NetDocuments is the leading cloud-based document management system (DMS) that helps users increase work efficiency by providing a reliable, secure way to create, edit, store, locate, and collaborate on documents anywhere and on any device.

A key objective of NetDocuments is to meet users where they work, so utilizing document management becomes a normal part of their work routine. Through ndOffice, you get a software that seamlessly integrates and lives within the applications you already use every day – including Microsoft Word, Excel, PowerPoint, Outlook, and Adobe Acrobat/Reader.

With ndOffice, it has never been easier to work on and edit documents from NetDocuments – using the various applications you depend on, and are already working in, every day. And, to further improve and simplify the user experience, ndOffice is available in a user's primary language including prompts displayed in Spanish, French, and German.

More Simplicity and Less Disruption

With ndOffice you can work natively in Microsoft Office to open, edit, save, search, version, and profile NetDocuments content. It also allows you to open and save documents in Adobe Acrobat and Reader. All of your changes are automatically saved back up to the cloud.

A key perk of direct integration with desktop applications is that you can easily work offline. When working offline, the system will automatically check-in and upload the document when you reconnect to the web. If another user had made changes to the online version while you were offline, conflict resolution saves both users changes as separate versions while alerting you of the conflict.

Mitigate Risk

Security and confidentiality are your most important priorities. With ndOffice, you will get alerts if you're opening or attaching an old or unofficial version of a document, and you'll be prompted with an option to open or attach the latest or official version instead.

You can also easily apply custom security to documents when working in Word or other Microsoft Office products to create a new document or saving changes to an existing document, all without needing to modify security from the NetDocuments website interface.

Maximize Productivity

When you're moving a million miles a minute, you don't have seconds to spare when it comes to managing your documents. That's why ndOffice offers these time-saving features that add up to hours saved:

- **One-stop-shop:** Desktop activity center provides a one-stop-shop to quickly access your recent work product and allows users to perform many document actions such as emailing a document, modifying document access, managing versions, and more - without going to the web. Because the activity center can be pinned to your desktop, quickly accessing or modifying your recent work product has never been easier.
- **Version alerts:** Users are alerted if they attempt to open or attach an old or unofficial version of a document from the activity center or Outlook, ensuring users are always accessing or sharing the correct version of their work product.
- **Attaching made simple:** Quickly attach, rename, and convert documents to PDF or Zip files to emails inside of Outlook.
- **Seamless summaries:** Easily view document profile details in Word, saving you time by ensuring you're selecting the correct document when searching or browsing NetDocuments files from Microsoft Office products.
- **Quick access:** Instantly access recent documents you've worked on in NetDocuments from Outlook, as you attach a document to email.

To learn more about **ndOffice** and how it works in the background so you can **maximize efficiency, reduce distractions, and enhance productivity,** contact **NetDocuments** today at **866.638.3627.**