



How to optimize your
capture workflow.

For best results,
think beyond the box.



Dig a little deeper into your

The right answers will deliver efficiency and quality—seamlessly.

When designing your content management workflow, it's a good idea to take a close look at how you capture the content. The scanning process can be analyzed as a chain that begins with your documents, extracts their content, and then passes content to your business application. By optimizing each of the links in the chain, you'll be optimizing the front end of your content management workflow. The improved access to information can help optimize your business productivity, as well.

The best way to achieve overall process optimization is to incorporate best-in-class hardware, software, and service elements into your capture solution—such as front end capture software—that enable your scanner—and your entire adjacent workflow—to operate at the peak of its capabilities.

Be in the know by understanding the flow.

You need software of some sort loaded on a host workstation to manage the scanning process. Without it, a scanner is just a box. The right software brings the scanner alive by opening an interactive portal to all of the scanner's capabilities. When done right, capture software provides a user-friendly tool that enables you to pull content into your system in a way that meets your requirements for later use.

Leverage the technology at hand.

The right software offers opportunities for automation. Before you scan documents, for instance, you may want to save time by preparing for the content that will be coming in. You can create digital target folders to allow the software to automatically sort batches of documents to logical destinations.

While you're scanning, the software can automatically edit the raw images coming from the scanner, by rotating from landscape to portrait orientation for immediate reading. Meanwhile, the software can collect data by reading barcodes and performing zonal OCR. This data can be used for tasks as sophisticated as populating indexes and routing images, or as simple as telling the workflow when one multi-page document ends and a new one begins.

After you scan, you often need a desktop on the scanning workstation where you can see the digital version of the scanned documents. You might need to review these electronic documents, manually complete indexing information, or perform redaction to block out sensitive information.

That's just a brief look at what capture software can add to the process. Now let's look at how to choose software that makes the process easy and productive.

Our imaging legacy— your capture advantage.

For almost 80 years, Kodak has been helping businesses and government agencies and other organizations produce billions of document images. So Kodak is uniquely positioned to know—and deliver—what customers want: easy-to-use capture solutions with the best possible image quality.

capture workflow choices.

Key questions to ask about any capture software.

How good are its connections?

You want the software that ties the scanner and the scanning workstation together to be based on a robust handshake from both directions. The scanner and the software don't just get along; they understand each other and are ready to work together as a team—seamlessly. No issues, patching, or workarounds required.

For example, **Kodak** Capture Pro Software is designed specifically for **Kodak** Scanners. Default job setups make installation, configuration, and production start-up quick and easy. And background batch processing allows image capture to continue during image processing, to increase throughput even more.

How well does the software leverage my scanner's labor-saving capabilities?

In most cases, your goals will include maximizing automation and minimizing manual process steps. The more your capture solution does to minimize document handling or operator intervention, the better. You want the combination of scanner and software to optimize image quality and output large volumes with speed and reliability.

Without the right setup, for example, you might be forced to scan the same documents multiple times to output color and black-and-white images in different file formats and to different storage locations. With **Kodak** Capture Pro Software, your operators can perform this task in one pass with the dual stream scanning capability in most **Kodak** Scanners.

Is the expert built into the software or do I need one in the chair?

In the interest of throughput, you want your capture solution to remove complexity from the operator's job. As we saw above, enabling sophisticated scanner features helps. It also helps to make the user interface as intuitive as possible.

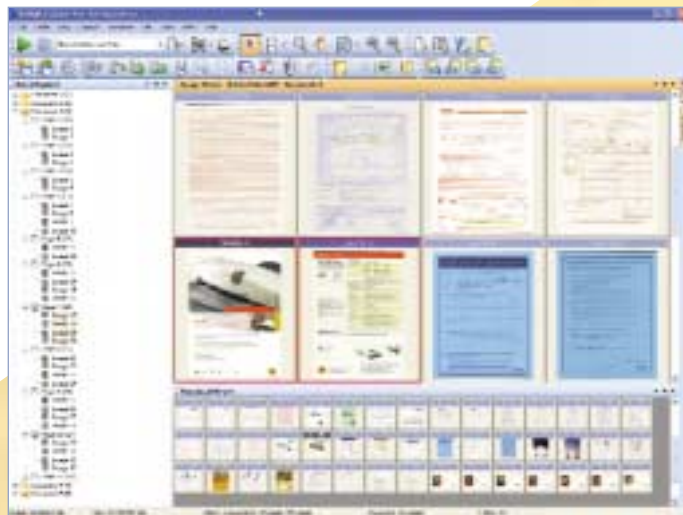
Kodak Capture Pro Software is based on more than a decade of empowering operators in settings that range from high-volume production shops to walk-up scanner stations. Most-used tools are laid out in a logical structure. A graphical design and easy to understand icons make it simple to visualize and manage the process. Templates are provided which include common scan job defaults and understandable options, so operators don't have to rely on memory or refer to a tech manual to perform tasks.

What about customization and long-term productivity?

See the next page.

Advanced processing capabilities make scanning easier than ever.

The Perfect Page capabilities designed into **Kodak** Scanners put a virtual scanning expert to work for you. Operators can be more productive because they spend less time on presorting, editing, and rescanning documents.



With **Kodak** Capture Pro Software, operators can work productively while leveraging all the time- and step-saving feature functionality of **Kodak** Scanners.

Your capture choice—your capture questions.

Is the software a bottleneck or a funnel?

While there's no magic wand you can wave over a stack of paper to transfer it to your content management system, your capture solution can come close. Ideally, the software prepares digital files—and metadata about these files—in the right format for uploading to the host application without any extra steps.

For instance, the customizable capture workflow and extensive data format support provided by **Kodak** Capture Pro Software help ensure a seamless connection with your enterprise application. At the other end of the management spectrum, the software even supports scan-to-email for a simple, yet powerful, *ad hoc* document distribution solution right at the capture workstation.

Can it make my job easier?

Technology is complex. Keeping it running productively shouldn't be. To that end, you want to minimize the number of solutions needed in-house to simplify operations, maintenance, and support.

Kodak offers a best-practices model. One company provides support for both scanner and software, for fast problem resolution without vendor finger-pointing. You can easily standardize on **Kodak** Capture Pro Software across your enterprise. A scanner operator can open a familiar window on a workstation anywhere in your organization and begin productive work in an instant without additional training.

Conclusion

These are questions to raise with your reseller or system integrator when considering your choice of capture solution. The right answers can save you time, labor, and give you the best return on your investment in technology and operators.

At Kodak, we believe that Capture Pro Software is the state of the art for leveraging **Kodak** Scanners as a front end to a content management process. It's the only software designed to maximize 100 percent of the powerful features available with **Kodak** Scanners, including background color smoothing, automatic orientation, and dual stream processing. See for yourself how **Kodak** Capture Pro Software provides a 'portal to productivity' with our online demo at www.kodak.com/go/CapturePro. From this web page, you can also access more information about the features and functions of Capture Pro Software, and download our brochure (Publication A-5783) entitled "It's your information. Make the most of it."

To learn more: www.kodak.com/go/CapturePro

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Get an end-to-end solution with Kodak.

Software, scanners, service and support. Only Kodak offers a complete capture solution that leverages all the capabilities designed into our award-winning scanners to deliver reliability and processing that's practically non-stop.



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