

QuickDoc for Word

The features – an overview



QuickDoc: Quality, branding and productivity in Word

Smart template management



Convenient provision and management of templates, dynamic insertion of business data, correct usage guaranteed

Template design and software from one single source: Graphic and technical implementation of smart template concepts, assistance with brand relaunches



Centrally managed content



Centralized provision and management of text and graphic building blocks, integration of DAM systems and media databases

Consulting and workshops with content experts to develop modular templates and building blocks, e.g. for sales teams



Simplified document creation



Numerous functions to simplify document creation in Word and ensure consistent implementation of corporate-design specifications

Comprehensive support for IT and specialist departments in relation to developing streamlined processes, including handling of entire workflows



Overview of QuickDoc features

- ✔ Smartly pool the many different templates into an easy-to-manage template portfolio
- ✔ Directly access templates in Word
- ✔ Warnings issued when the wrong templates are used
- ✔ Dynamically insert current business data and logos from QuickDoc or existing databases
- ✔ Time-controlled template updates when business data changes
- ✔ Dynamically insert sender information, incl. signature, linked to Active Directory or other systems
- ✔ Multiple user profiles per staff member
- ✔ Automatically insert recipient data, integrating CRM systems or Outlook address books
- ✔ Easily format documents in your corporate design
- ✔ Centrally manage text and content building blocks with template-specific access
- ✔ Manage permissions and user groups
- ✔ Integrate DAM systems and media databases
- ✔ Create properly formatted tables of contents
- ✔ Set a uniform language for the whole document
- ✔ Delete all comments and the change history
- ✔ Hide headers and footers when printing on company letterheads
- ✔ Send documents directly as email attachment or save them as PDF





★ QuickDoc

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