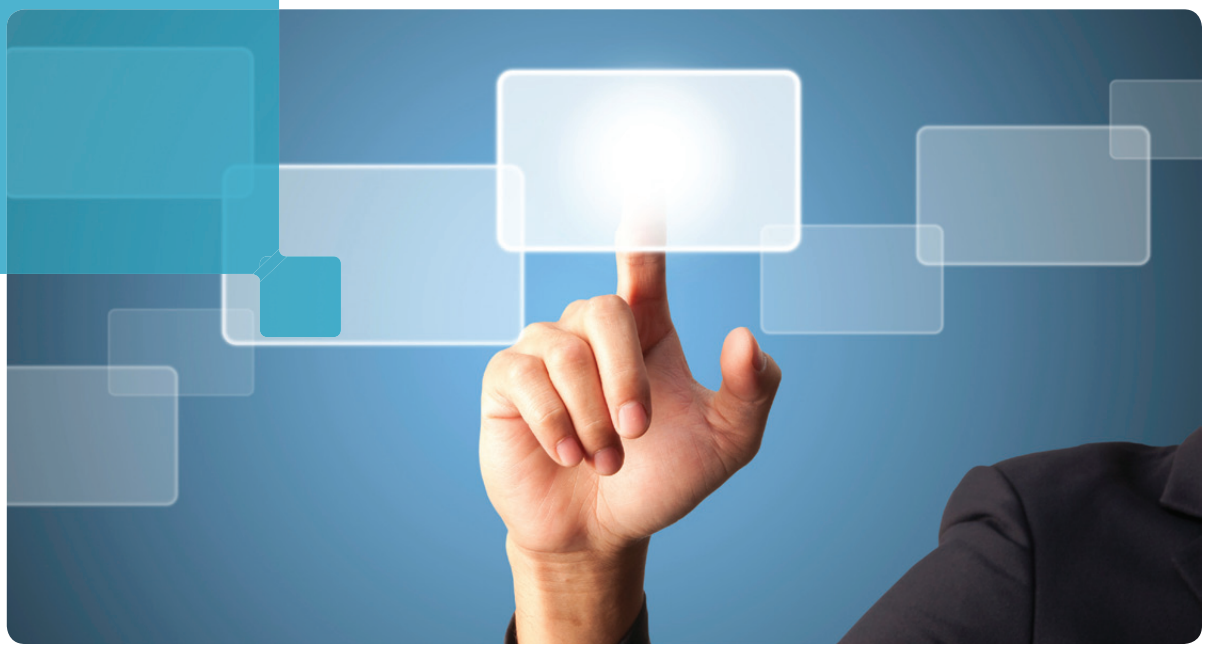
TotalFlow DocEnhancer

RICOH
imagine. change.



Fast, flexible editing of fully composed PDF files

Solve a common, frustrating problem: last-minute changes

How many times have you experienced one of these scenarios? A job is ready to go to press, and a customer sends you a new photo to replace the one that's in a printed piece. Or, asks you to change the wording of a sentence on thousands of statements. Or, to update a logo or a signature on a business letter. You had no choice but to return the file to your design department or wait for your customer to send a new file. Now you have an alternative.

TotalFlow DocEnhancer from Ricoh® lets you make the necessary edits quickly and easily. Without recomposing the file. Without involving the design department. Without coding, scripting or other technical expertise. A plug-in for Adobe® Acrobat® X Pro, TotalFlow DocEnhancer is a tool designed for all types of print-ready PDF applications. You can visually define changes, and display them, before you create new print-ready files.

TotalFlow DocEnhancer enables you to be more flexible, meet quick turnaround times, generate reports and offer new services that can help your business grow.

HIGHLIGHTS

- **Enables logic-based editing so you can make simple changes to PDF documents quickly and easily**
- **Adds page- and document-level barcodes that you can test without printing and use to enable downstream process automation for tracking and control**
- **Makes PDF files ready for mailroom automation by identifying triggers in the data to indicate page group boundaries**
- **Saves time and expedites turnaround because PDF files can be changed without returning them to the design department or to the customer**
- **Makes it easy to find separate documents and pages within a multi-page and multi-document PDF file**
- **Allows you to extract metadata, such as address information, account information or other text, and create reports**
- **Lets you mask unwanted data and/or add images and text**
- **Enables you to expand business offerings without adding technical staff**

TotalFlow DocEnhancer

Increase flexibility, streamline workflow

TotalFlow DocEnhancer lets you make simple, powerful changes to direct mail, transactional documents, business letters and personalized communications:

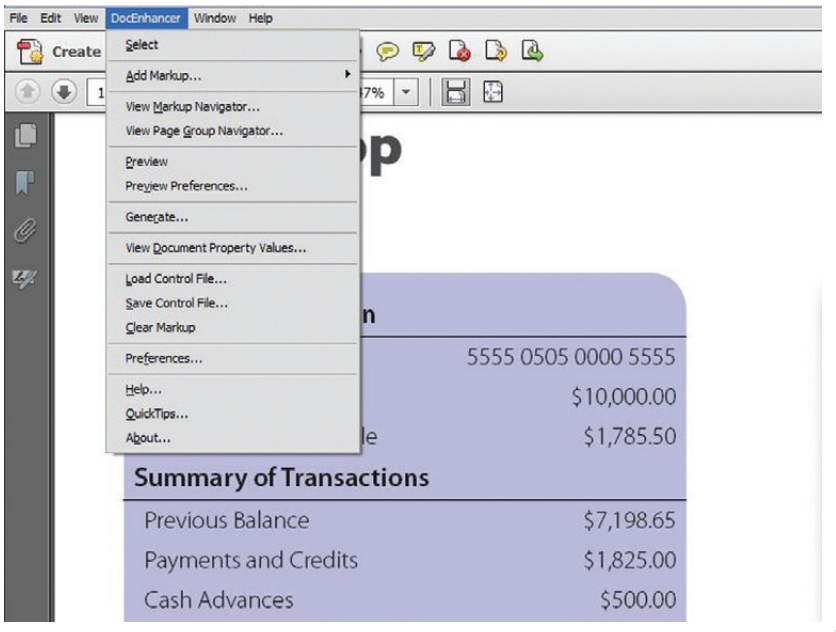
- Edit mail addresses or other text
- Nudge an address block so it lines up with the envelope window
- Add OMR marks, QR codes, images or text
- Mask data or images
- Add manufacturing barcodes to be read by insertion equipment for document tracking and control
- Update a signature on notification letters
- Prepare files for a separate production workflow tool

Follow four easy steps

After TotalFlow DocEnhancer is installed, it appears as a new menu item on the toolbar of Adobe Acrobat X Pro. The simple interface and powerful logic-based editing capabilities make TotalFlow DocEnhancer a unique solution. Its use requires no coding, scripting or other special skills. It allows even the most novice user to quickly implement changes and prepare files for printing. As a result, you can accept more types of applications, like those for which the source file is unavailable or those that require extra-fast turnaround.

When it is the active tool, you can enhance a PDF file by following these simple steps:

1. Define page groups
2. Index key metadata
3. Edit a PDF
4. Save and print

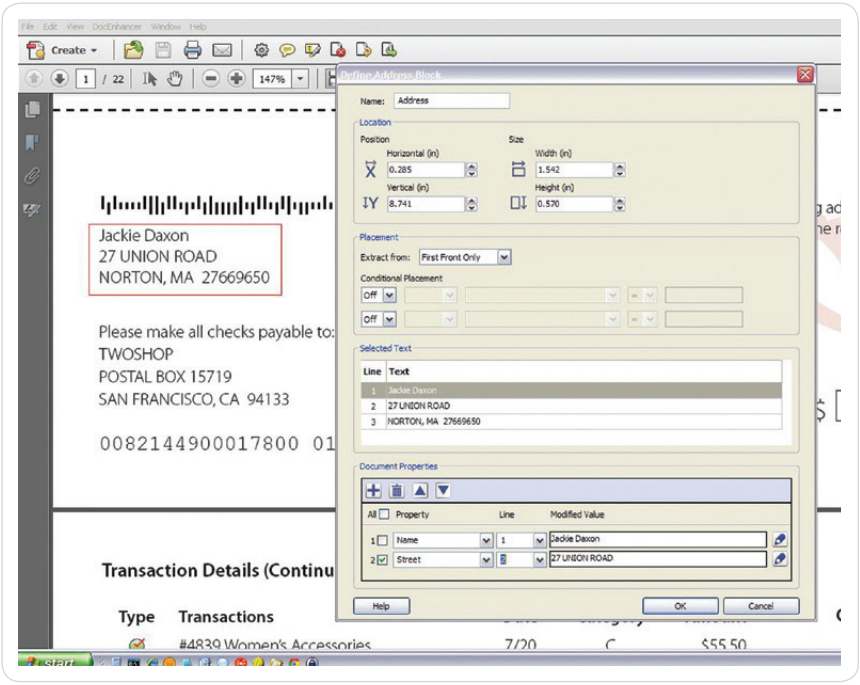


1. Define page groups

If there are multiple, separate documents within a single PDF file, the set of indivisible pages that make up that single document are known as a "page group." The tool will search every page and find the start of every new document.

2. Index key metadata

Metadata is data about key content within a PDF file. Using the tool, you can visually identify content that appears within each document.



3. Edit a PDF

Next, you make changes visually to the PDF. You only have to work on the first page group in the file. Any edits or changes you make are duplicated to the following page groups. You can do the following:

- Define barcodes you want to add. You can build the barcode with a variety of information, including statistics, such as "what page is this?", and information you defined as document properties, such as adding the name into the barcode.
- Mask areas using "digital white-out" that masks areas on the page that you want to cover up. The information remains buried within the PDF file but does not show during print.
- Insert images and/or text

4. Save and print

After the changes are complete, you can save the edits and create a new PDF. You can preview markup placement after you add a markup to a PDF file so you can verify that it will print as you expect.

Apply powerful conditional logic

TotalFlow DocEnhancer lets you set up conditional triggers and rules that give you a lot of flexibility to define document changes. For example, you can use text to define the placement of a change. Let's say the word *Invoice* appears at the top of one page within each statement in a PDF file. You select the word *Invoice* and use it to define a conditional trigger for a barcode, for example, which prints only on the pages where *Invoice* occurs in the same location as the conditional trigger.

In addition to triggers, you can use document properties, job statistics and page placement types, such as *all fronts*, to define up to three conditional processing rules.

TotalFlow DocEnhancer

Expand your business with value-added services

In addition to streamlining your operational flexibility, TotalFlow DocEnhancer enables you to offer new services. Imagine the opportunities when you can provide:

- Information and basic analytics about each print file
- Exact counts for per-piece chargeback purposes
- Document re-engineering services
- Printfile barcoding
- Insertion of QR codes for integrated marketing purposes
- List of all mailed-to customers and addresses within a file
- Metadata, such as names and account numbers, from a PDF

For more information

Contact your Ricoh production print specialist or visit www.infoprint.com.

TotalFlow DocEnhancer at a Glance

Item	Description
Operating System	• Windows XP Professional with SP3 or above – 32 and 64 bit • Windows 7 Professional with SP1 or above – 32 and 64 bit In addition, the following requirements apply: • Adobe® Acrobat® X Pro version 10.1.1 or above • Sun Java JRE 1.6.16 or above • 1 GB RAM dedicated to the application
Barcodes	TotalFlow DocEnhancer supports the following types: • 2 of 5 • 3 of 9 • Code 39 • Data Matrix • Intelligent Mail® • QR codes • RM4SCC

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