

Macro Enhanced Templates

Get Word working *with* you
...instead of *against* you

Uncover the power within Microsoft Word

Using macro enhanced templates improves the quality and consistency of your bids, and enhances productivity and ease of use.

Simplifying and controlling styles

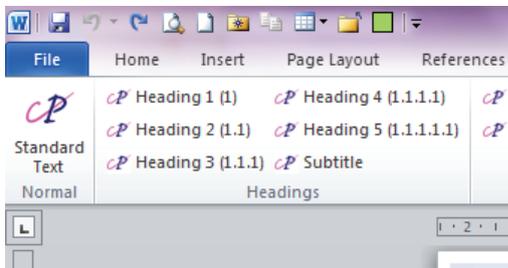
Using styles in Word is an area of much confusion

Even when a set of styles has been predetermined for a template, wrong styles get selected, authors use font weight and size controls and then, adding further confusion, Word creates new styles with similar names.

With multiple authors working on a document, all doing their own thing, before you know it the styles are all over the place.

Locking down styles

With a macro enhanced template, we can add the predetermined styles for a bid to a customised ribbon. This gives authors easy access to the correct styles - they can be confident that the styles they are using are the right ones.

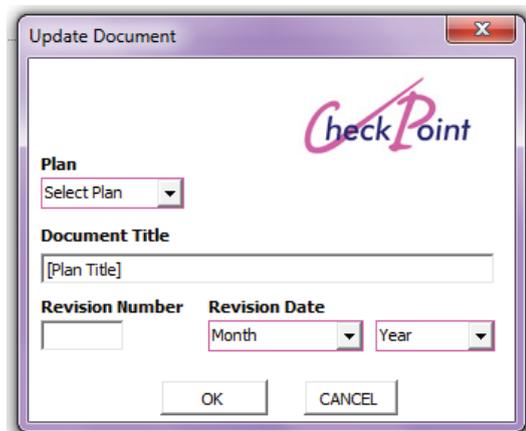


We can also hide all other styles and disable certain controls that could compromise the consistency of the document.

Automatic population of text

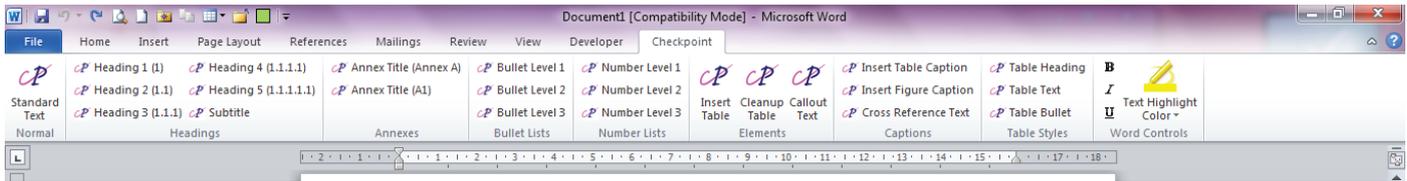
It is often useful to have a single, generic template for multiple bid documents.

These documents would however require different titles and information to be embedded in the headers and footers for example.



Using a dialog box that pops up when a new document is created based on the template, the user can enter or select the required information, which will then be populated throughout the document, in the correct style and layout, even taking into account odd and even pages.

Figure and table captions can also be adapted based on this initial document setup.



Customised Ribbon

Creating an efficient and user-friendly workflow for authors and bid writers is a significant advantage of macro enhanced templates.

All the controls that they regularly need to access, both standard Word controls and customised functions, can be placed on the same toolbar, or ribbon.

This saves the writers' time, by not having to search around for particular functions, and encourages them to work in a particular way. It becomes easier for them to work with the document as intended, maintaining quality and consistency throughout the authoring process, and saving production time and effort in the hours before submission.

The customised ribbon can also be branded or themed with corporate colours or logos, or for specific projects.

Challenge Us

If you are regularly faced with a problem getting Word to achieve what you want, or you are having to spend a lot of time performing particular tasks over and over again, let us know and we will investigate and let you know if a macro enhanced template will help you.

Macros cannot solve every problem, but in many cases you will be amazed at how effective they can be.

Automation

Many operations undertaken when working with documents require a sequence of repetitive steps to be carried out. With our templates these can very often be automated and activated with a single button click. For example, inserting tables with specific formatting or tidying them up if they have become corrupted.

In fact anything that requires a repetitive sequence of steps can normally be automated, saving time for writers and improving the consistency and quality of the document.

From this...

	Column A	Column B	Column C	Column D
Row 1	500	100	300	1500
Row 2	50	300	306	1005
Row 3	400	259	422	4552
Row 4	300	2000	388	220
Row 5	593	222	424	965
Row 6	300	400	600	800

to this...

	Column A	Column B	Column C	Column D
Row 1	500	100	300	1500
Row 2	50	300	306	1005
Row 3	400	259	422	4552
Row 4	300	2000	388	220
Row 5	593	222	424	965
Row 6	300	400	600	800

... in **One** click

workflow efficiency

consistency

ease of use

productivity

quality

confidence

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