

Getting Started

with doo for OS X



Getting started with doo is quick, easy, free and without any risk attached

With doo you can connect and access documents in all your storage locations and document sources – local and in the cloud – with one app from the device of your choice. Find any document in seconds with the help of automatically created intelligent tags. Scan documents and receipts with doo's mobile apps and add them as searchable PDF files straight to your preferred storage location such as Dropbox, Google Drive or the doo library.



- ✓ doo will not move or modify your files. doo will not upload anything to the cloud without your active request.
- ✓ You can use doo in parallel to your current personal document management with local document folders, Dropbox, Google Drive, Evernote and so forth.
- ✓ Experience the future of your documents and information with doo. If doo doesn't make your life easier, you can simply delete the app anytime. So let's give it a shot!



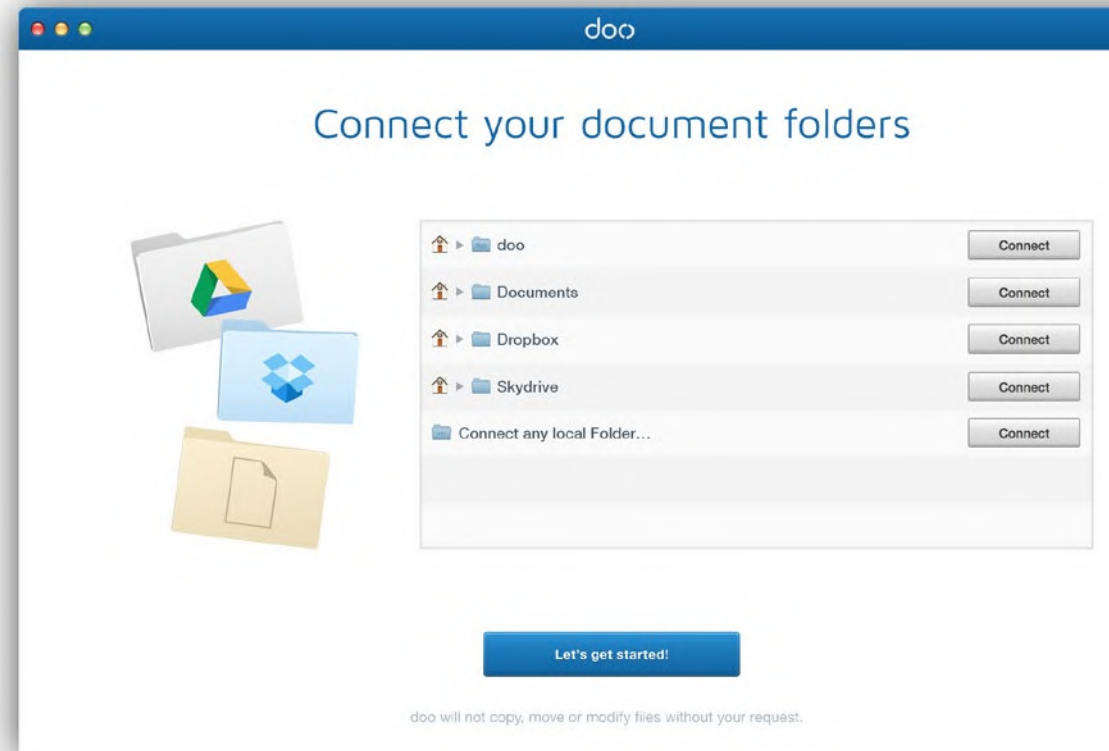
Select your doo folder

This is the folder where doo will store the doo library. The doo library contains an index of your documents as well as any documents actually imported straight to doo, e.g. via drag & drop into the application. We suggest locating doo in your home folder, the folder with your OS X user name, because it is the root location for your documents just as "Movies" is for your video files and "Music" for your audio files. You can select the location for your doo library within the setup wizard.

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Connect local folders

After deciding on a folder for your doo library, simply connect the folders from your hard drive that you would like doo to “watch”. Documents in these folders will be available via the doo app, and doo will recognize any changes to these folders. This way you can access all your documents via doo and benefit from the powerful doo search to find any document in seconds. If you decide to use the sync at a later stage you will be able to selectively activate the sync for each folder individually.



Connecting online sources

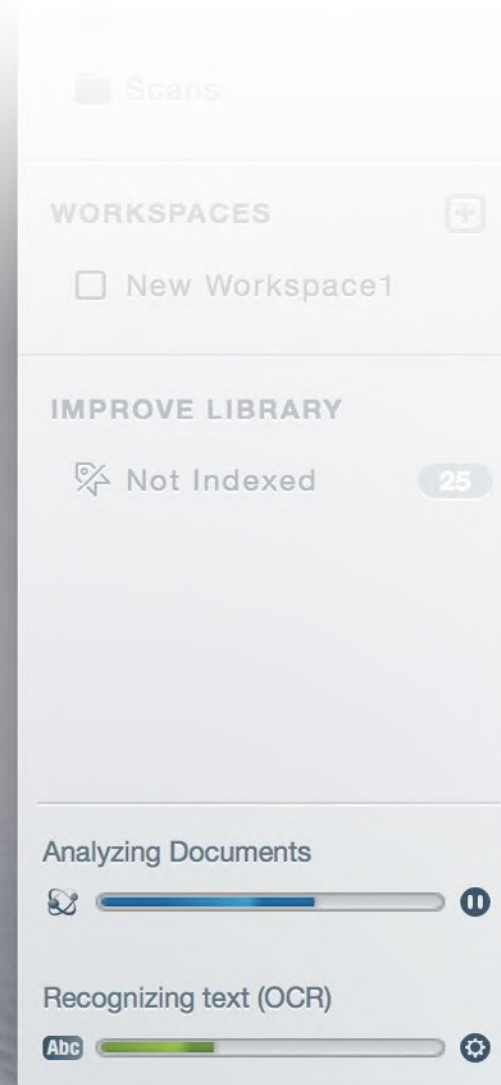


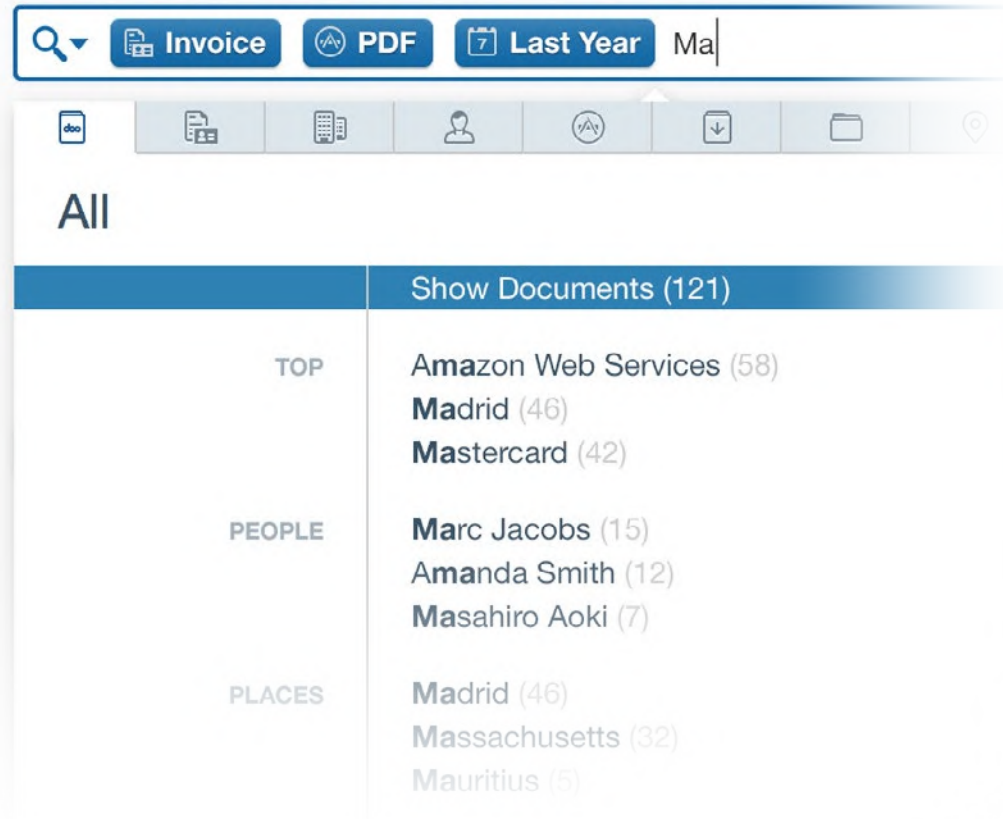
In addition to including your local documents to the index of your doo library, you can also connect online sources such as Dropbox, Google Drive, Evernote and your email accounts. Simply create your doo account and follow the instructions for connecting other sources. The documents will be included in the doo index and are available within the powerful doo search. For connected email accounts, doo will automatically identify documents attached to your emails or relevant email text, then store a copy of the documents in your doo library folder. Simply go to the tab "Storage Locations" under "Preferences" to connect your online storage locations and document sources.bar in the bottom left hand corner of the doo app.



Indexing, intelligent tags and OCR

After you have told doo where to find your documents an index of all your documents will be created and intelligent algorithms will start performing optical character recognition (OCR) and identifying relevant information. This information is then used to create intelligent tags such as companies, document types (Invoice, contract, receipt, etc.), file formats, people or places. You will see the progress of unleashing the intelligence in your documents displayed by the progress bar in the bottom left hand corner of the doo app.

[illegible]



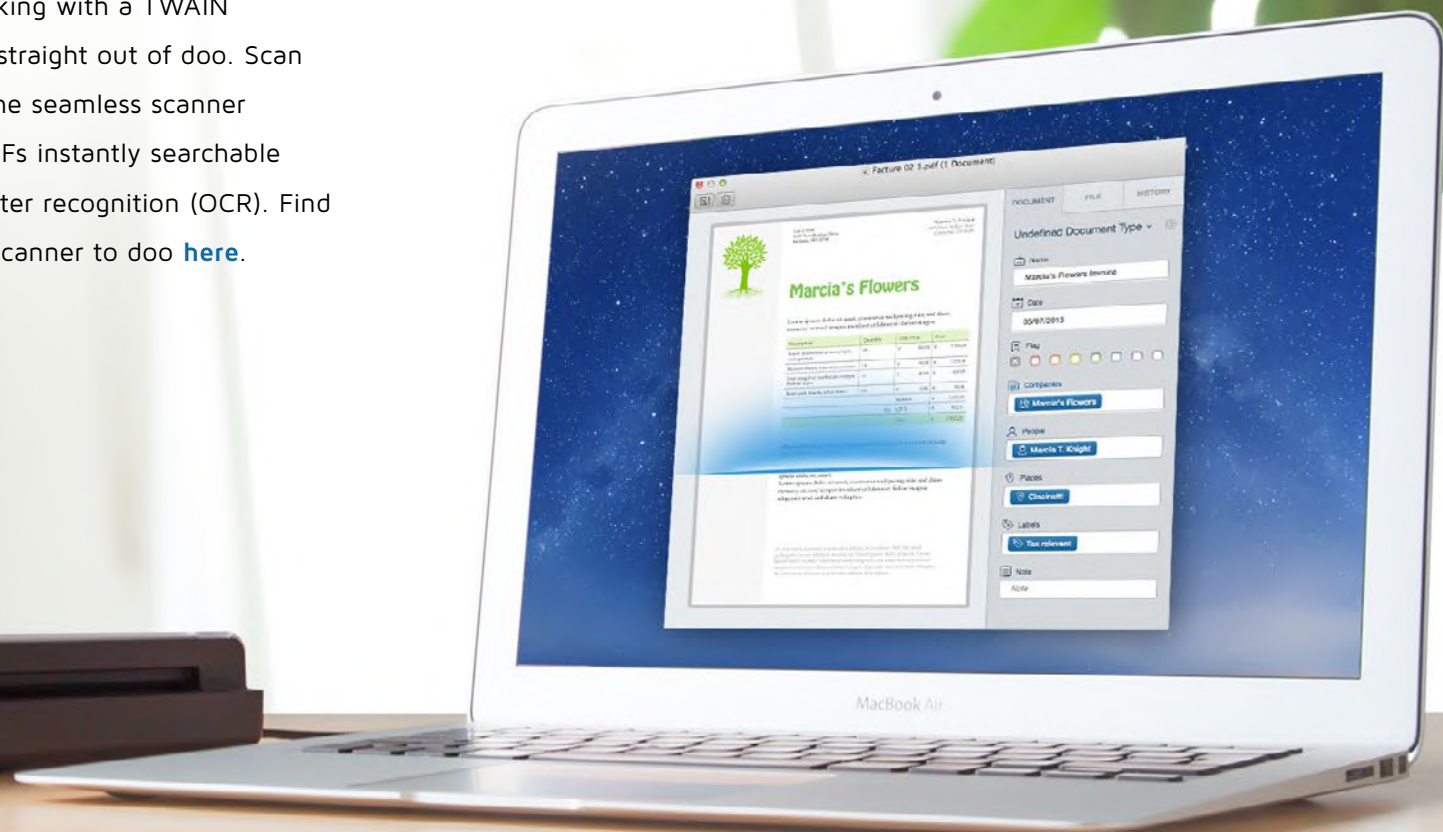
Finding your documents

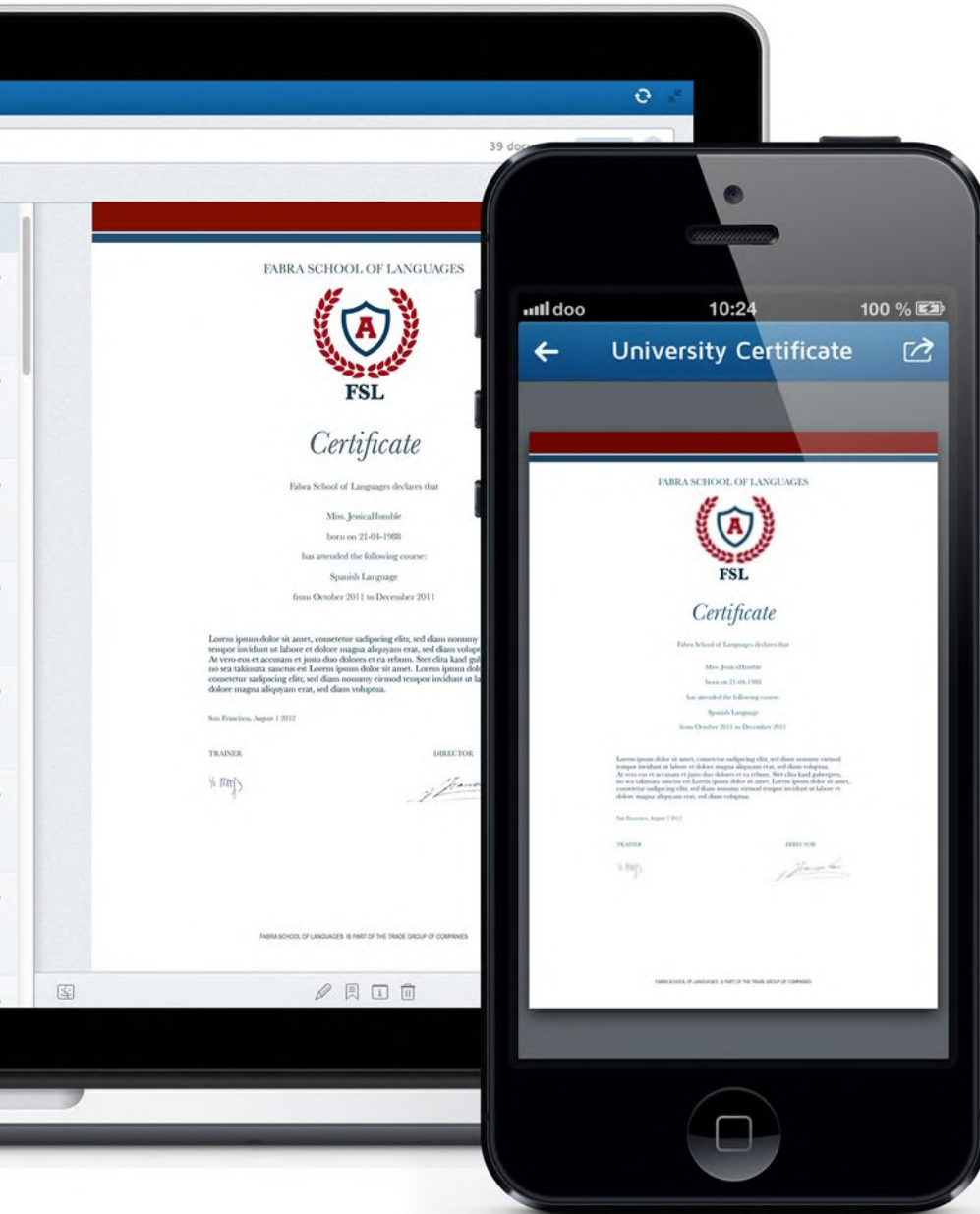
Simply enter a tag (company, person, location, document type, file format or date), tag combination, dates in natural language or a fulltext-search expression in the search bar to retrieve the document you need. The type-ahead feature allows an extremely fast entry of all search expressions and consequently a very efficient search even with large numbers of documents.

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Scan PDFs right into doo with the seamless scanner integration

doo recognizes every scanner working with a TWAIN driver allowing it to be controlled straight out of doo. Scan any document right into doo via the seamless scanner integration making the created PDFs instantly searchable based on automatic optical character recognition (OCR). Find more details on hooking up your scanner to doo [here](#).





Sync with the doo Cloud

To synchronize your documents across your devices, simply create your personal doo account. You will receive an email to confirm the activation of your account. Once you have activated your account, sync will start automatically. Simple login to your doo account on other devices to connect them to doo. Any changes to your documents are synchronized to your devices immediately. To create an account, go to the tab "Storage Locations" under "Preferences".