

Problem

- n Documents don't follow corporate brand
- n Many templates throughout the organisation, one for each office, department or user
- n Difficult to update and maintain templates
- n Documents are difficult to create from scratch so users reuse existing documents leading to drift in style
- n Documents sent out with metadata (File Properties) that does not match the recipient

Solution

We develop one template for each of Letter, Fax, Memo, Minutes, Agenda & Report. Each template:

- n fully implements the corporate standard
- n one template creates document for all offices, departments and users
- n uses Word best practice for styles and layout
- n has a state-of-the-art Wizard front end
- n validates data entered and sets accurate metadata

Benefits

- n high-quality, brand-conformant letters
- n robust, quick and easy create documents
- n easy to support and maintain single templates
- n accurate metadata enables better document search and management

Solution detail

Template setup

First we setup the template using Word best practice with Styles, Headers & footers, Logos Continuation pages, Margins and Fonts all set to deliver a robust document in the corporate brand.

Wizard front-end

We then implement a Wizard data-entry front-end which is displayed when a new document is created based on the template. The user types into the wizard and makes selections:

- n wizard comes up substantially pre-populated with data remembered from last use and today's date
- n users select office, country and optionally and author from list, recipients from Outlook
- n data validated and the user warned of incorrect data
- n data written into the document's properties (metadata) enabling powerful document searching
- n wizard can be 'rerun' at any time – it is redisplayed with original data and any part of that data can be changed and the document re-populated

The combination of our robust template setup and rerunable Wizard front-ends deliver reliable, high-quality documents that conform to the corporate brand. Once populated a document is an ordinary Word document available to the user for edit.

Quick-access toolbar

We provide a quick-access toolbar enabling users to create a document with a single mouse-click

Background to CDEV

At CDEV Computing we develop Microsoft Word templates and formatting and automation tools to solve Word problems and boost document productivity.

Contact us for a no-obligation fixed-cost quotation for a Word solution. Our turn-around is measured in days rather than months.

We enjoy troubleshooting and will happily spend a day at your site sorting out any Word-related problems you may have - often printing related!

Terms and Conditions

- n Solutions developed to agreed fixed cost
- n includes 90 day support, ongoing support contract available
- n the solution and all its code is completely accessible to, and owned by, the client

Why CDEV

- n with 13 years dedicated to Word solutions CDEV has unmatched experience
- n over 100,000 users use CDEV's Word systems
- n see www.cdev.co.uk for the full story

CDEV Clients

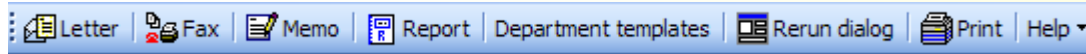
PricewaterhouseCoopers • Coventry City Council • Voca City of London • Microsoft • HEFCE • UCU Barclays • Audit Commission • RAC • Syngenta Wiley • HSBC • Norwich Union • Vodafone BACS • 10 Downing Street • Learning Skills Council

CDEV Contact

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Letter creation

In Word the user clicks the Letter button on our custom supplied quick-access toolbar:



Capita Symonds Letter template (Rerun)

Recipient details

Get from Outlook Mailmerge

Name: Able Abbywise

Job title: Account Manager

Compny: Ministry of Fish

Addr: 11 Wills Way
Pantheon
London
SW13 4RT

Dear: Able

Letter details

Include logo - for plain paper & PDF
 Non-printing logo - for headed paper

Date: 19 November 2007

Your Ref: ABE/12

Our Ref:

Private and Confidential

Select office: London_Buch_DTI

Subject: Financial Review

Closing

Yours sincerely
 Yours faithfully
 Other: Kind Regards

enclosures: Accounts
Tax Return

cc: Jane Jones
Phil Smith

Sender details

Devrell, Chris

Name: Chris Devrell

Job title: Manager
Emea

Tel: 0208 976987 976

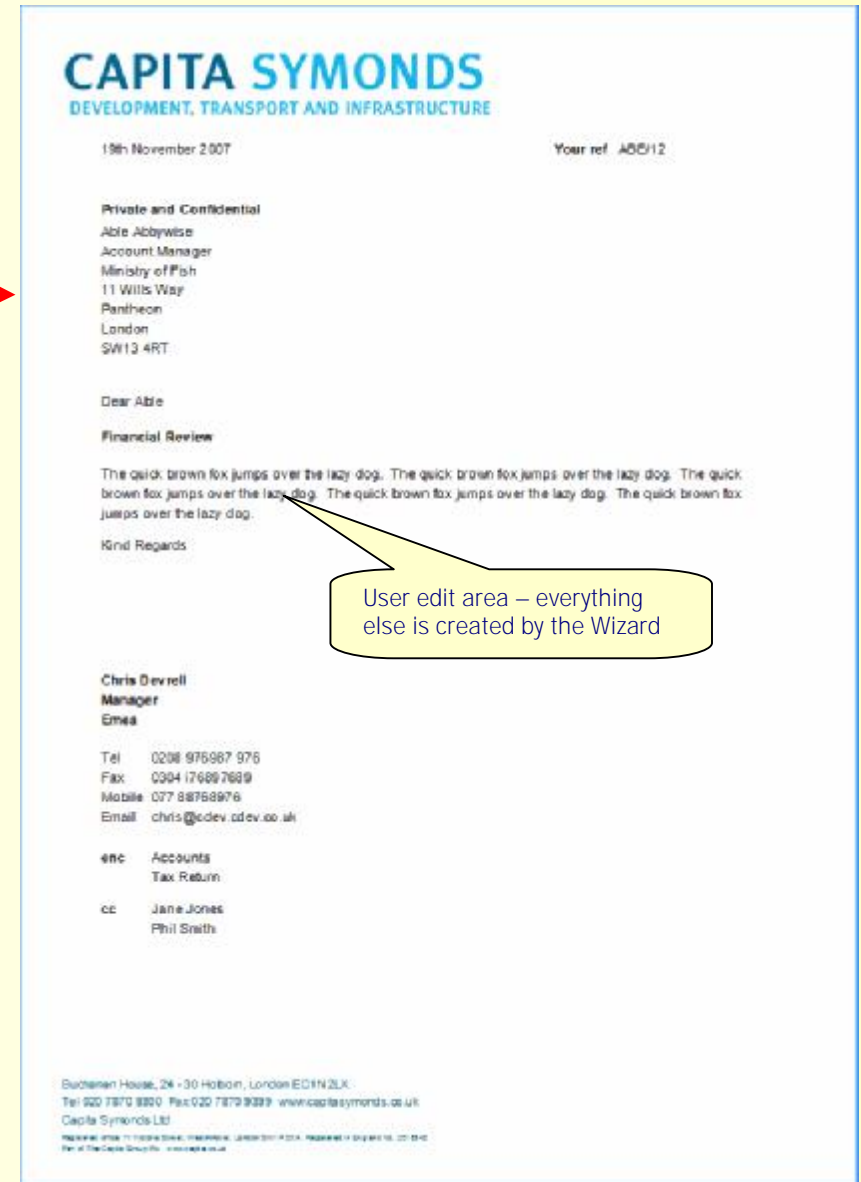
Fax: 0304 176897689

Mobile: 077 88768976

Email: chris@cdev.cdev.co.uk

OK Cancel

Letter Wizard is displayed.
User types and selects data and
presses OK.
Data is validated and letter
created ready for user edit.



User edit area – everything else is created by the Wizard