Kessler Associates

Add-Ons
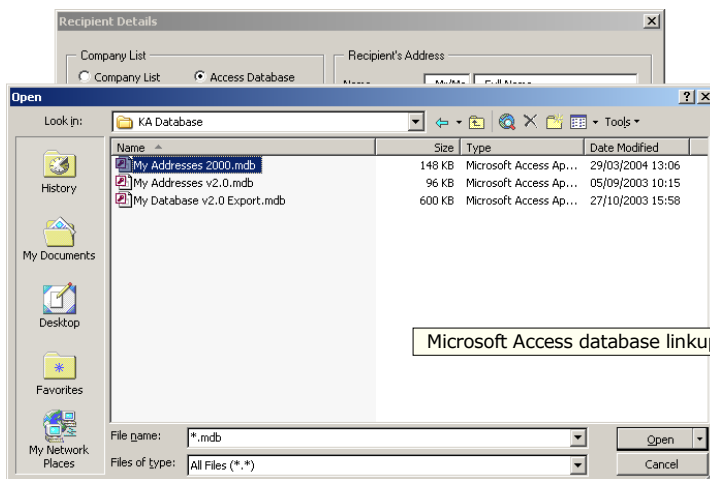
Extra options for your Word document templates

Having a set of wizard-level Word document templates is one thing, but why not make them really work for you by including some indispensable add-ons.

Backup your data. The templates already have the facility to save a considerable amount of data. Whether it's office address details, personal details, long lists of recipient addresses, or other customised data requirements, this information is saved in the form of DAT files on each computer. These are almost always forgotten when users are backing up their files, leaving years of valuable collected data at risk of being lost. Now, you can add the facility for users to backup their saved data files to a floppy disc or any other available drive. This simple utility makes backing up so easy.


Backup dialogue

Signature dialogue
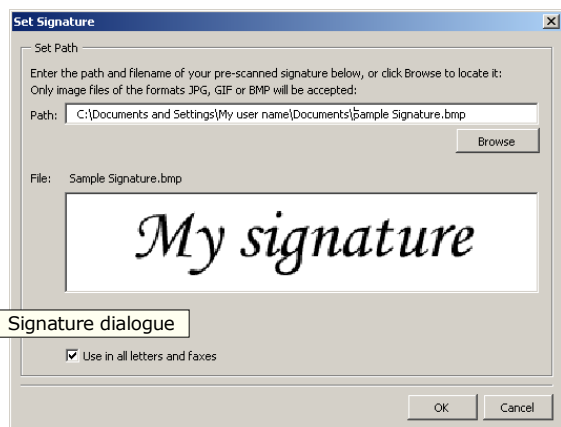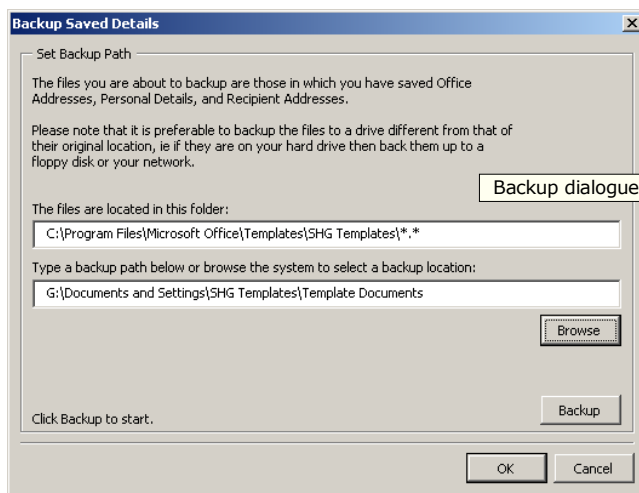
Scanned signatures. Now you can add your scanned signature to all outgoing documents. This simple utility allows you to select the saved image file and use it in any of the pre-specified documents, usually letters and faxes. This is especially useful with documents which will never be printed, but are delivered to their recipients electronically.

Databases. Compliment your existing saved data by linking to a database for your recipient addresses and other lists. You will be able to maintain your database outside of the Word template environment, perhaps sharing data between multiple users and therefore making data updates much easier to implement. You can also write new data or amend existing data in your database from within the Word templates themselves, so that errors and omissions can be corrected on the spot. Just about any database application is supported, including MS Access, MS SQL Server, MySQL, Oracle, dBase, and many others.

Microsoft Access database linkup

Printer dialogue
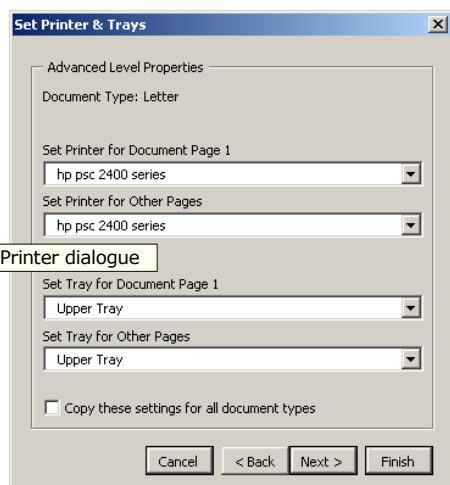
Printer options. Gain full printer control so that users can pre-set which printer and which tray receives the first page and other pages of any document, so that, for example, page 1 can always go to a headed paper tray, and other pages to plain paper trays. Individual settings are available for each existing document type within the templates, and operated by the click of a single icon on the custom toolbar.

Whatever you need, **Kessler Associates** has the solution.