

Ricoh eBinder

Create digital document
ring binders to use across
a range of devices

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Improving access to information

Ricoh eBinder offers the convenience of digital documents, with the familiarity and user-friendliness of a traditional ring binder. It enables you to assemble and present a range of documents within a personalised digital binder that can be viewed on a wide range of devices, making it easier and more convenient for users to access the information they contain.

Bypassing the need to copy or move the original document files, Ricoh eBinder populates your digital ring binder with visual copies of the documents you wish to share or access later. Any updates or changes to the original documents can be automatically reflected in the ring binder, reducing unnecessary admin and ensuring that you always have access to the most up-to-date information.

Compatible with PC, iOS and Android devices, Ricoh eBinder provides convenient access to your information wherever and whenever you need it, supporting mobile working. You no longer need access to copies of the original document files or even an internet connection in order to refer to the information they contain.

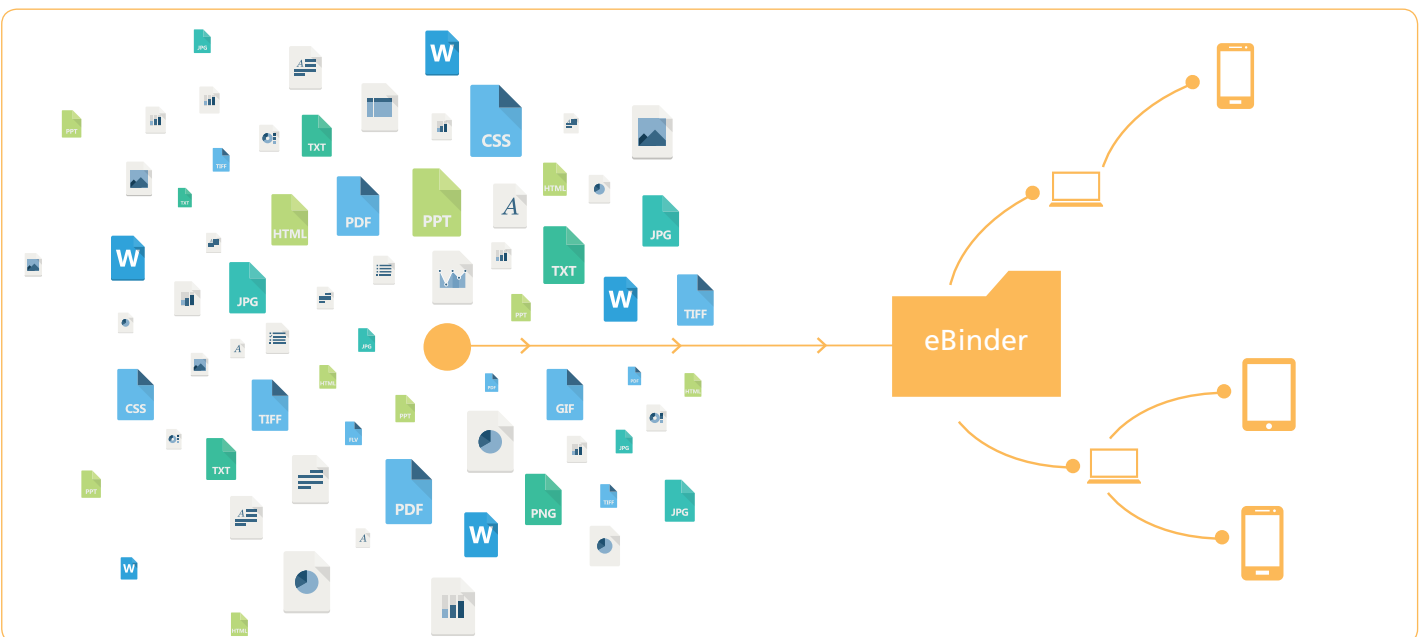
With support for over 100 file types, including emails, scanned documents and web content, you can present a wide range of documents within the binder of your choosing, saving time and ensuring that related information is kept together. For example, you can use Ricoh eBinder to present together a range of files that relate to a project, such as PDF invoices, budget spreadsheets, images and text document files.

Once you have created a new binder, this can be stored and shared as a self-contained file – on a USB stick, via a file-sharing service or email – which can be opened on your preferred device. The information contained within binders can be accessed by all authorised users – there's no requirement for them to install the applications needed to open the original files.

As well as the convenience of being able to visually collect together the information in documents, Ricoh eBinder makes it possible to quickly search across all the documents that are presented in a binder and add sticky notes for later reference. A table of contents at the start of each digital binder allows you to see what it contains at a glance, and this is automatically updated to reflect any reorganisation or changes to the original files, for easy tracking of binders.

Key features of Ricoh eBinder:

- A more intuitive, user-friendly way to present documents, offering the familiarity of a paper binder with the convenience of digital
- Offers users the opportunity to personalise and brand binders for a professional finish
- Easily gather together information from a wide range of document types into a single binder, including emails, scanned documents and web content
- Document information can be ordered intuitively, across multiple tabs in the same binder
- Quickly search the information within a binder using built-in functionality and automatically updated contents index
- Instantly share all or part of a binder with others, and save binders as self-contained files for transfer via file-sharing services, on a USB stick or via email
- Digital binders can be accessed on a computer, smartphone or tablet device



eBinder supports over 100 file types, including emails, scanned documents and web content, enabling you to present a wide range of documents within a single personalised binder.

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