# docuglobe

**Content Management Systems**
**Content Delivery – easybrowse**
**Technical Documentation**
**Specialized Translations**
**CE Marking Process Support**
**Consulting | Projects | Plug-ins**

gds

# Editing environment for Technical Documentation

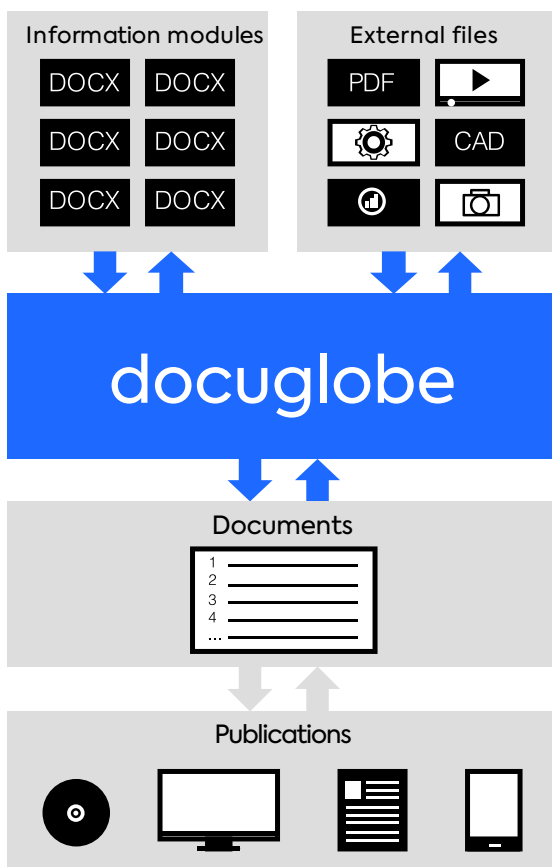**Multiple use of once-produced content – raising quality and security while reducing costs.**

The strategy is referred to as "database-supported modularization, standardization, and structuring". This is exactly the approach adopted for docuglobe.

Documents consist of individual information modules created using Microsoft Word. An information module can be of any size.

The information modules are depicted in a tree structure (similar to Microsoft Explorer) and managed in a database.

A wide variety of file formats (external files) can also be managed in a modular manner to, for example, add attachements to documents and manage graphic images.

A given document consists of a list of linked information modules and external files (parts list principle). Once a document is generated, docuglobe takes over the segmentation, produces the layout and inserts graphics and attachments.

Thanks to the language management option, multilingual documents can be easily and efficiently managed. Once translated, content can be used again and again.

Documents can be published across all media, e.g. as a PDF file, online help, web page in HTML5 format on tablets or smartphones or as a Word document. The iiRDS standard for the exchange of information is also fully supported. Direct publication in the easybrowse content delivery system is also an option.

Another special feature of docuglobe is the modularized processing and management of PowerPoint presentations. Every slide exists only once and can be used in as many presentations as needed.

# Benefits for your company

**The years of practical experience that docuglobe has incorporated in development take into account the most important requirements: reduction of costs, increase in productivity and sustainable quality standards.**

**A wide range of application areas**

The use of docuglobe makes sense whenever the creation of a document is based on the following approach:

"Search" for a similar document that could serve as a template -> "Open" the document -> "Save as".

It is an inevitable fact that this approach results in unstructured and unmanageable volumes of redundant data or content.

The so-called "copying errors" form an additional problem in this approach.

Experience gained from many companies has shown that the use of docuglobe leads to significantly more efficient and secure processes in a wide range of areas and, consequently, to a significant reduction in overall costs.

This is a fact readily confirmed by our customers.

**docuglobe can help**

Extending beyond its original use for the preparation of technical documentation, docuglobe has entered many other application areas:

- Design and R&D e.g., for concept or project documentation, etc.
- Quality management, e.g., for work instructions, SOPs, test instructions, etc.
- Sales and marketing, e.g., for tender preparation, product descriptions, presentations etc.
- IT/EDP, e.g., for user and administrator documentation, etc.
- Services, e.g., training documentation, service information, training presentations, etc.
- HR, e.g., for job descriptions and employment ads, etc.

Other areas of application are, for example, construction, law and contracts.

# docuglobe-functions

**See for yourself how you can benefit from proven and practical features**

- Modularized creation and maintenance of your documents in a database system and management of modules, graphics, external files and documents in a tree structure.

- Create and manage your documents in the form of object lists (parts list principle).

- Use an efficient variant management system to create documents.

- Edit your modules based on a document.

- Increase the efficiency of your team by assigning and scheduling tasks.

- Use reliable search functions for properties and full-text search.

- Integrated review of structure and formatting for further quality improvement.

- Offline processing enables the processing/editing of documents outside of the system so that "non-registered users" can be included in your projects.

- Content (e.g., safety instructions) can be integrated in a dialog-based manner and according to your individually defined rules.

- Checking out for review serves to avoid potential errors in the proofreading process.

- Management of Microsoft PowerPoint presentations.

- Support of COTI interface for the translation process.

- Direct integration of videos during the writing/editing process.

- Time-based publishing of documents in various media.

# And that's not all ...

With the online functions help tool, you create online documents in the form of Compiled Help Modules (CHM) or into a pure HTML environment.

The cross-reference feature serves as an advanced link management tool that significantly simplifies setting and management of links.

With the language management feature, you can manage any number of foreign languages. For the translation of a document, only the non-translated modules are automatically determined and checked out for translation. Thanks to reuse of content that has already been translated, you avoid duplicate translations and thus continuously lower a significant part of your translation costs.

Do you have to know at any time what version of a document was or is valid at a particular time? Versioning and archiving allows you to manage and archive various statuses including automatic timestamps.

Apart from convenient management of the various image formats of your image library, External file management also lets you efficiently configure the handling of supplier documentation and other documents as attachments to your documents. Moreover, you create your PowerPoint presentations from individual slides according to the "parts list principle".

With Variable control, you can manage any variables in the form of texts or graphics so that they can then be published dependent on the product or the document.

Multitenancy means that you can use docuglobe optimally in different divisions throughout your company. You manage specific rights and properties so that you can, for example, serve several customers as their technical documentation service provider using just one docuglobe system.

dAPI is available for optimum integration of docuglobe into your IT landscape. Use this open programming interface in order to combine docuglobe with other software applications (e.g. ERP, DMS, TMS, etc.).

While writing, the authordesk author support feature suggests to you entire sentences or individual terms that you can apply to your document simply with a click of a mouse. By reusing sentences and correct terminology, you increase the quality of your documents and reduce your translation costs.

# Optional docuglobe-functions

**easybrowse**

The easybrowse content delivery portal provides you with a comprehensive solution for managing and delivering information. easybrowse delivers specific content to different groups, such as customers or service technicians – regardless of whether the information is needed online or offline on PCs or tablets.

Customized and target-specific access is enabled regardless of the volume of information. Therefore, even sensitive data can be securely provided to authorized recipients. All information can be presented at any time and as needed based on semantic searches or explicit links, e.g. spare parts and task descriptions for a specific maintenance task.

The information cycle is completed in easybrowse by information about user behavior, including feedback options.

**Software module for project and plant engineering documentation**

docuglobe has a software module specifically for project and system documentation that supports the compilation and preparation of documents while automating essential work steps.

The overall documentation consists of a structure of folders and tabs (in the physical sense), where the actual documents are located. When compiling, docuglobe automatically monitors the "fill level" of a folder and notifies the user when a new folder has to be added.

During the publication process, docuglobe automatically creates a data structure for an autorun data storage device (CD, USB stick, etc.) including navigation menus. docuglobe supports the standardized iiRDS format. It is used for the exchange with easybrowse, but can also be used for any third-party systems.

Moreover, all layouts required for printing are automatically produced. Apart from the documents themselves, this includes the tables of contents, folder spine labels and cover sheets. The easybrowse publishing route also enables the display of the scope of features detailed above for mobile documentation. In this case, docuglobe also supports iiRDS.

# docuglobe support services

**We offer supporting services to ensure that docuglobe can be used productively in your company as quickly as possible.**

### Editorial support for modularization
"Now we've got to split everything into modules?" is a not uncommon question that concerned docuglobe users ask while gazing at their existing documentation. The answer is "No". We are happy to accompany you through the modularization process, help you in setting up meaningful structures and analyze together with you, in which steps your documents are incorporated in the modularization process.

With our service package, you take advantage of expertise gained from practice for practical use. Make your technical documentation efficient e.g. with a sophisticated style guide or fully standardized template generation. We are happy to advise and assist you with our many years of experience.

### Training and workshops
Our training package quickly puts you in a position to work efficiently with docuglobe and to benefit from all the advantages of this convenient solution. The application is explained in the process as is the optimum use of modularized documents. You are also taught about the essential functions of MS Word according to your particular require-ments or familiarized with docuglobe's special feature modules.

Together with you, we determine your company's requirements and agree upon further, individually tailored training sessions and workshops.

### Maintenance agreement
Technical support, user support as well as the continuous advancement of features and adaptation to current environments and technology (e.g., operating systems, database systems, MS Office, etc.) are included in the maintenance agreement.

### Customized plug-ins
You describe your ideas and requirements with respect to an optimum layout and specific functions – we develop your customized solution.

Based on years of experience, we adapt your existing stock of data and documents to the modular, process-optimized operation of docuglobe.

We create for you the templates, layouts and functionalities you need for your daily work.

**Do you have any questions regarding the docuglobe editorial system?
We will gladly call you back.**

# The leading Competence Center for Technical Communication and Information Management

Today, it does not suffice to simply offer editorial systems alone.
gds Group provides a unique full service, encompassing technical documentation with a clear focus on efficiency increase and process optimization.

Our products and services can help you be innovative and successful. Perfectly tailored to your sector of industry, our systems and services will help you achieve your goal easily and quickly — regardless of where in the Content Life Cycle you may need our assistance.

As technical documentation service providers, we can give you everything you need to be productive. No matter where or when, we can support you in realizing your vision and reaching your goals faster.

Our products are tailored to your requirements and not the other way around, because we concentrate on what is really important — you.

Our solutions help you do **everything** you do **simply** (and) **better**.

## WE ARE ALWAYS THERE FOR YOU

Let's talk about it. In a personal conversation, we will discuss all of the opportunities available for optimizing and increasing the efficiency of your technical documentation. We will also be happy to visit you.

**gds Sassenberg (headquarters)**
gds GmbH
Robert-Linnemann-Straße 17
48336 Sassenberg, Germany
Tel.: +49 (0)2583 - 301 3000

gds Sprachenwelt GmbH
Robert-Linnemann-Straße 17
48336 Sassenberg, Germany
Tel.: +49 (0)6652 - 911 44 0

**gds Berlin**
gds Berlin
Schlesische Straße 27
10997 Berlin, Germany
Tel.: +49 (0)2583 - 301 3000

**gds Halle**
gds GmbH
Mansfelder Straße 56
06108 Halle (Saale), Germany
Tel.: +49 (0)2583 - 301 3063

**gds Schweiz**
(partner company)
gds Schweiz GmbH
Rebbergstrasse 64
8102 Oberengstringen, Switzerland
Tel.: +41 (0)43 388 89 54