

Word Formatting and Editing Tools

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Chris Devrell
CDEV Computing Ltd.
Tel/Fax: + 44 (0)23 8074 0990
chris@cdev.co.uk
www.cdev.co.uk

1. Word Formatting and Editing Tools

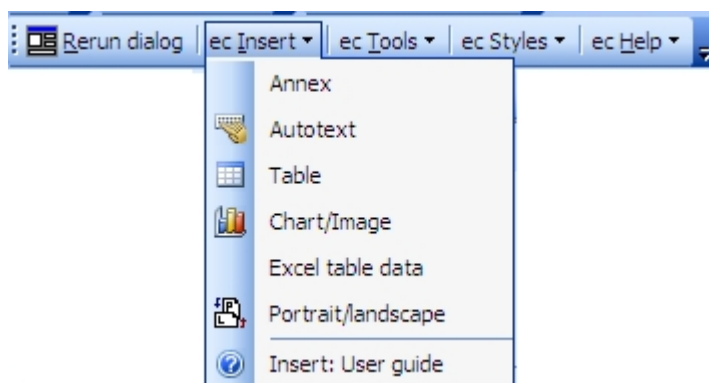
At CDEV we have provided a great many Word tools over the last 10 years. These tools help to format and edit documents and insert and create content.

This document describes some of the more popular tools which increasingly customers demand to plug the gaps in Word's functionality and make it easier to use.

We deliver the tools in global addin template which shows up in Word as a toolbar from which users can call the tools for any document, or if required from a specific set of documents.

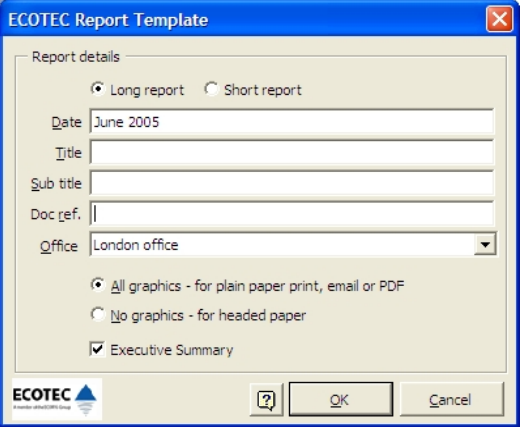
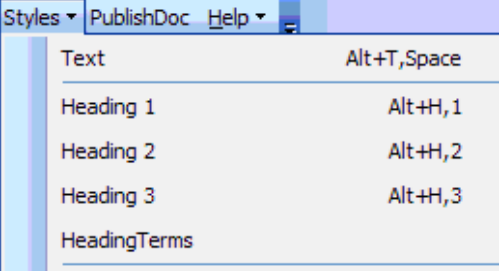
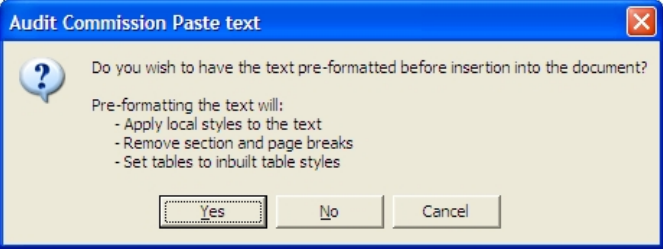
A detailed User Guide is provided which describes the use of each tool.

Typically the toolbar may look as follows:



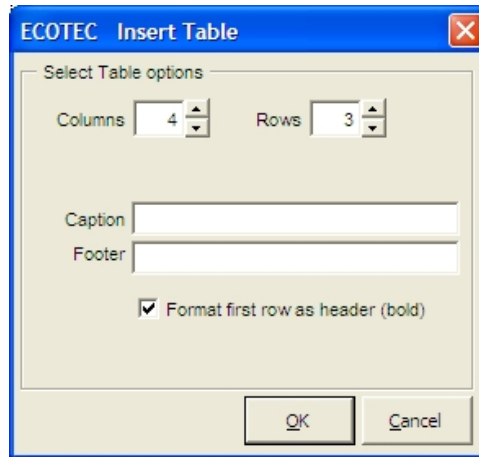
Notice the  **Insert: User guide** button. This button displays the User Guide at the section which describes the Insert tools.

In the table below the Days column is an indicator of cost. Multiply the Days by £750 (\$1500) + VAT where applicable, our daily rate. 90 days support is included in the price.

Tool	Description	Screenshot	Days
Data entry front end dialog	<p>Each template such as Letter, Report etc has a front-end data-entry dialog which users type into and then the data is used to populate the document. Features include:</p> <ul style="list-style-type: none"> • data validation • Office selectable • data population of document and its metadata • dialog is rerunnable to enable users to change the data 		2
Apply individual styles	<p>Menu drop-downs with required styles.</p> <p>This makes it easy for the user to apply styles from a prescribed list.</p>		.5
Paste text from other documents	<p>Pasting text from other documents leads to corruption as the potentially alien styles and formatting get brought into the document.</p> <p>This tool intercepts the paste command and formats the incoming text to remove all the things that may corrupt the target document's style and layout.</p> <p>Specifically it:</p> <ul style="list-style-type: none"> • removes sections breaks • removes unrecognized styles • applies local styles under a style mapping rule • resets numbering • restyles tables to be the same as the target document 		1

Insert custom formatted table

Inserts table of required number of cells with numbered caption and footer all in the company table text and border style.

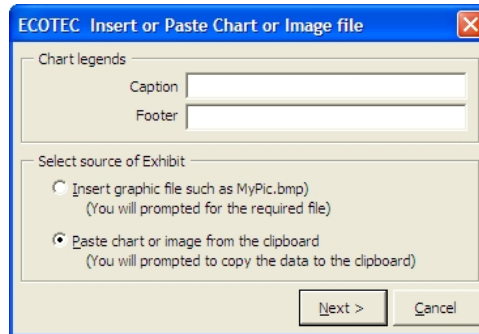


1

Insert/Paste Excel Chart

Inserts Excel chart (or any graphic) such that:

- object is brought in as an image rather than an embedded Excel object (embedded objects take about 1MB each and are very stressful to a document)
- resizes object to fit to margins (be they portrait or landscape)
- numbered caption and footer source notes added

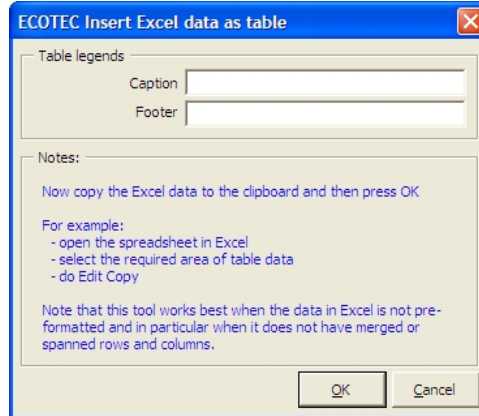


1.5

Insert Excel data as formatted table

Inserts table data from Excel such that:

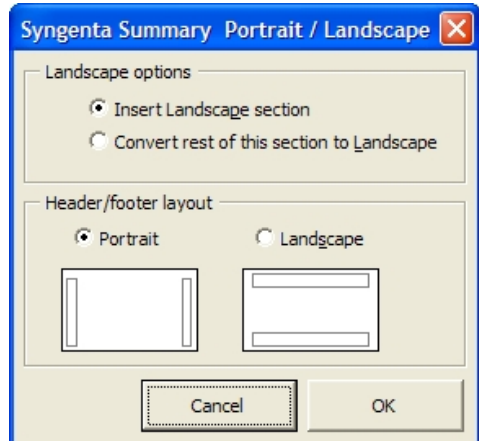
- table borders are styled in the local table style
- table data is formatted to required style
- fits margins (be they portrait or landscape)
- header caption and footer source notes added



1.5

Insert Portrait/Landscape page

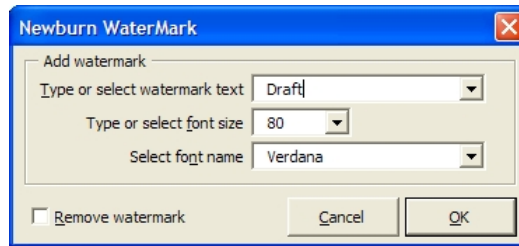
inserts a P/L page and sets the headers and footers accordingly. Can have landscape or portrait headers on the landscape page



1

Insert Watermark

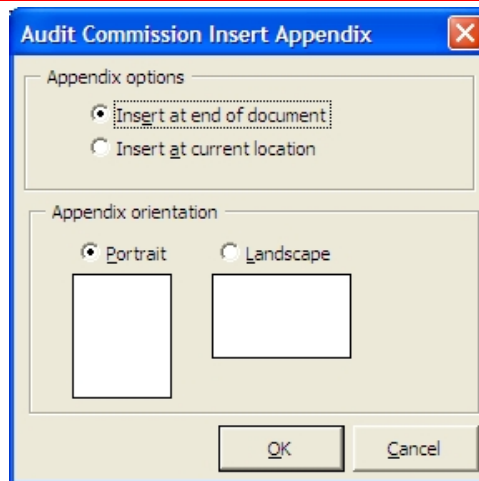
Adds (or removes) a custom watermark to a document



.5

Insert Appendix

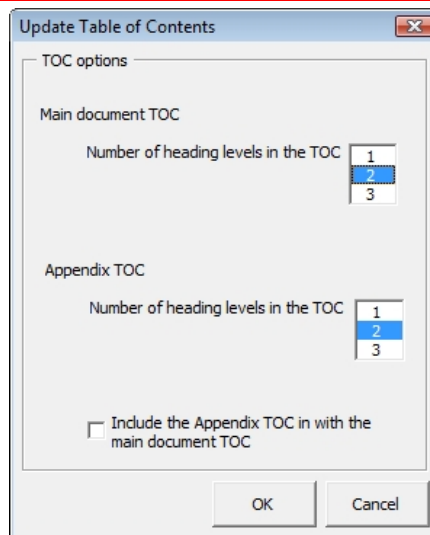
Inserts appendix in required location in required orientation.



1

Update TOC

Updates Table of Contents and allows the specification of the number of heading levels included in the TOC

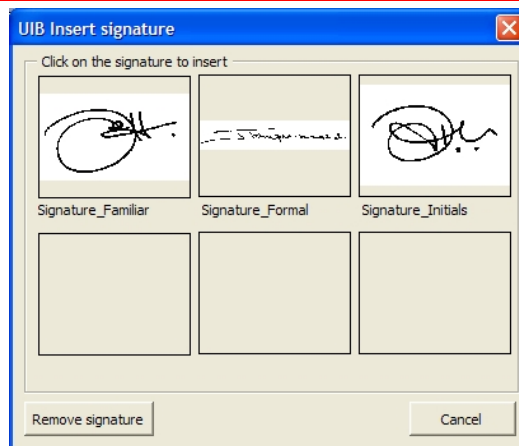


1

Signature inserter

The dialog is displayed showing all the User's signature images. When the user selects one a tag is written into the document and when printed the tag is replaced by the correct image. Signature images are not stored in the document and users can only print their own images.

Tag:
Signature_Familiar_ChrisDevrell



1

Label Printer

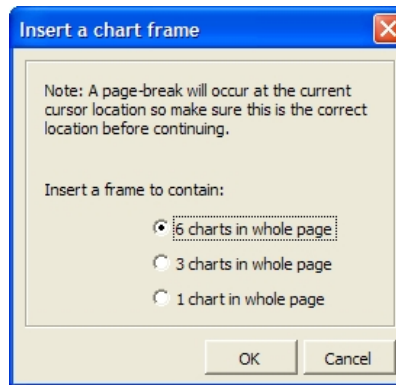
With a letter open in Word the user presses the Label Printer button and the recipient name and address is read from the letter and displayed in the next available label position on the dialog. The user can print this and the tool remembers the next available position for next use.



.5

Insert frame to hold charts

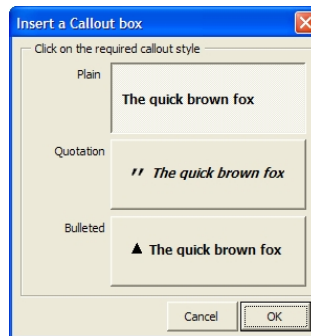
The frame can be set for the required layout options.



.5

Insert margin text

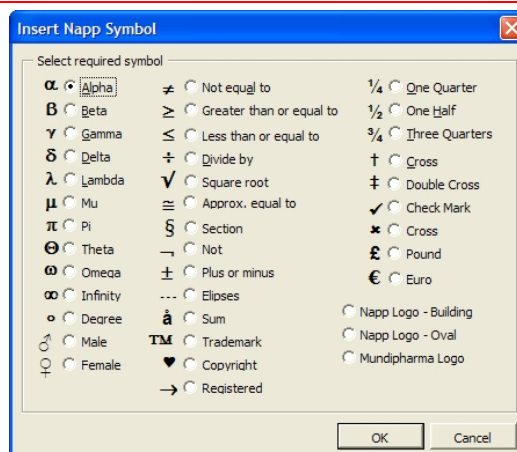
Inserts text in the margin in the correct position. This text then stays in that position in relation to the source paragraph



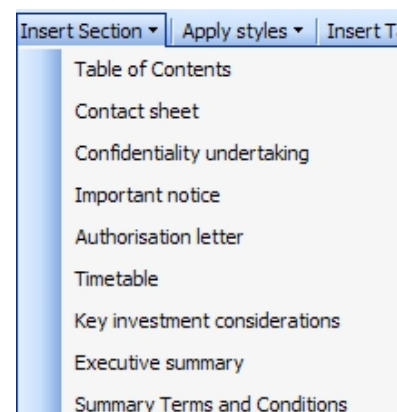

.5

Symbols

Dialog to enable easy insertion of symbols, logos and so on



1

Insert Section	Ability to insert new sections into the document (or slides into a ppt presentation)		1
Insert Caption	using required custom style and numbering		.25
Cross reference	Inserts cross reference - maybe just displays Word own cross-reference dialogs		.25
Apply Colours	Drop down buttons to apply custom colours to text.		.5
Update fields	Updates all fields such as page numbers, references and TOC		.25
Help button	Displays the template User Guide or the help web page in the web browser		.25
About button	Displays version number, contact details and some diagnostic information		.25
Fix paragraph numbering/refresh styles	Styles are checked and refreshed. Numbering is re-applied which results in most numbering problems being fixed.		1->2

Restart paragraph numbering

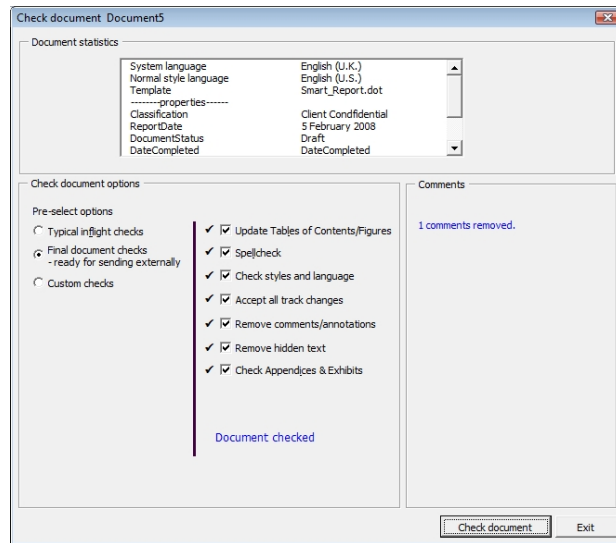
Lists can be restarted or re-linked

1

Check Document

This tool performs a sanity check on the document to check things like:

- correct styles in use
- all required key elements present
- Comments, annotations and track changes removed
- Spellchecked



2

Insert Calendar

Insert calendar and mark dates within it

October 2002						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



.5

PDF conversion

This tool processes the document, adding and removing graphics, removing other formatting features, as required, and then converts the document to Adobe PDF calling Adobe Acrobat with a custom set of options.

1->2

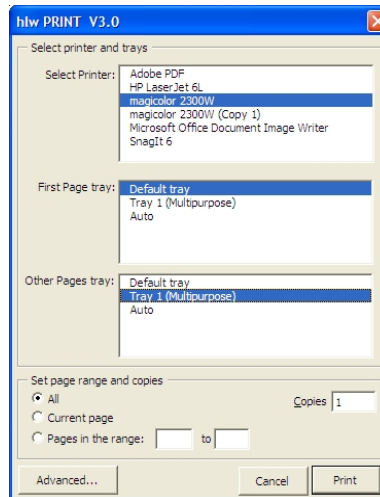
HTML pre-processing

This tool processes the document, adding graphics, removing other formatting features, as required, and then converts the document to HTML format

1->2

Select paper trays at print time

This print tool allows the user to select a printer and then the required trays in one dialog.

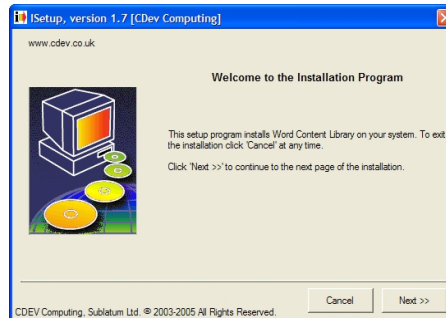


1.5

Template Installer

A self installing exe that the user runs to install Templates and support files in correct locations. This exe can be emailed to the users.

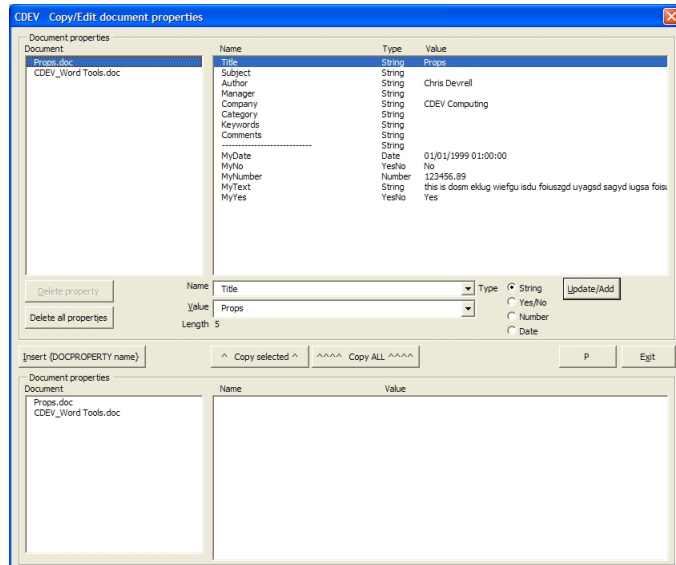
Also a custom installer can be provided based on the industry standard InstallShield



1

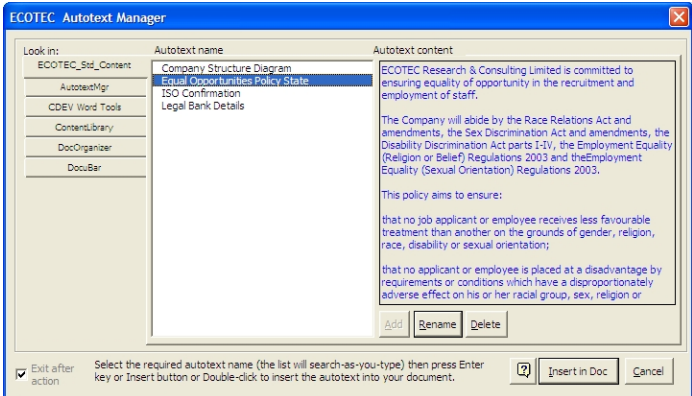
Metadata editor

Allows easy access into the active document properties. Properties can be copied from another open document and updated and deleted



1

1.1 Tools that insert standard content

Tool	Description	Screenshot	Days
Insert Autotext	Autotext is a very good way of storing pieces of formatted content inside a template. The required piece can be selected and inserted in the document		1

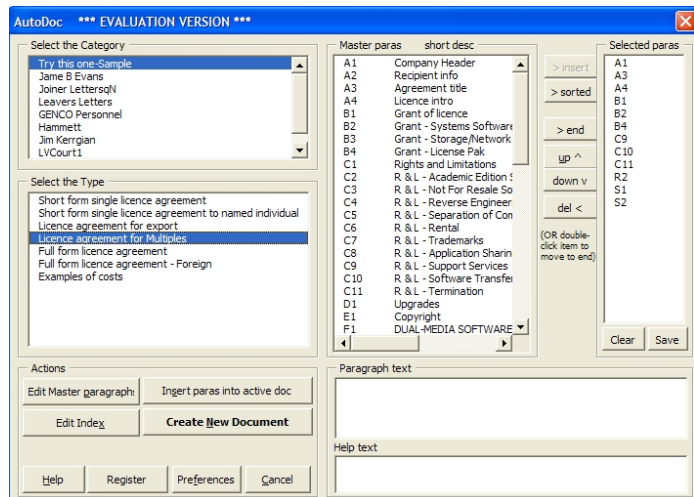
AutoDoc

Assembles documents from standard paragraphs.

Paragraphs each have an ID and a new document can be assembled from these paragraphs. Pre-scribed lists of paragraphs can be used to create 'known' documents.

\$69 per user licence.

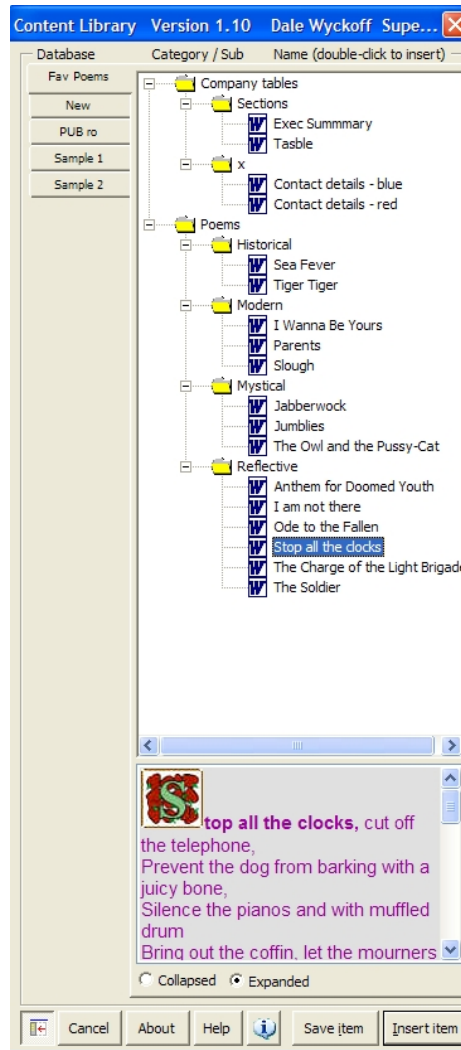
See [autodoc product description](#)



Content Library

Allows easy insertion of formatted text content held in databases.

£59 per user licence



Insert content held in other documents

A library of documents is established in a suitable directory structure such as

Content\Case studies

Content\CVs

Content\Specs\L1

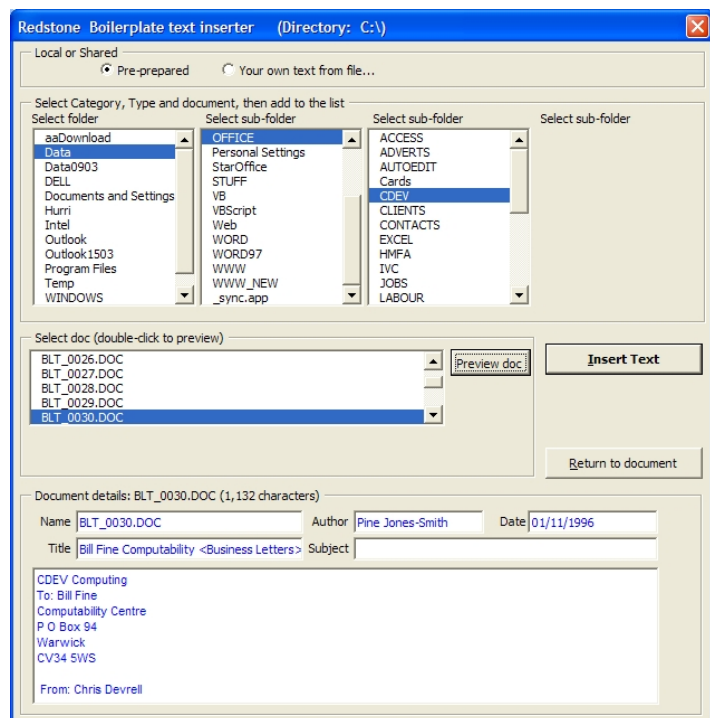
Content\Specs\L2

Content\Specs\L3

Content\Specs\L4

...

This tool then interacts with this library of documents making it easy to insert the contents of these documents into the active document.



DocuFill

DocuFill displays a dialog of all the variable text in a document ready for the user to type in replacement text for the variables. DocuFill then infills this text into the document.

To markup a document for DocuFill all the administrator has to do to mark a variable is put the variable in square brackets e.g. [Start Date]. Then 'Start date' will appear as a prompt in the DocuFill dialog.

EDIT GLOBAL WORDS CDEV Computing

Page 1 of 2

Infill data Prompts:

Licensor Address

Warranty period in days

Country <USA> USA

author name

author job title <Vice President> Vice President

OK Cancel << Prev Page Next Page >>

\$39 per licence.

DocuFillDB

as DocuFill above but data comes from a database.

\$69 per licence.

CDEV Computing Ltd - DocuFill Database Docs Online

1) Select a previously used database
C:\Program Files\Microsoft Visual Studio\VB98\VVIND.MDB

2) Select table
Categories
Customers
Employees
Order Details
Orders

3) Select field to search on
CustomerID
CompanyName
ContactName
ContactTitle
Address
City
Region
PostalCode
Country
Phone
Fax

4) Search the field: [CompanyName] for text:
Show all Always show all

5) Select required record (91)

Fields	Value
<input type="checkbox"/> CustomerID	AROUT
<input type="checkbox"/> CompanyName	Around the Horn
<input type="checkbox"/> ContactName	Thomas Hardy
<input type="checkbox"/> ContactTitle	Sales Representative
<input type="checkbox"/> Address	120 Hanover Sq, London
<input type="checkbox"/> City	London
<input type="checkbox"/> Region	
<input type="checkbox"/> PostalCode	WA1 1DP
<input type="checkbox"/> Country	UK
<input type="checkbox"/> Phone	(171) 555-7788
<input type="checkbox"/> Fax	(171) 555-6750

Insert placeholder in doc:
[Customers_<CompanyName>]

About Populate [Customers_<fieldname>] in doc Insert checked fields in doc Insert whole record in doc Cancel

The above is a sample of the tools available. Let us know any other tools that you require.