

word templates

The benefits

There are many benefits when you implement a range of custom built Word templates in your business. Some of these are:

Easy to use

Our templates are easy to use as most things are done with the click of a button. This means that users with the most basic Word skills can still produce documents that look great.

Protect your Corporate Identity

Staff usually try and follow their company's corporate guidelines, but sometimes they can be a little hard to follow or understand. By providing custom templates, all of the 'design' elements are already in place, so your staff can simply insert their content.

Save valuable time

As our templates can be fully automated (via macros), they allow some of the more time-consuming tasks of document production to be done quickly. For example, we can include a button to quickly insert a pre-formatted pie chart, so all the user needs to do is edit the data, and the chart is complete... and it is already in the correct style and colour.

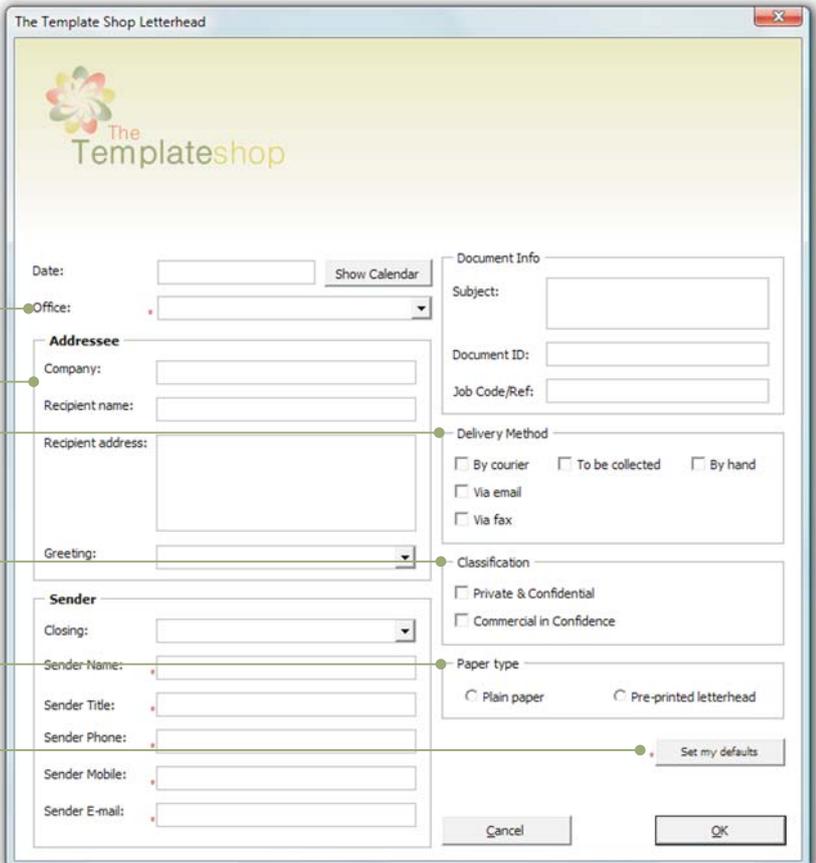
Cost effective

With templates from The Template Shop, even your least skilled users can create polished documents without spending hours and hours getting it right. Even if you were to save each staff member half an hour a week, this adds up to many thousands of dollars for a mid-large organisation, making templates a very smart, cost effective investment.

The features

The image below illustrates some of the features that can be included in a letterhead template.

Of course, almost any requirements can be catered for by The Template Shop.



- 1 One template can cater for multiple offices, ensuring consistency
- 2 Document information such as recipient details, sender details etc. can be quickly entered and modified
- 3 Users can specify the delivery method, which can included on both the letter and label
- 4 Include any required legal texts or document classification
- 5 Easily switch between plain and pre-printed paper, without having to keep separate templates
- 6 Save user defaults so that sender contact details are remembered and don't have to be entered each time a new letter is created

Reports, tenders, proposals and more...

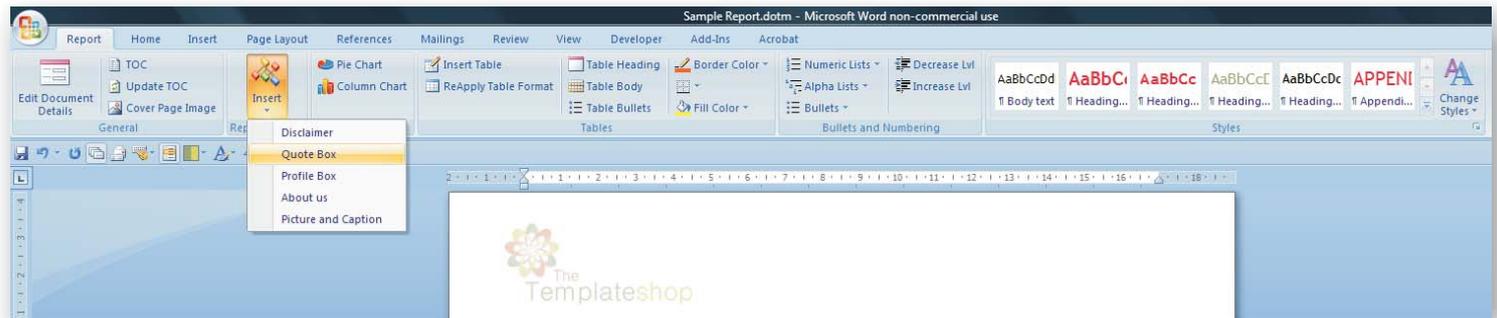
There are endless options of features we can include in your automated Word templates. Some of these include:

- Custom table formats
- Pre-formatted charts/graphs
- Custom colour schemes
- Insertion of custom page layouts, eg. 2 column spreads, picture placeholders, graphical elements etc.
- Table of Contents
- Cover and divider pages
- Pre-formatted headers/footers

You may even have some new ideas that we haven't tried before. We're happy to listen to your suggestions.

Custom toolbar/ribbon

The image below is an example of a 2007 Ribbon in a report.



Forms

The Template Shop can create interactive Word forms for almost any purpose. From annual leave forms, new client forms, procedural documents, credit applications, order forms... the list is endless.

Just email your requirements to info@thetemplateshop.com.au and we'll send you a quote, along with our suggestions on the best approach for your business.

Further information

For further information on how The Template Shop can improve your business's Word documents, please call us on 03 9095 8550, or drop us an email at info@thetemplateshop.com.au.