

# ProductivityBar® WP

The office productivity toolbar for Word



ProductivityBar WP

## Features at a glance:

- Streamlines word processing
- Stable paragraph numbering and styles using Word itself – no third party numbering package required
- Works with existing firm templates and add-ins
- Unlimited letterhead templates
- Contact list lookup for correspondence
- Author lists – individual or firm-wide
- Table of contents creation
- Pleading headings / back pages for all Irish courts (optional)
- Easy to use and install/uninstall
- Customisable
- Flexible and extendible with additional features
- Ensures consistent documents
- Fast ROI with increased productivity
- Consulting services available for support, training, additional development
- Compatible with Word 2000, 2002/XP and 2003

## Faster document turnaround

**ProductivityBar WP** combines the most frequently used word processing tasks in one easy to use toolbar. Anyone can use it to create and edit stable Word documents quickly.

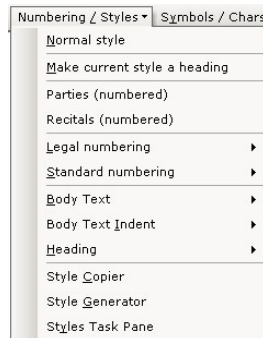
That's important for any firm: efficient document production is essential for every business. Fast turnaround of high quality, easy to amend documents saves time and money.

With ProductivityBar WP, any user – beginner to expert – can get more done with less effort and at less cost, with a consistent look and feel that helps bolster your firm's reputation for quality work.

## Robust paragraph numbering

Stable paragraph numbering is built in to ProductivityBar templates. Your numbering won't disappear or get corrupted like out-of-the-box Word outline numbering. Using proper editing techniques you can add and change document styles whenever you want and they'll still stay rock solid.

ProductivityBar templates achieve that stability using built-in Word features so you don't have to rely on costly, intrusive third party style management packages.



ProductivityBar makes it easy for users to apply the styles they need using either a handy drop-down menu or fast shortcut keystrokes. Adhering to a consistent house style makes document turnaround faster and easier, increasing productivity for everyone.

All ProductivityBar menus are fully customisable – the Numbering/Styles menu can easily be configured to show your firm's unique styles.

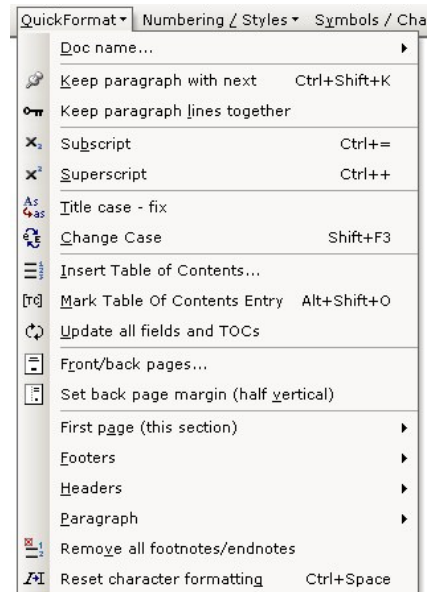
## Easy correspondence

Automated, customisable templates help users quickly create letters, faxes and memos to any number of addressees. Users can pull addresses and correctly spelled names from Outlook and other contact management applications – no more guessing or searching through files.

It's simple to add ProductivityBar automation to your existing templates as well as an unlimited number of new letterhead templates.

## Works with any document

ProductivityBar accelerates document editing with quick formatting, symbols and international characters, autotext/boilerplate management, and easy-to-apply text formatting styles.



## Quick access to standard templates

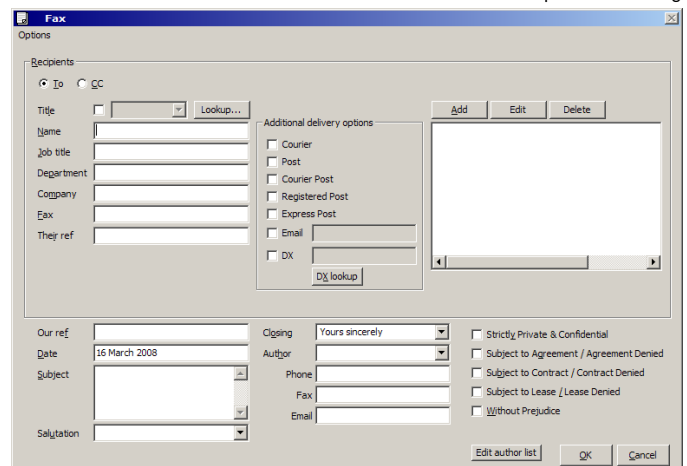
The configurable QuickDocs menu gives users fast access to your firm's most-used templates. As an alternative to Word's native new document dialog, the QuickDocs menu lets you store your firm's templates anywhere you want – on the network, in a variety of directories – without having to place all of your users' templates in one folder. Menu shortcuts make it faster for power users to create documents off your templates with just a couple of keystrokes.

## ProductivityBar | Legal

Designed specifically for Irish law firms and in-house legal departments, the ProductivityBar | Legal *pleadings generator* automatically creates headings and back pages for any Irish court.

All Irish Circuit and District courts are included, as well as the High and Supreme courts.

Full-featured correspondence dialog



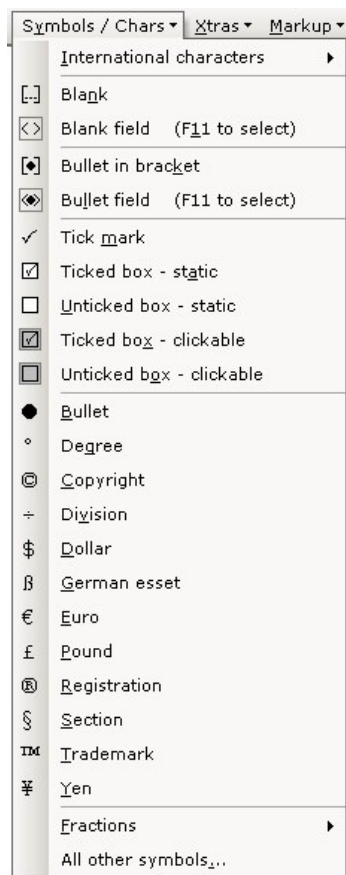
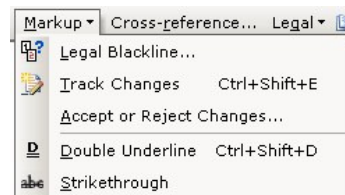
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### Table of contents

Create tables of contents based on paragraph numbering styles or by marking text. Users can redefine TOCs anytime with a few clicks of the mouse.

### Convenient mark up tools

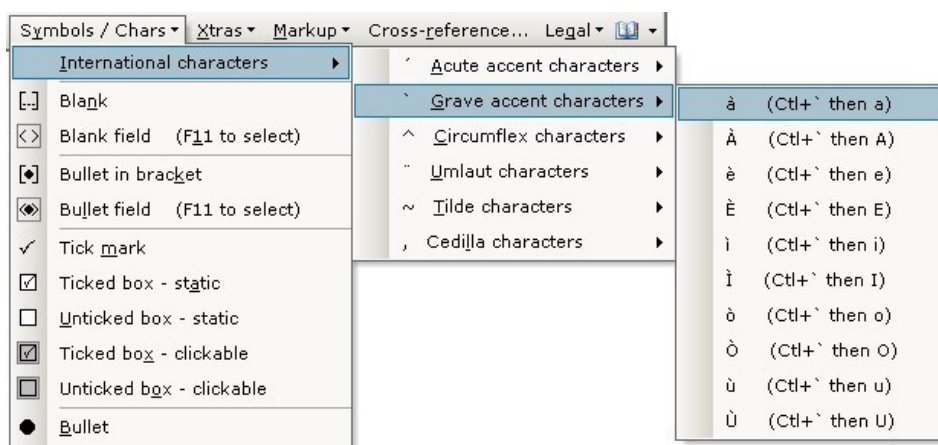
The Markup menu puts all the tools you need for blacklining document changes front and centre. Compare documents, track changes automatically or manually mark them using double underline and strikethrough.



### Symbols and special characters

ProductivityBar helps you insert frequently used symbols and special characters with just a couple of clicks or keystrokes. It includes clickable tick boxes that tick and untick so documents can behave like forms.

International characters show their standard Windows keystrokes to help users memorise them.



### Easy to install and manage

The built-in configuration utility lets users and system administrators decide where templates and lookup lists should be stored for standardised rollout and easy backup. Uninstalling ProductivityBar removes all program files automatically but leaves your templates safe for future use.

### Extendible, customisable

Every firm has its own personality. ProductivityBar is easily customisable to help you work the way you prefer. The bundled fax, letter, memo and pleading templates can be formatted to reflect your house style, and every menu can be copied and modified to extend the range of tasks ProductivityBar helps you get done.

Consulting services are available to assist with customisation, integration with third party applications, and adding new features.

### Pricing

Per-desktop pricing makes ProductivityBar WP affordable for any organisation. Volume discounts are available.

### About the developer

Chuck Henrich has over 20 years experience supporting legal, financial and medical clients with custom applications that automate workflow in office productivity suites. He also develops database applications featuring integration with word processing and spreadsheet applications. Additional consulting services include third party code evaluation and documentation. He provides expert custom solutions across all Microsoft® Office products that help clients get the most from their office productivity software investment. All his solutions emphasise ease of use and attention to detail, tailored to each client's unique needs.

### For a demonstration and more information:

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