



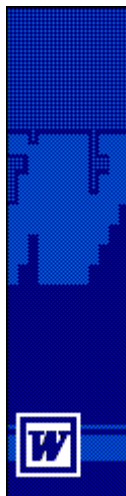
CDEV Computing

Word

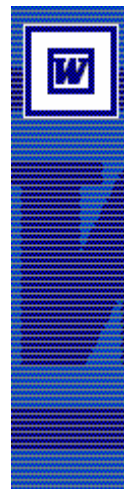
Add-on Products & Services



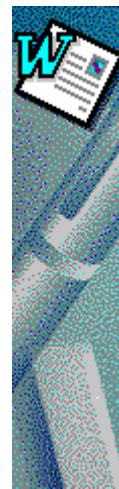
Word 2003



Word XP



Word 2000



Word 97

Chris Devrell
CDEV Computing
11 Home Field Drive, Nursling
Southampton, SO16 0TH, UK
Tel/Fax +44 (0) 23 8074 0990
chris@cdev.co.uk
www.cdev.co.uk

About CDEV Computing

CDEV Computing was established in 1994 and is dedicated to Microsoft Word solutions and development. We design and develop Word Templates and macros for clients all over the world. Word Versions 97, 2000, XP and 2003 are supported.

Our clients include Government, Insurance, Finance and Pharmaceutical industries for whom we have developed diverse and imaginative solutions, many of which are available 'shrink-wrapped' with proven reliability. See our client list on page 11.

If you have a requirement for Word Development, be it a Template, Macro or Word add-on system then do call us and we will provide a fixed cost quote to deliver the solution.

Look below at some of the Word macro and template systems that we provide. Advanced macros make Word more powerful and more focussed on your requirements.

SERVICES	Page
SERVICES	3
TEMPLATE DEVELOPMENT	3
FORMATTING TOOLS.....	3
WORD SYSTEMS.....	3

PRODUCTS	Page
TEMPLATE DIALOGS	4
AUTODOC	5
DOCUMENT CREATION WIZARDS	6
TEMPLATE MANAGER	7
DESKTOP TEMPLATE MANAGER	8
CONTENT LIBRARY	9

TRAINING & CLIENT INSTALLATIONS	Page
WORD VBA DEVELOPER TRAINING	10
WORD SOLUTIONS DELIVERED TO CLIENTS.....	11

SERVICES

CDEV Computing offers a complete range of Word development services:

Template Development

We create template layouts that are robust and easy to use using Word best-practice methods:

- each formatted item has its own style
- data is cross-referenced so as to be only typed once
- TOC is fully dynamic and correctly styled
- paragraph numbering correctly implemented

We usually provide a data-entry dialog front-end to the template. Our standard-level template dialogs have the following features:

- professionally designed with full keystroke usability
- validation of user entries and selections
- data gathered from the dialog is written to the document's properties
- author (and other) details remembered for next use, date pre-filled in required format
- data written into the document using bookmarks in such a way that the data can be cross-referenced

Additionally we can provide advanced features for the template dialogs:

- Integration with name & address databases, Outlook contacts, etc
- maintain an updateable list of author names
- re-runnable dialog (re-display dialog containing last-used entries in order to change data in the document)
- help provided via the Office Assistant interface
- support for multiple recipient lists to be built within the dialog
- documents can have references automatically generated
- automatic document naming and saving

With such templates we can include a global add-in template having a toolbar (and optionally a menu bar drop-down) for the templates and for any tools portrait/landscape page that we provide. For users it is then a single-click action to create the required document or run the tools.

Formatting tools

There are many editing tasks that are either hard to do or that corrupt a document, our tools solve those issues:

- insert portrait/landscape page
- paste in text tool to sanitise incoming text so as not to corrupt the document
- Insert custom symbols and logos
- Insert standard paragraphs
- Tools delivered as toolbar buttons

Word Systems

- Document management systems
- Document assembly from standard paragraphs
- Batch document processing
- Integration with other Office applications
- Word as print server for letter creation and Workflow systems
- Integration with databases

Template Dialogs

Fax, Letter, Memo and Report templates are our daily business and we have delivered a great many over the last six years.

Our custom-designed data-entry dialogs do much of the work in creating a new document. The template dialog is displayed when the user creates a new document based on a template. For example:

The user types data into textboxes, selects checkbox and radio button options and selects from pre-defined lists of author and recipient information.

When the user has selected and entered data to their satisfaction they press the OK button. The dialog verifies the data against a set of rules and prompts the user if any invalid entries are found.

The new document is populated with data from the dialog and is then presented to the user.

Our custom templates are tailored to your exact requirements.

Features:

Our standard-level template dialogs have the following features:

- professionally designed with full keystroke usability
- user entries and selections are validated
- data gathered from the dialog is written to the document's properties
- author (and other) details remembered for next use, date pre-filled in required format
- data written into the document using bookmarks in such a way that the data can be cross-referenced
- extensive use of Styles

Additionally we can provide advanced features for the template dialogs:

- Integration with name & address databases, Outlook contacts, etc
- maintain an updateable list of author names
- re-runnable dialog (re-display dialog containing last-used entries in order to change data in the document)
- help provided via the Office Assistant interface
- support for multiple recipient lists to be built within the dialog
- documents can have Our Reference automatically generated
- automatic document naming and saving
- header areas, logos etc, protected

With our templates we include a global add-in template having a toolbar and a menu bar drop-down for the templates and tools. Users then have single-click access to the templates and tools

We will provide a fixed-cost quotation to deliver templates to your exact specification.

Key benefits:

- **productive to users** - information-rich list of all templates; with fast hotlist access
- **central management of templates** - manages all templates on the system with security.

Key benefits:

- fast and accurate production of documents
- data remembered and re-used
- enforces company style
- user-data validation
- populates document with metadata for later search and retrieval

AutoDoc

Often businesses create documents that are essentially standard and are made up of different combinations of standard paragraphs. For example Legal Contracts, where each type of contract is a known combination of standard paragraphs. This usually results in a business having one template for each and every type of contract. If one of the standard paragraphs changes then all the templates that use the paragraph have to be changed.

AutoDoc solves the problem by keeping the text for the standard paragraphs in a single master paragraph document and then assembling documents from pre-defined or user-specified combinations of these standard paragraphs.

The master paragraph document is created and maintained by a client administrator. It is one big table and it looks as follows, where the text for the paragraphs is held together with an unique ID and a short description.

Master Paragraph Document

Para ID	Short Desc	Paragraph text
A3	Agreement title	1. [Type of Agreement] AGREEMENT FOR [LICENSOR] [Product Name]
A4	Licence intro	IMPORTANT: READ CAREFULLY: This [Licensor] [Type of Agreement].
A5	Licence copyright	The [Product Name] is protected by copyright laws and international copyright treaties.

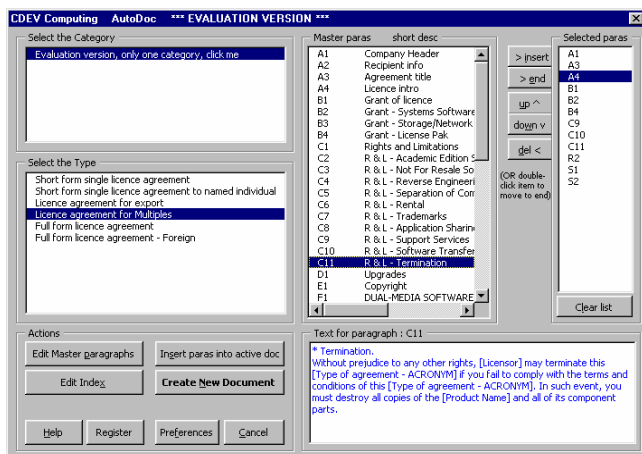
Each 'paragraph' can in fact be many paragraphs and can include formatted, styled and numbered text, in fact pretty much any Word entity that can be inserted into a table. (For more complex 'paragraphs' we have a product that assembles documents from sub-documents.)

AutoDoc works from an Index which specifies the paragraphs required to assemble various documents. This Index is created and maintained by a client administrator and it looks as follows:

Document Index

Type of Document to create	List of paragraphs to use
Short form single licence agreement	A1,3,4 B1,2 C9,10,11
Single licence agreement to named individual	A1,2,3,4, B1,8,3,4 D1,6,7,8,

The user uses AutoDoc via its front-end dialog:



The user selects the category from the top-left list box. Each category has its own master paragraphs document and Index so that AutoDoc can be used to create different categories of documents where these categories do not share common standard paragraphs.

Having selected the Category the system knows which master paragraphs document and Index is required and it displays the full list of standard paragraph IDs in the master paragraphs listbox, together with the short description. (Click on one of these and the text of the paragraph is displayed in the display box at the bottom). Having selected the Category, the list of document types from the Index is displayed in the 'Type' listbox.

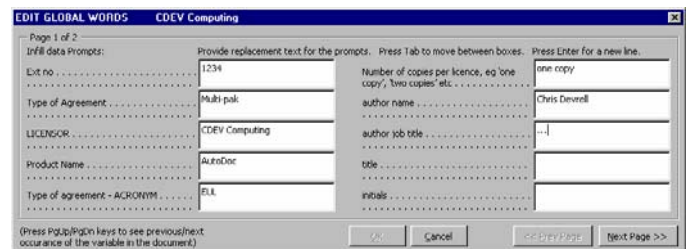
Next the user selects the required document from the Type listbox. AutoDoc reads the paragraphs required to assemble this document and displays that list in the 'Selected paras' listbox. Normally the user would now press the Create New Document button and AutoDoc assembles the document from the paragraphs. However the user has the ability to change the list of selected paragraphs. New paragraphs can be added to the selected list by copying across from the master list. Paragraphs can be de-selected and re-ordered.

Alternatively, rather than create a new document the paragraphs can be inserted in to the active document by pressing the 'Insert paras into active doc' button.

AutoDoc goes further...

It turns out that documents are very rarely completely standard. They generally need at least some personalization or customization. AutoDoc accommodates this...

Once the new document has been assembled from the list of paragraphs AutoDoc scans the text looking for text enclosed in square brackets eg [years of contract]. Such text is considered to be as variable text requiring the user to provide replacement text for. All the square bracketed variables found in the document are presented to the user in a dialog as follows: (the variable text delimiter is customizable)



The user types data for each variable text field and presses OK. Whatever the user typed in the dialog replaces the square bracketed text in the document and the newly assembled and edited document is presented to the user.

- Key benefits:**

 - single point of maintenance of standard paragraphs
 - quick and accurate generation of documents
 - easy variable text replacement
 - totally administered by client administrators data driven

Document Creation Wizards

Complex documents can be automatically created from standard text and user inputted data using document wizard technology. A Document Wizard is a set of panels that a user moves through inputting information and making selections, this information is used by the wizard to create a document.

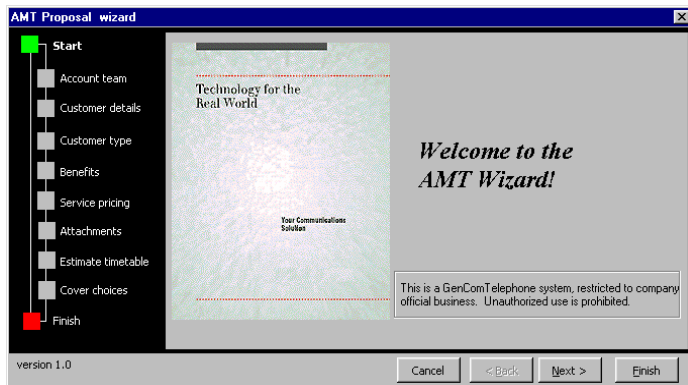
Particular features of wizards are:

- user input can be validated such that the user cannot proceed to the next panel until valid data has been provided
- user can go back to a previous panel to change a data input
- the panel sequence and content can be varied according to the users inputs, ie the panels displayed depend upon the data being input
- navigation map to indicate to the user where in the document creation process they are
- sophisticated calculations can be incorporated into the panels
- wizards are re-runnable where the users inputs are remembered so that a document creation can be reinitiated and minor changes made to the remembered data

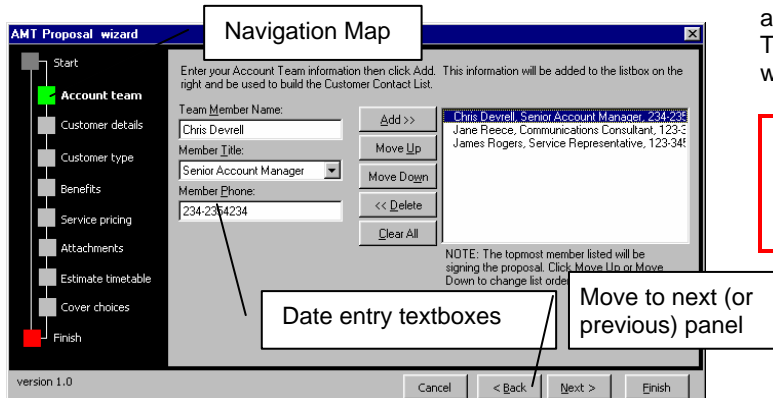
CDEV Computing can build Document Generation Wizards to create your documents.

Here is an example of a Sales Proposal Document generating wizard:

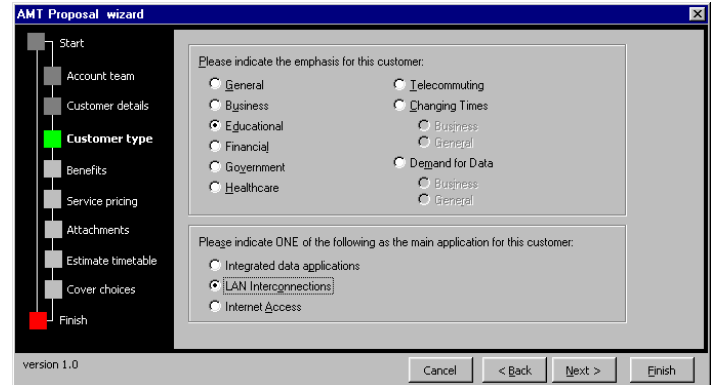
The user selects File New to create a new document based on the Proposal wizard, the first panel is displayed.



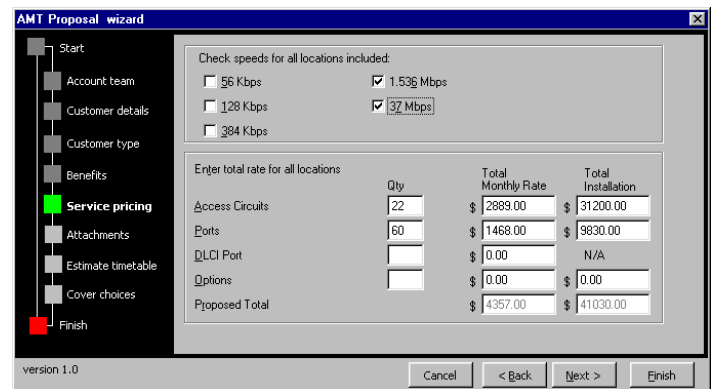
Panel 2 is where the user lists the account team. This can be read from a list of team members to save typing.



The client's business category is selected in Panel 4, together with the main application.

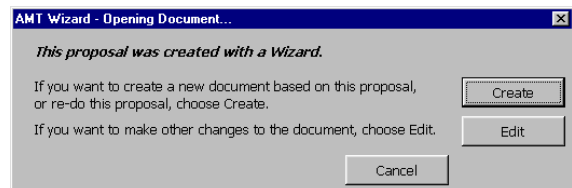


Quantities and prices are specified in Panel 6. Calculations are automatically performed.



The data gathering is complete and the wizard creates the document.

When an existing document that was created using a wizard is opened then the following menu is displayed.



This allows the user to edit the document as one option and as another option the user can run through the wizard panels again. This time the wizard panels will be populated with the data that was originally used to create the proposal.

- Key benefits:**
- **increased productivity** - fast creation (and recreation) of complex documents
 - **increased accuracy** - user data input is validated.

Template Manager

The many Word documents that a business uses are best produced from templates. Over time a business will develop many templates.

These templates are best kept on shared network drives for ease of maintenance. Users need access to the templates although most users will generally use only a subset of the templates.

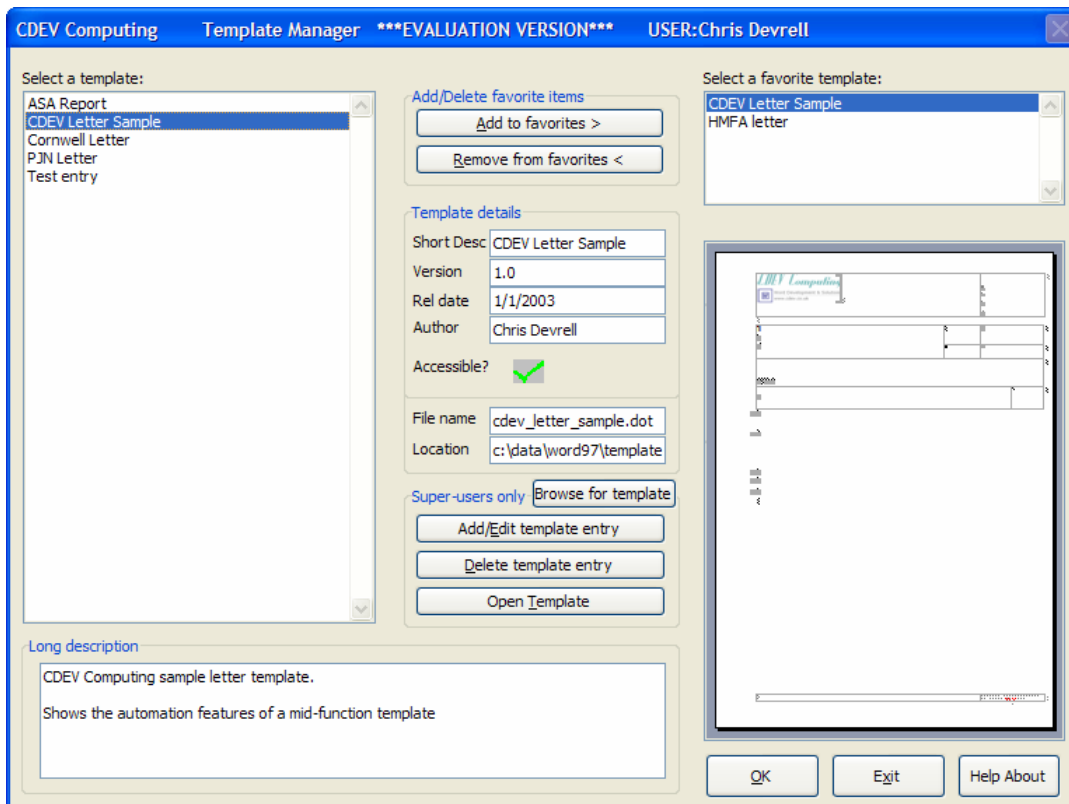
Having access to all the templates on the system means that the user has to locate the required template from a long list with little help in terms of description of the templates from Word. Also Word does not provide fast access to frequently used templates.

Our Template Manager macro solves these problems.

It allows administrators to supply both a short and long description for each of the templates and it also displays a preview of the template. In this way users can be confident that they have located the required template.

Additionally users can add templates to a personal hotlist of frequently used templates.

The Template Manager macro displays the following dialog to the user:



The user clicks on (or types to search) on a template from the master list in the left-hand list box. The Template Manager then displays information about the template and a preview. Information displayed includes short and long description, version number, author and release date.

If the user thinks that they may want to use the template frequently then they can add it to their hotlist by pressing the 'add-to-hotlist' button. They can maintain their hotlist by adding and deleting items from it.

Having located the required template, either from the master list or their hotlist, the user then presses OK which creates a new document based on that template.

The Add/Edit/Delete and Open buttons are for Superusers (or administrators) to add new templates to the system or modify or delete existing entries. The information that the

superuser types in is stored in the central template index which is the basis for all the template information. This index contains the location of each template so the templates do not have to be in one location. This allows for access security: if the user does not have access to the location specified for a template then that template will show as being inaccessible to that user and the user will not see a preview of it.

- Key benefits:**
- productive to users - information-rich list of all templates; with fast hotlist access
 - central management of templates - manages all templates on the system with security.

Template Manager can be customised to your requirements.

Desktop Template Manager

The Requirement: Provide users with controlled yet easy access to enterprise-wide templates.

The Situation: To give users across the enterprise access to all templates normally requires that the templates are located together. However these templates belong to different Departments and the Departments want to keep their templates in their own storage areas under their control. Furthermore they want only authorised users to be able to use their templates.

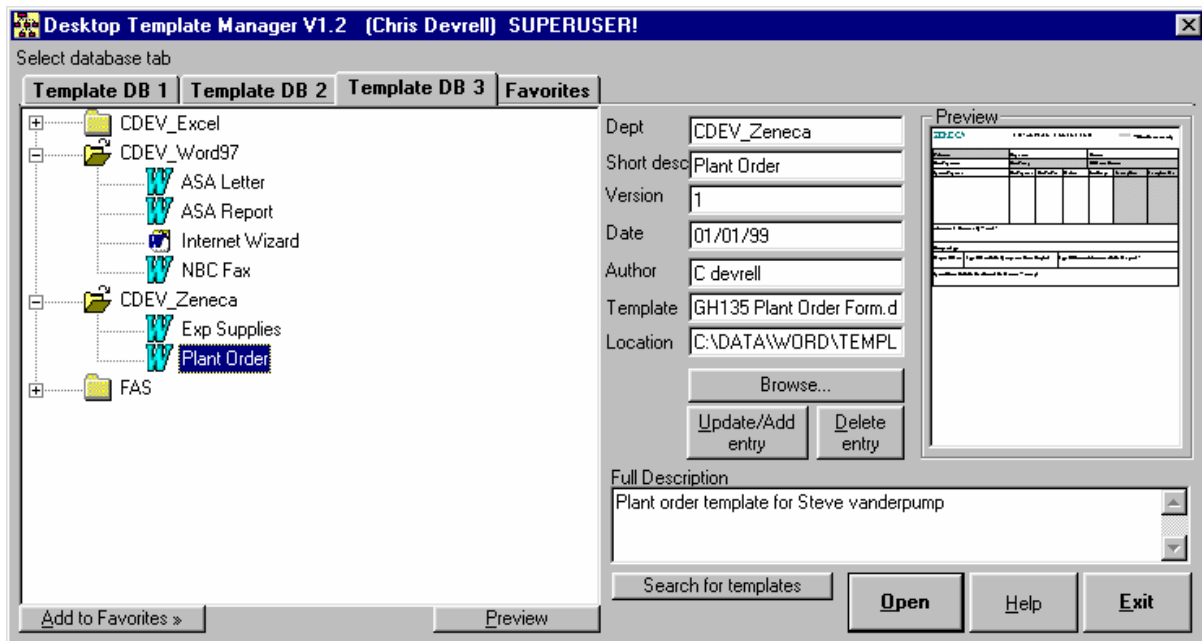
The Solution: Desktop Template Manager (DTM) enables users to quickly locate and use templates that are distributed across the enterprise. Users can only use

templates that exist in networked areas where they have permission.

Behind DTM is one of more databases of template descriptions. DTM is both a front end database viewer for the user and a form through which authorised Superusers can modify and add to the databases.

As well as Word templates many other objects are supported such as Excel, HTM and Powerpoint. DTM can be configured to 'open' the object, 'create new' from the object or 'open a copy' of the object.

The user runs Desktop Template Manager from a desktop shortcut or Office Toolbar. The main dialog is as follows:



The tabs along the top relate to individual databases of templates. For example each tab would contain a database of templates relating to a certain part of the organisation.

Selecting a tab reveals a tree-structured list of templates organised under headings which can be department names. Select a heading to reveal the templates under the heading.

Select a template and the details of that template are revealed in the various text boxes. It is the long description that will be most useful in many cases. The **preview** button shows a preview of the template.

With a full description and preview of the template the user can be confident that they have located the correct template.

Press the **Open** button and a new document is opened based in the template. If not already running, the appropriate application is started.

If the user makes frequent use of a template then they can add it to their Favorites list making for even easier template access.

If the user does not have access to the location where the template resides then the Open is disabled and the user cannot use or preview the template.

The **Update**, **Delete** and **Browse** buttons are only seen by super users who have the ability to modify the template databases.

A full set of search functions is provided to enable users to search on any of the details in any of the textboxes.

Key benefits:

- controlled access to enterprise-wide templates
- productive to users - information-rich list of all templates; with fast 'favourite' access
- easy 'single-source' maintenance of templates

DTM is a Visual Basic program that runs under Windows as a native application. DTM can be customised to your requirements.

Content Library

CDEV's Content Library product is an add-on to Microsoft Word. It provides an easy to use repository of formatted content. Content Library makes it is easy for users to find and insert content from the repository into their document. It is also easy for users to create and share content.

To add content:

Having created some good formatted content simply select it and run Content Library via the custom toolbar button.

Content Library recognises the selected text gets ready

to save it to the database. Keywords and other details can be assigned to the text, such as Author, Dates, Description and so on. This information is stored item in the database. The item can be stored in a nominated database in a particular category and with a specified name.

Content Library supports numerous databases: Public shared (only updatable by superusers) and Personal read/write. All the databases available are listed as tabs on the left of the dialog.

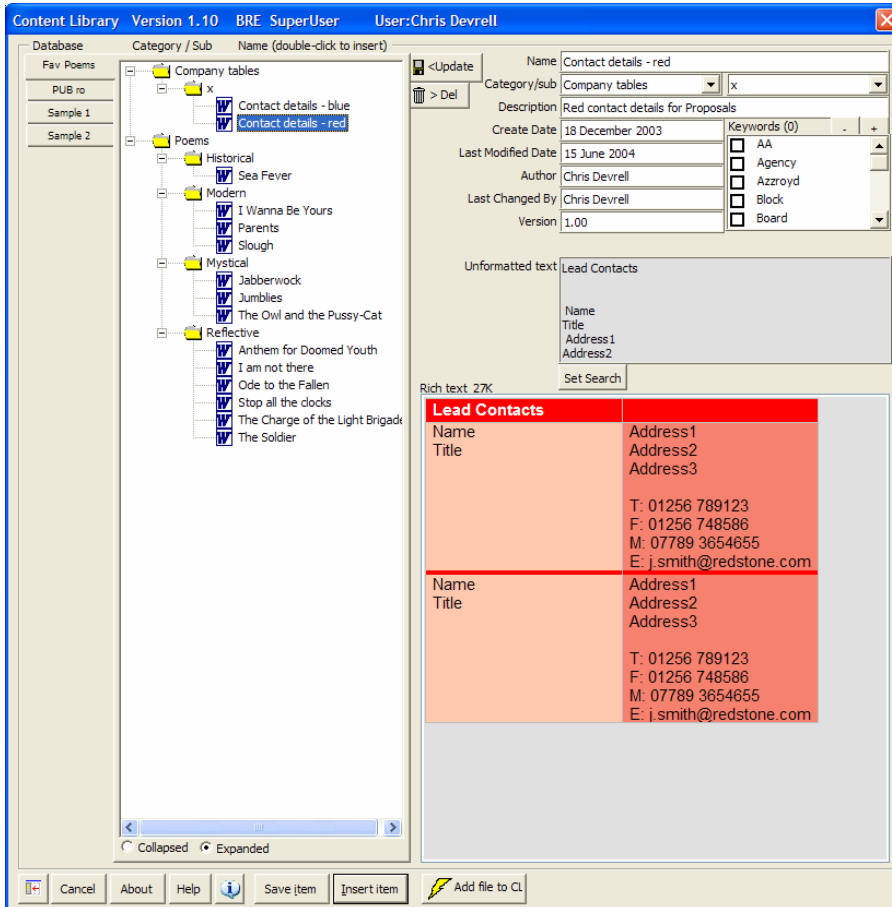
To retrieve Content:

Full content searching is supported along with searching on keywords. This is full-function fast database searching.

To Insert Content:

Select or search for and select an item and a preview of that item is displayed in the preview box. Simply double-click to insert the content into the active document.

Content Library can be set as a side-bar that is always visible and then it is very quick and easy to insert content items into the active document.



The content is held in a database and plenty of searchable metadata can be attributed to each content item. Being database driven means that searching is fast and powerful.

Its a great way of sharing and reusing content and its very easy to use.

The main user interface dialog looks as follows. This one shows three available repositories (or databases) Sample 1, Sample 2 and Personal. You can implement as many as you require. Then the main explorer view is the list of Categories which show as folders, and the list of items in each Category. Click on an item and all the details pertaining to that item are shown on the right along with a preview of the item.

Content Library will be in constant use by users and the main window can be reduced and integrated into the Word environment to show Content Library of the left and the document on the right so that users can work on their document while Content Library is visible.

To Create a new database:

Simply copy an existing one and delete/add the entries - it will automatically be picked up and displayed as a new Tab.

Prerequisites:

Although Content Library creates Access databases it does not need Access to be installed on a user machine. Content Library works on Word 2000 onwards.

Key benefits:

- increased productivity - never have to rewrite content, share it across the organisation in a controlled and structured way
- increased quality - reuse content that is fully formatted in correct style
- increased accuracy - use content that is validated and easy to find

Word VBA Developer Training

Our VBA course is tailored to clients exact needs, beginner to expert.

Our training includes a large amount of lab work to reinforce the topics being taught. Class notes are provided and example code is installed on clients machines for future reference. A list of contacts and information sources, useful to the VBA programmer, is provided.

Training can be carried out at our premises, those of the client, or at a mutually convenient location. Training can be one-to-one or classroom based.

In addition we provide telephone support to our trainees after their training. A few words from an expert is a great help in developing VBA solutions. We can also help write VBA code on a consultancy basis.

We supply two days of training each are available separately. The first days training on its own is enough to get you up and running with VBA.

We encourage attendees to bring along their projects so that we can both tune the training even more closely to their requirements and give them a helping hand with the project.

VBA Course Description			
Duration	Topics covered		Previous knowledge
Day 1	<ul style="list-style-type: none"> • Use of templates • VBA development environment • Create, edit, debug VBA code 	<ul style="list-style-type: none"> • Customise toolbars and menus • Intro. to the Word Object Model • Custom forms 	Basic programming exposure
Day 2	<ul style="list-style-type: none"> • Advanced Word Object Model • Selection vs Range • Office Object Model • In-built dialogs 	<ul style="list-style-type: none"> • Advanced custom forms • Command bars • Office Assistant 	Day 1 above or 1 months regular VBA programming
Day 3	<ul style="list-style-type: none"> • Running Word over a network • Windows API calls 	<ul style="list-style-type: none"> • Class Modules • Database access: DAO, ODBC 	Days 1 & 2 above or 3 months regular VBA programming

Word Solutions delivered to clients

Client	Industry	Date	Solution
Cargill	Finance Research	2004	Advanced research template with tools to insert Excel charts and tables
Barclays Bank	Banking	2004	Set of Word and Powerpoint templates: Letter, Fax, Memo, Agenda - 20,000 users
Audit Commission	Govt	2004	Consulting on high-quality template and data insertion tools
Citibank	Banking	2004	RFP template with dialog front-end and advanced editing and data insertion tools
Forsythe (US)	IT Consultancy	2004	Write Audit log of user template activity and synchronise log centrally
Microsoft UK	IT	2004	Set of Templates (Letter/Fax/Memo) for Microsoft staff
BRE	Bldg Research	2004	Customised, site-wide Word Rich text database
Syngenta	Pharmaceutical	2004	Advanced TOC builder and styler
Carphone Warehouse	Mobile Comms	2004	IT Questionnaire form template
Mediasurface	Content Mgmt	2004	Word front end to the Content Management database to enable users to edit content in Word
Derby City Council	Local Govt	2003	Word Electronic Application Form
HEFCE	Education	2003	Custom Print Dialog to enable users to print pages to letterhead and plain paper trays
Barts & London NHS	Health Service	2003	Letter template with logo insertion tools
Britannic Assurance	Insurance	2003	Macro to search for and automatically update the content of 1000's of standard letters
Forsythe (USA)	Consultancy	2003	Advanced SOW builder template
WritelImage	Marketing	2003	Advanced templates for Microsoft Partner and Case Study programmes
Barts and London NHS	Health	2003	Letter template with macro to insert departmental logos
Amgen (US)	Pharmaceutical	2003	Patient 'how are you feeling' form generator - Sophisticated building of multiple choice questions
Redstone	Consultancy	2003	Advanced Sales Proposal template using master/sub documents
Mercuri	Finance	2003	Document Metadata system for search and retrieval of documents
Syngenta	Pharmaceutical	2002	Advanced templates for Submissions to the EU
Mika	Surveying	2002	System for quick lookup and insertion of standard surveying paragraphs
ECMWF	Weather Rsrch	2002	Database front end for labels and mailmerge
Aedas AHR	Building Contactor	2002	Advanced forms for building contracts
Eric Robinson	Law	2002	Complete document production and management system
Bird & Bird	Law	2002	Advanced document reformatter converting external and old documents to new corporate style
Evolution Capital	Finance	2002	Company report template with tools to import and format chart and table data
Kiwi	Web design	2002	Convert documents to XML including floating textboxes - not handled by off-the-shelf converters
APACS	Banking	2002	Advanced Letter/Fax/Minute/Agenda templates accessing data from Oracle database
Evolution Capital	Finance	2002	Company report template with tools to import and format chart and table data
Vodafone	Communications	2002	Advanced multi-site and multi-lingual Letter, Fax and Memo templates
Redstone	Consultancy	2002	Advanced multi-site Letter, Fax and Proposal templates
Group 4	Security	2001	Development of Fax/Letter/Memo templates
Health & Safety Executive	Government	2001	Advanced accident report templates with tools for document assembly
'CrossEyes'	Reveal codes	2001	Co-developer of reveal codes product
BRE	Building Research	2001	Report template with advanced import and formatting tools
ABN AMRO	Bank	2001	Advanced Share Research template auto-generated from database
Ecclesiastical Insurance	Insurance	2001	System to automatically generate and print insurance schedules in Word from mainframe data
Barclays	Finance	2001	Report building template with tools for calendar, tables and other inserts
CSTIM	Consulting	2001	Correspondence templates
Milgo Solutions	Consulting	2001	Bid template with automation features and advanced macro styling
Mercuri International	Banking	2001	Advanced set of multilingual templates: Letter, Fax, Minutes etc
ECMWF	Weather Rsrch	2001	Template for Invitation to Tender with advanced Mandatory/Desired/Requested numbering scheme
Microsoft Consulting	Consultancy	2001	Project Document creation system, single advanced template replacing 30 static ones
CA IB Investment bank	Finance	2001	Financial report documents with advanced styles, layouts and utility macros
Coventry City Council	Local Govt	2001	Fax, Letter, Memo, Agenda, Report templates with advanced dialog functions
Newburn	Consultancy	2000	Advanced tools for document versioning, headers/Footers & Watermarks
Matrix (USA)	Pharmaceutical	2000	Convert forms to Word 2000
ZENECA	Human Resource	2000	Extract data from employee profile documents
United Insurance Brokers	Insurance	2000	Advanced template to generate Insurance certificates automatically storing figures in spreadsheet
Mercuri International	Banking	2000	Project Management document creation system
Health & Safety Executive	Government	2000	Tools to insert Keywords into a document
Napp	Pharmaceutical	2000	Tools to store and manage metadata stored as document properties
Marconi	Engineering	2000	Hyperlink technical documents
Higher Educ Funding Cncl	Education	2000	Global Add-in with paragraph numbering tools. Metadata tools.
BBS Securities	Financial	2000	Financial research template – tools to import and format Excel charts and tables
Trowers & Hamlins	Law	2000	Mail merge template with advanced merge field codes
Lorien	Recruitment	2000	Macro to format the 10,000 CVs received every month
Amgen (USA)	Pharmaceutical	2000	Proposal assembler – user selects required paragraphs, update TOC function
Pacific Bell (USA)	Telecom	1999	Request for Proposal parser - creates a database of RFP questions ready for answers

Leermakers (Belgium)	Law	1999	Read client database for names and addresses. Join cross-referenced DB tables
Smith Bernal	Law services	1999	Convert legal transcripts from WordPerfect (and other sources) to styled and numbered Word docs
Croner	Publications	1999	Production of mail-merge customer order letters
Britannic Assurance	Insurance	1999	Manual and Automatic letter production part of company-wide workflow system
United Insurance Brokers	Insurance	1999	Word consultancy to fix errors in their suite of templates
Saul Ewing Remick (USA)	Law	1999	Legal document assembler
Shell International	Oil	1999	Speech-writer template with tools for importing charts and automating speech boxes
IAEA	United Nations	1999	Set of institution-wide standard templates and tools
Zeneca	Agrochemical	1999	Year 2000 millennium testing of Word macros
Wrox Press	Publishing	1999	Technical Reviewer of Word VBA book
Hampshire Link	Business training	1998	Advanced form for advisors to record visit details
Peregrine	Software House	1998	VBA code to make Word operate as an integrated print server for another application
Barlow Lyde & Gilbert	Law firm	1998	Letter, Fax and Bill templates with global addin toolbar
Pacific Bell (USA)	Telecom	1998-9	12 Template Wizards to automatically generate sales proposals
Simmons & Simmons	Law firm	1998	Template containing styles with tools to apply styles to converted WordPerfect documents
Winckworth & Pemberton	Law firm	1998	Document management system. Create standard documents with powerful database lookup.
Napp	Pharmaceutical	1998	Design and development of complete suite of Word 97 templates and tools
MAFF	Government	1998	High function Letter and Fax templates
Linklaters & Alliance	Law firm	1998	High function, multi-national Letter, Fax, Memo, Minute & CV templates
DVLA	Government	1997	High function Letter, Fax Memo and Minute templates with address selection
Glaxo Welcome	Pharmaceutical	1997	Report generator- reports built from selected components, variable text infilled
Imperial Cancer Research	Research	1997	AutoDoc - create documents from standard paragraphs
ZENECA	Agrochemical	1997	Document automation tools to used by ZENECA to set up documents for fast creation.
Norton Rose	Law firm	1997-8	Bill of Costs invoice generator. Credit Reminder letter system. Personnel letters generator
ZENECA	Agrochemical	1996	Document review system. 'GET' & 'PUT' documents to a repository for review
ZENECA	Agrochemical	1996	Order form template for online ordering + backend system to process orders
ZENECA	Agrochemical	1997	Desktop Template Manager to give users managed access to company-wide templates
10 Downing Street	Government	1997	Fax, Letter, Memo templates, automated reply generator creating near standard reply letters
Glaxo Welcome	Pharmaceutical	1997	Agenda and Minutes generator: user selects type of meeting and headings
BDO	Accountant	1996	Fax, Letter, Memo templates
Clifford Chance	Law firm	1997	Fax, Letter, Memo, Label templates, tools, WP precedent conversion tools
Norton Rose	Law firm	1996	Fax, Letter, Memo templates, Para numbering, Document Management front end system
Britannic Assurance	Insurance	1995-8	Complete document generation system producing over 500 documents per day. Functions: create
ZENECA	Agrochemical	1997	Fax, Letter and Memo templates
MAFF	Government	1997	System to create parallel text documents of EC directives and UK's implementation thereof
ZENECA	Agrochemical	1997	Human resources. Generates contracts from a fixed set of nearly standard paragraphs
Training	Word VBA	-	Glaxo Wellcome, National Provincial Insurance, BDO, Barlow Lyde & Gilbert, Linklaters & Alliance, Oxford University Press, MAFF, Alenia Marconi, Halifax Bank, Microsoft, JGV, British Medical Journal, Taylor & Francis, Lloyds TSB, ECMWF, Vodaphone, Conwy Council, AstrZeneca