

## Microsoft Word Document Templates & Wizards

*Select from simple page layouts up to complex wizard-driven dialogues*

Create your documents with ease and speed. You can have them custom-built for you, and a standard set will normally include letter, fax and memo templates.

At the lowest level, they come with basic predefined layouts for document creation, containing little or no additional functionality. Added wizard functionality makes it possible to automate document creation. General office and personal details can be saved for instant access, or go one stage further and bring full wizard dialogue control to the process of creating documents.

Add anything from external database access, saved default settings, mail merge utilities, or logo insertion. Maintenance dialogues allow users to upkeep saved details and other settings.

You can choose to mix-and-match the level of wizard dialogue control you require, creating a fully customisable package to suit your needs. All templates and wizards are supplied as part of a self-extracting executable program. This ensures proper installation on any PC.

Additional items, such as custom fonts, images, or user guides, can be installed at the same time.

- Company layouts maintained throughout
- Designed to match any number of in-house styles
- Can insert logos, picture and tables
- Wizard-based dialogues for document creation
- Apply company document styles from drop-down list
- Near limitless level of wizard customisation
- Save any amount of information for later access
- Package provided as self-installing EXE program

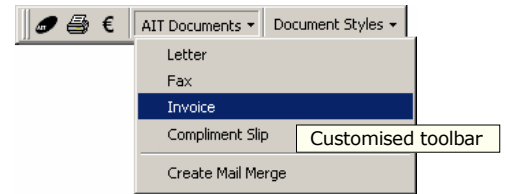
### Start using Document Templates

Contact us to discuss your template requirements.

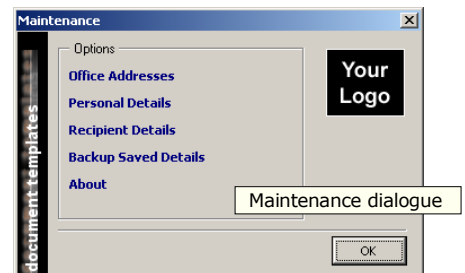
We build the basic templates to your specifications and requirements. If required we can provide a complete design service for your templates, making sure the product will reflect your company image in the best possible way.

Any additional functionality is added for your specific needs: database links, logo insertion, sorting saved details lists, multi-line subject headings, document styles, print options, backup options, etc.

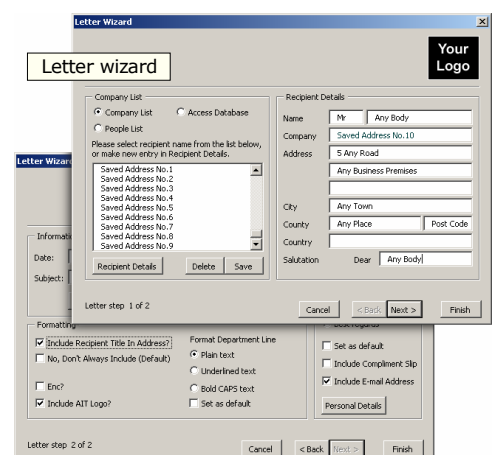
Implementation. We can work in conjunction with your IT department to ensure a trouble-free implementation throughout your company.



Have a fully customised toolbar created through which to access your templates. Extra options can include a maintenance dialogue; specialised print settings, unusual characters, and more.



From the toolbar you can maintain saved addresses, personal details, and any other custom options.



Or create a document by entering saved address details and selecting from various customising options, making document creation easy and efficient.