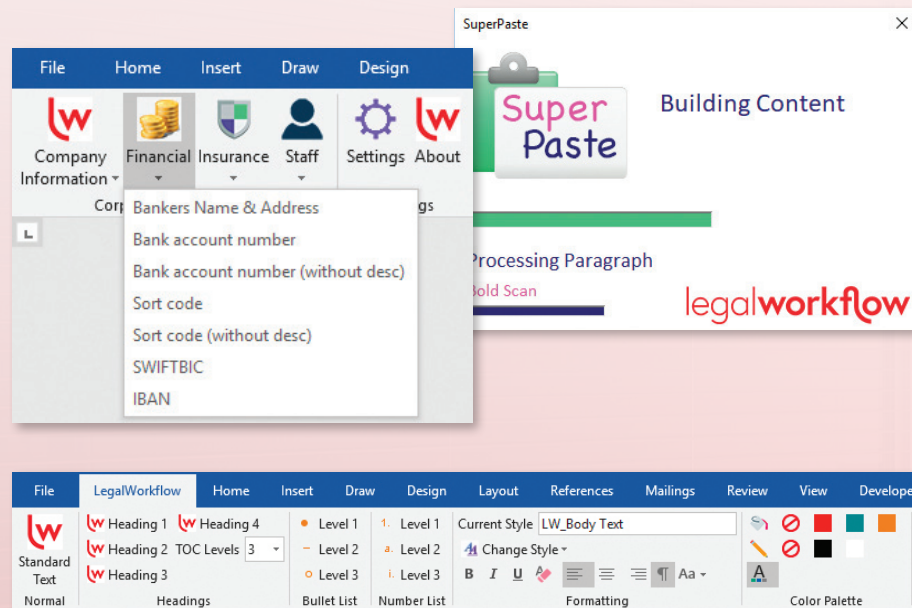# Legal Technology for Competitive Advantage

Streamline your business processes. Enable legal practitioners to spend more time with their clients, and less time on repetitive and manual tasks.

We are constantly creating new products for the benefit of law firms and their clients. Some of these are shown here. We can meet virtually any requirement, so contact us for a chat if you would like to discuss ideas.

legalworkflow

House-style Products

We have a series of products to enable enforcement of house style on your Microsoft Word templates...

Tel: 01243 859605

Email: enquiries@legalworkflow.com

Web: www.legalworkflow.com

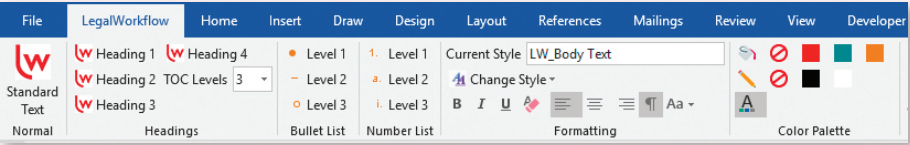www.linkedin.com/company/legal-workflow-limited

www.twitter.com/legalworkflow

Enhanced Templates

Improve the efficiency and consistency of documentation production across your team
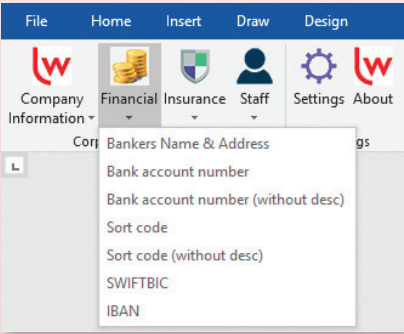

Simplify and control use of styles

An enhanced template gives users easy access to all the styles they should be using when producing documentation. The templates are also locked down, so that users cannot change the approved styles, or add their own. This ensures compliance with your firm's house style, regardless of users' experience with using Word.

Additional features and functionality

As well as controlling the styling of documentation, enhanced templates offer time saving and usability enhancements, such as:
- re-assigning paragraph numbers
- reformatting tables to corporate style
- inserting landscape pages
- easy access to your firm's colour palette
- insertion of staff profiles, case studies or other standard structures
- inserting graphics in a standardised way
- deleting sections easily

These features not only save users time, but also improve the consistency of documentation.

Bespoke functionality

In addition to the standard functionality available with our enhanced templates, bespoke behaviour can be created, tailored to individual requirements or circumstances.

Corporate Information Tool

Giving users easy access to commonly used and up to date business information

Commonly used business information such as:
- registration numbers
- bank details
- insurance information
- accreditation details
- and financial data

are needed all the time by users when producing documentation. The Corporate Information Tool gives users access to all this information directly from the Word ribbon, maintaining the source data in a central location, so that it is always up to date for all users.

The information available and the structure of that data is entirely flexible and can be configured by you, to your firm's specific requirements. Up to 10 categories of information can be specified, with user definable data elements under each.

The structure and data is all controlled via a simple Excel spreadsheet. You can even specify the icons that appear on the button for each information category.

Just place the cursor where you want to insert information, in any Word document. Select the piece of information required from the Word ribbon, and it will be inserted at the current cursor position.
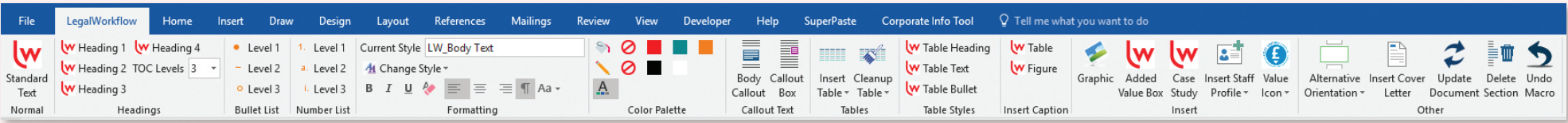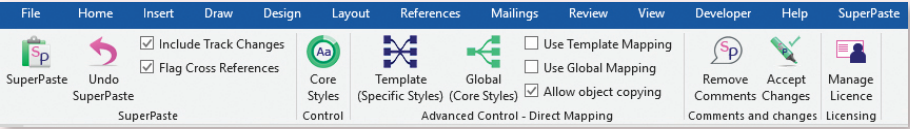

SuperPaste

Cut and Paste as it should be

SuperPaste lets you paste content from existing Word documents into a new document template, automatically reformatting content on the fly, using only your firm's approved styles within the new template.

It is just as safe as pasting unformatted text and will save the hours of time that manual formatting takes, when putting existing content into a new document template.

SuperPaste benefits
- No unwanted styles or metadata will be brought across from the source
- No corruption of headers/footers
- Content structure, such as headings, bullets and number lists are retained
- Tables are recreated in the table style of the target document
- Direct formatting from the source content, such as bold, italic, underline and highlighting are retained
- Comments are mirrored from the source
- Track changes can be optionally replicated

Using SuperPaste across your team will not only save a significant amount of time, but also lead to more consistent and stable documentation. This benefit will be magnified further when used in conjuction with one of our locked down, enhanced templates.