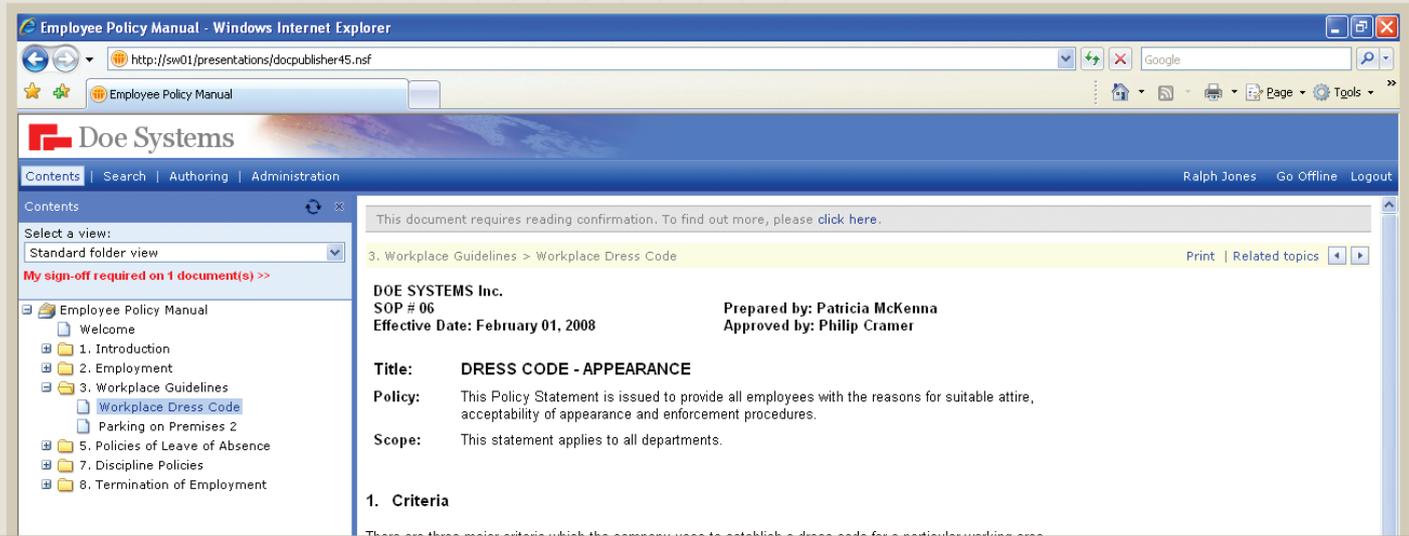# SWING DocPublisher
Policy and Procedure Management

From Word documents to e-manuals in seconds: DocPublisher is a central place for company Policies & Procedures and other standard documentation for all departments.

Word to Web: SWING DocPublisher automatically converts MS Word documents into web pages.

With SWING DocPublisher you can:

- Publish and maintain Policies and Procedures, and other company manuals, using only a web browser and MS Word.

- Ensure compliance with regulations and standards. Distribute documentation and collect sign-offs.

- Support your customers or your team with online FAQs, product information, instructions and training materials.

- Create a company intranet, or integrate your online manuals into existing one.

As simple as wiki - As robust as DMS

For Lotus Domino

For IBM Lotus professionals, using Lotus Domino for publishing internal documentation may be an obvious choice. Still, lots of Lotus shops do not have a simple way to publish, track sign-offs, and maintain their standard documentation. DocPublisher for Lotus Domino makes this process a snap.

Hosted Solution

This is an ideal solution for customers who want to avoid the requirements of any servers, software or installation. SWING DocPublisher - Hosted Edition delivers software as a subscription service hosted and managed by SWING hosting partners. Flexible pay-as-you-go payment options let you avoid any up-front financial commitments.

Software Appliance

Everything what you need in a single package: built-in operating system, web and application server, and SWING DocPublisher. All software components are pre-integrated and tuned. This option is a great turnkey solution for branch offices or for small and medium businesses. No in-house IT staff is necessary.

SWING DocPublisher
Features

MS Word integration
DocPublisher tightly integrates with Microsoft Word, allowing business users to create and update web content with their familiar authoring tool.

Document templates
Centralized document templates enforce consistency and save time.

Visual editor
In addition to Microsoft Word, you can add topics to the library by using the integrated web-based visual editor.

Related topics
Effortlessly add references to other topics and they will be converted to hyperlinks.

Additional files
Attach additional files - such as printable forms, templates, or spreadsheets - to any document.

Custom properties (metadata)
Add new properties and categories (tags), so you can organize documentation according to your specific standards or regulatory requirements.

Custom views
Classify and browse documents in the library according to taxonomies that differ from the one implied by the original folder structure. Create folder-based, categorized or flat views within your browser, in minutes.

Folder hierarchy
Organize folders to ensure easy navigating and reading. Reorder files inside folders (drag-and-drop), or have them sorted by title, for instance.

Outline promotion
When a Word document is being published, its outline view (the headings structure) can be promoted to the navigation frame for easier navigation throughout the document.

Property promotion
Word document properties are automatically copied to the corresponding custom properties in the DocPublisher library, and vice-versa.

Instant publishing
Document publishing does not require any technical skills. An authorized user can simply click on the Publish button to put a document online, in a browser-readable format.

Notification lists
Users whose job is affected by certain policy or procedure will be instantly notified on updates.

Reading sign-off
An organization may require employees to read a document and sign-off acknowledging they have read and understood the document. DocPublisher notifies users, collects their sign-offs, and tracks the whole process.

RSS feeds
Broadcast all changes in the document library over RSS feed so they can be tracked in any RSS reader.

Recently updated documents
One-click access to new and recently updated documents.

Users' feedback
The system routes users' comments and questions directly to document owners.

Offline reading
Authorized users can replicate the library to their laptops for offline use.

PDF
Allow users to view, download and print PDF copies of documents and forms.

Search
Find any information using basic or advanced search options. Search by document properties, in addition to the full text search. Or, use type-ahead search in the navigation frame to navigate to any title.

Hyperlinks
Take advantage of quick navigation with related topics, links to attached files and to other applications.

Custom Headers and Footers
Choose a pair of predefined headers and footers, modify them, or create your own. Topic headers and footers can include document properties and actions.

Company identity
You can choose a color scheme (predefined or custom) that reflects your company visual identity. You can also add a logo or graphic to the frameset header.

Document version control
Control of document life cycle: creation, review and approval, publishing, archiving, new revisions. While users are working on a new revision of a document, its published version remains unchanged. Once the new version is published, the previous version is automatically archived.

Workflow routing
Authors can easily send documents to others for edit / review / approval before publishing. You can also define custom draft stages to comply with any specific internal process. Or, keep it simple with 1-click publishing.

User permissions
Grant user permissions at the library, folder and document levels. It is always clear who can read, who can edit, and who can approve and publish a document.

Audit trail
Audit trail tracking provides chronological history of all updates. Descriptions of changes and review comments are also tracked and made a part of the document's history.

Document owners
You can assign a person who will be responsible for each document. Users' feedback on a document will be automatically routed to the corresponding document owner.

Withdraw
Content managers are allowed to withdraw a published document back to draft status.

New revisions
This action opens a new instance of a document, allowing authors to work on the new revision while the existing version is still available to readers. Depending on user's permissions, the new revision can be published immediately, or submitted for review/approval.

Expiration
Set an expiry date for a document and it will be automatically withdrawn from readers' view on that date.

Periodic reviews
Enforce regular reviews for selected documents. For example, once a year the system can notify the person responsible for the document and remind him or her that it is time to make an update.

Archiving and version rollback
When a new version of a document is approved and published, the previous version is automatically archived and stored for future reference. It is easy to rollback to previous versions if necessary.

Export
You can easily export the entire or any part of your document library to disk, making the transition from DocPublisher to any other system as easy as possible. As a result, the risk of lock-in has been removed.

Visit **www.swingsoftware.com** for more information and an online demo.