

# Document Management

- **Manages web content, documents, images, video and audio in a single environment**
- **Supports all existing applications for editing documents**
- **Integrates seamlessly with Microsoft Office and StarOffice**
- **Empowers non-technical users and therefore frees up IT time**

## All types of content

Websites usually consist of a hybrid collection of formats for publishing information. Regardless of their application – intranet, extranet, internet – all websites comprise web pages that feature at least text and images. Often, however, documents (Word, Excel, PDF, Visio etc.), video and audio are also used.

Recognizing this at an early stage, Mediasurface incorporated the option of managing any type of digital information in its Morello content management system (CMS). So, with Morello, you can easily create any site containing any type of information.

## One platform

The major benefit of the Morello solution is that you need only one system for maintaining any type of digital information. Regardless of the format – web page, photograph, Word document, Quark document, PDF file, Visio diagram – Morello takes care of the access rights, workflow, version control, publication, automatic archiving and so on. And last but not least, our built-in search engine, which supports over 160 file formats, enables you to perform full-text searches on all content. This eliminates the need for separate systems for web page maintenance and document management.

## Different editing methods

A major difference between web content and documents is that they need separate editing methods. Web content is maintained with specific web-editing tools such as a web browser. Documents, on the other hand, are maintained with a specific source application such as Microsoft Word or Adobe Photoshop. Mediasurface Morello combines both methods, allowing you to edit and maintain your web pages and documents from one central location. This is achieved by the incorporation of a powerful in-context editor for editing web pages and tight integration with the applications needed for editing certain types of documents.


## Web content

### Using Morello to edit web content

Morello enables you to effortlessly maintain your web pages. Just navigate to the page, click the Edit icon and make the changes directly on the page. Only the editable parts of the page are visible, the rest is faded down. So, you will see exactly where to work and the result of your actions. A rich toolkit allows you to insert and edit tables, images and references, to use colors etc. – while being controlled by a rigid access rights model.

## Documents

### Using Morello to edit documents

As mentioned, you can also use Morello to edit, maintain and save all your documents in our CMS's central database. These documents can be maintained and saved regardless of the structure of your website(s). Whenever you want to edit a document, just navigate to it from within Morello. You can choose between starting the source application from Morello to edit and 

## Browser based management

## Document Management features

save the document right away, you can drag and drop the document onto your local hard disk. The latter option is ideal if you want to temporarily lock information (check out), edit it locally (for example, at home) and return it later to the system (check in). Meanwhile, nobody can change the document in Morello.

Whenever you want to add a document, just create a new one in Morello and upload it from your hard disk. Or – even easier – simply drag the document and drop it at the right place in Morello's navigational structure. Then fill in the relevant metadata fields and that's it. Of course, Morello's full version control will be applied to all documents saved.

### Also with a browser

Besides the Morello desktop application, Morello provides a browser-based editing environment called Morello Web Client. This also allows you to easily maintain both web pages and documents. So, whatever your preference – application or browser – our solution assures smooth maintenance of all your information.

Mediasurface Morello supports the following document management features:

- Any type of document can be saved (Word, Excel, PDF, Visio, AutoCAD etc)
- Efficient centralized repository: no uncontrollable files in a file system
- An unlimited number of metadata fields which can be freely defined
- Locking (only one person can edit a document at any one time)
- Rich and advanced access rights model
- With the proper access rights, documents can be consulted, even if they are locked
- Freely definable workflow for each type of document
- Full-text search for more than 160 file formats
- Documents can be easily edited and saved
- Checking out (off-line editing of documents) and checking in (saving a document that has been edited off-line)
- Highly advanced integration with Microsoft Office and StarOffice StarWriter
- All documents can be accessed, retrieved and edited through a browser
- Full version and revision control for all your documents including roll-back