Home

This "e-Pub" is with you because:

- you asked for it
- someone asked us to send it to you
- we hope it might interest you!

Our business concerns making the most of computers and cutting through jargon and mystique.

We offer a professional service for clients who want their computing tools to work for them. If efficient use of modern computing tools interests you, click on the blue navigation points below to find out more.

11/06

Managing Manuals, Procedures & Catalogues

A necessary evil perhaps, but companies generate a great deal of documentation. Whether it be for internal use or to accompany products and services, it is usually very necessary to the company's wellbeing.

Managed correctly, production and maintenance of documentation can be painless and the result should contain relevant and up-to-date information. Sadly, the reverse is equally true.

We can help you manage your document production and can advise about delivery systems so that your audience always has the latest available material.

Whether you are concerned with day-to-day handling of small documents or the development of large manuals and procedures, contact us for some sound advice.

We can convert your material and present it on-line as electronic documents. Promotional and technical documentation can be formatted to your needs and delivered how and where you wish.

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Electronic or "On-line" Forms & Documents

This is an electronic document.

❑   It's electronic because it's created, stored and distributed electronically, by computer.

❑   It's a document because it presents information (text and illustrations) like any paper document.

Electronic documents are stored in computer files and can be sent around the world in seconds. They help people get their message across quickly and economically. They can be created rapidly and cheaply so they cost less than the equivalent paper document.

We can help you create electronic documents, either from your existing paper ones, or as you prepare your new paper ones. Alternatively, you may favour a new "electronic only" environment.

But think about the electronic option. Electronic documents are cheap to develop, cheap to maintain or update and cheap to send. Forms can be distributed and filled in on-line, eliminating the delays and costs of paper delivery.

So, let us help you start saving now.
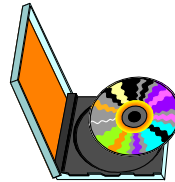
Archiving: Paper to "Computer"

Storing vast amounts of paper is expensive. It's also risky.

Office space costs money and bulky paper documents consume a lot of space. Paper is also vulnerable to attack by fire, damp and other threats. Security systems send costs spiralling.

The solution is to convert paper documents to electronic ones. They're cheap, easy to store and can be retrieved more quickly, from the comfort of your desk!

An entire filing cabinet's worth of paper can be stored on a CD-ROM costing very little and taking up about as much space as a box of matches. Critical material can be stored on multiple sites for greater security as the cost of duplication is minimal.

We can also convert your material into editable text and graphics files so you can modify the information to meet changing needs.

Efficient retrieval is vital. We can install systems to help you "navigate" to relevant material for viewing, printing or distribution.
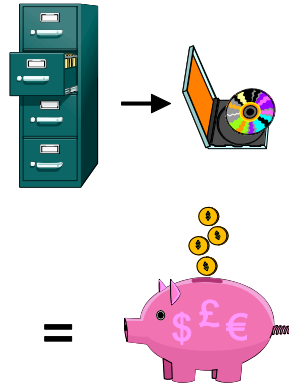
Web Site Development & Hosting

All companies have a web site!

Not entirely true, perhaps, but many do and most think they should have a web site.

Happily, you can have one for surprisingly little investment. Take advantage of our personal service to promote your business on the World Wide Web.

Even if you have an existing site, we might be able to make it work better for you.

We help to promote sites by optimising their pages to receive the maximum number of visits. A site receiving no visits is not working for its owner!

Let us know what sort of site interests you. It may be an internet site for access worldwide or you may wish to set up an internal site (an intranet) for access within your company. E-commerce is another sales tool and we can help you sell directly and securely from your web site.

Whatever your needs, we can advise and give you realistic choices.

We work routinely in English, French, German and Dutch.

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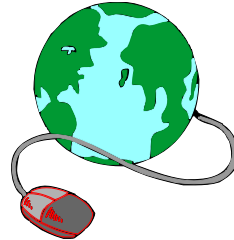
Training Courses & Client Support

You may wish to meet your documentation and processing needs in-house. With the right talent this is entirely feasible, but the correct strategy is important.

We can help.

We have worked on large documentation and archiving projects and can help you set up internal systems to organise the production flow.

We can arrange custom training courses to meet your team's specific needs and we can work alongside them in the early stages to get things running smoothly. We can then train your new team members as they come on board.

We are happy to organise training events in the venue of your choice.

You can also profit from our telephone or on-line support to come to the rescue when necessary. Our experience can be available to your personnel as and when needed.
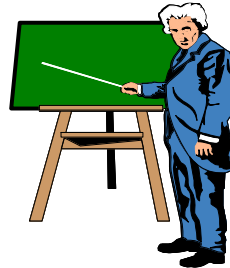
About Us

Or Business Sans Frontière

We are based in France and can accept assignments almost anywhere. We work both remotely and on-site, as requirements dictate.

We have experience with major contracts in high tech industry, defence and critical equipment repair and maintenance. We handle electronic publishing in industry standard formats like HTML and PDF.

Most importantly, we listen to our clients and make our talents work for them.

We are RayH & Co.

To find out how we can help, click here ✉ to make contact or visit our website.

Contact Ray Hennig by phone (in France) on:

+33 (0)5 53 56 48 93 (static) or +33 (0)6 67 65 36 61 (mobile)

Or by post at:

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F-24470
St Saud
France.

This is a PDF file with navigation. The navigation here is shown in blue, giving:

◀   Previous Page   ▶   Next Page (here, there is no next page)

🏠   Home Page   ⊠   Email us

And the blue text denotes a link to cross-referenced text.

We do this to demonstrate the fact that all this navigability is built into the source document, in Microsoft Word format. The navigability is built in from the start.

Doesn't this waste time? No, because the navigation is provided by automatic links in the Word DOC file. Installing these means that changes to the document don't make such links obsolete. For example, if you cross refer to "Chapter 3" in your text and then add another chapter *before* Chapter 3, the old Chapter 3 automatically becomes Chapter 4.

Automation enhances the accuracy, maintainability and relevance of your text.

This DOC file was processed to PDF automatically, with NO ADDITIONAL INTERVENTION. What you see is what was in the DOC file, with nothing added or taken away!