

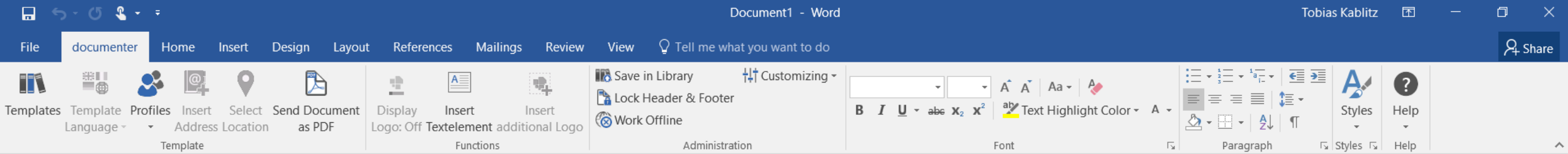


empower  docs

empower® docs for Microsoft Word

01

Why empower® docs?



empower® docs
Ribbon

What is empower® docs?

- empower® docs is a fully integrated **Content Management System** that sits in the Word **Ribbon-menu** (see the background image).
- empower® docs allows users in a company to **quickly create uniform documents** and access common knowledge sources.
- With integrated company information, empower® docs **ensures compliance with legal requirements**.
- empower® docs is part of a **holistic product Suite for Microsoft Office** that enables efficient and cross-program work in PowerPoint, Excel, Word and Outlook.

Create quickly legally correct documents

Current situation

- Many employees work intensively with Word.
- Departments are asking for supporting tools to facilitate document management and production.
- Templates and text elements are not easily accessible.
- Legally relevant or general information is only provided or communicated with a delay.
- Document uniformity leaves something to be desired and does not comply with the Corporate Design guidelines.

The benefits of empower® docs

- empower® docs from Made in Office is used worldwide by well-known companies and consultations, e.g. at Continental and Schaeffler.
- empower® docs provides tools for more efficient document creation, better management of templates and the direct integration of site, user and customer information.
- With empower® docs, you ensure that every employee can always access legally correct and uniform templates.
- empower® docs is continuously developed by a 40-strong team in close cooperation with Microsoft and will also support Office Online and Mac OS in future.

How empower® docs helps your company

No longer searching for the right templates

Always all templates available offline

Automatic entry of your own sender data in each template

Easily insert the address data from all Outlook contacts

Insert predefined text blocks directly into the documents

Show or hide logos at any time

Always the legally correct information in the footer

02

Functional Overview

Functionality of empower® docs

Central template management

- Provision of all Word templates from one location
- Advanced user rights concept
- multilingualism
- Automatic offline synchronization

Profiles & Locations

- Automatic entry of sender information with own profile
- Select other senders as needed
- Management and use of multiple site identifiers and legal forms

Address data

- Directly insert Outlook contacts or other sources into any document

Central text element administration

- Predefined, central text blocks to insert
- Text blocks can also contain images, tables, and diagrams

Show or hide your stationery

Logo and header and footer can be dynamically displayed and dimmed

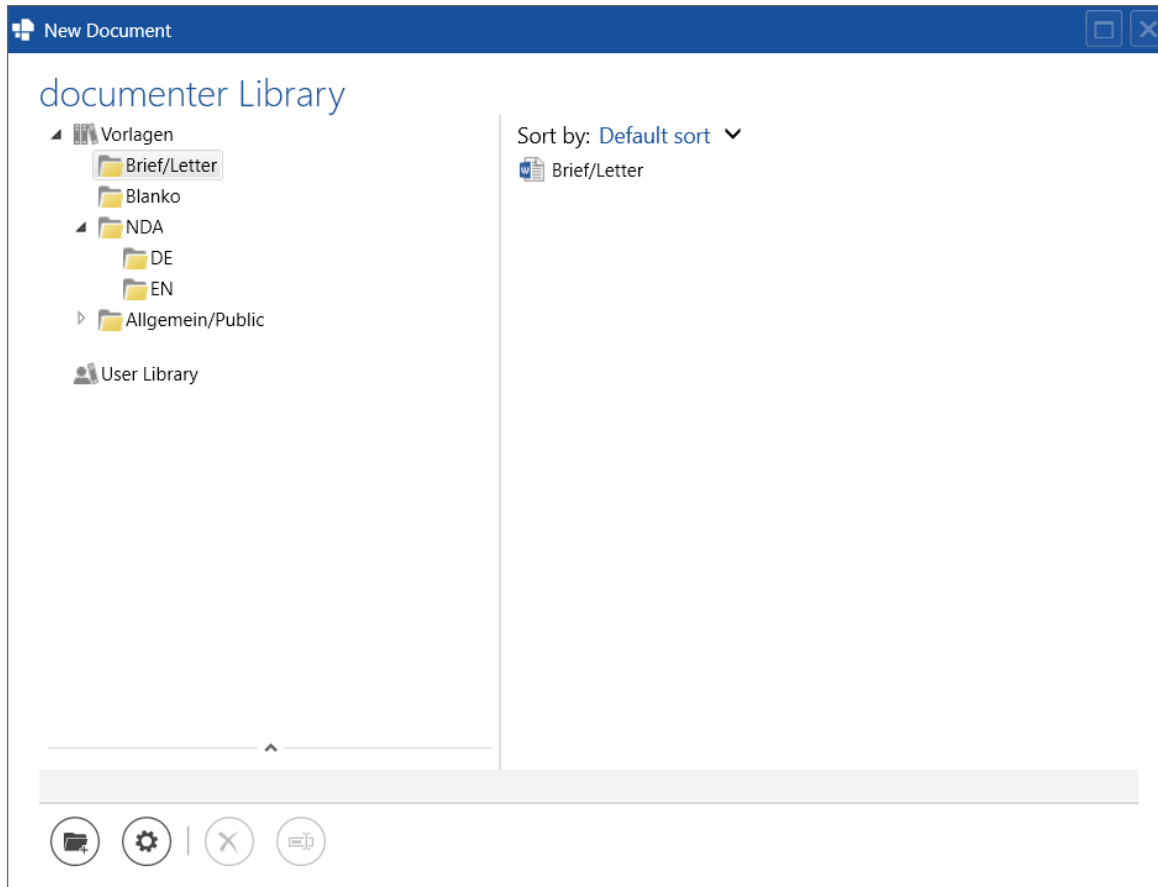
Manage footer information

- Central administration of **all** footer data
- Automatically update footer data

Restricted formatting tools

- E.g. Fonts, sizes and colors
- Locked format templates

Every template available anytime & anywhere



- Direct integration into Word
- Central maintenance and administration of all templates
- Updating message with intermediate update
- Any complex file structure is definable
- Multilingualism
- Available Offline
- Your own user library
- User rights (Active Directory) control who can use which templates for use or editing

Change template language with one click



Made in Office GmbH / Im Mediapark 8 / 50670 Köln

Mustermann AG
Herr Max Mustermann
Musterstraße 123
12345 Musterstadt
Musterland

Vorstellung documenter

Sehr geehrte Damen und Herren,

ich freue mich darauf Ihnen documenter vorstellen zu dürfen.

Mit freundlichen Grüßen

Stephan Kuhnert
Geschäftsführer

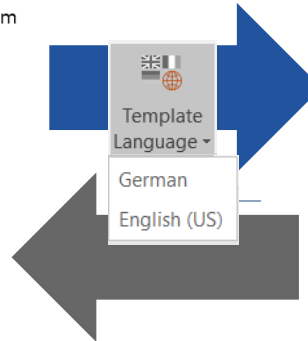
i.A. John Dow
Vertrieb

/// Ansprechpartner

Stephan Kuhnert
Tel.: +49 221 99 37 85 - 10
Fax: +49 221 99 37 85 - 50
kuhnert@madeinoffice.com
www.made-in-office.com

/// Datum

19.11.2016



Made in Office GmbH / Im Mediapark 8 / 50670 Cologne

Mustermann AG
Herr Max Mustermann
Musterstraße 123
12345 Musterstadt
Musterland

Introduction documenter

Dear Sir or Madam,

I am looking for to our documenter demonstration.

Yours sincerely

Stephan Kuhnert
Managing Director

John Dow
Sales

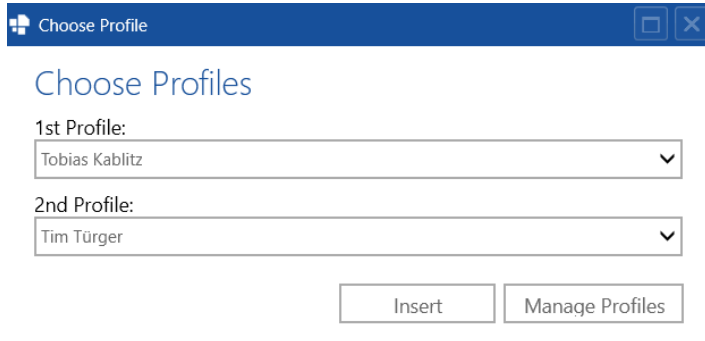
/// Contact

Stephan Kuhnert
Phone: +49 221 99 37 85 - 1110
Fax: +49 221 99 37 85 - 50
kuhnert@madeinoffice.com
www.made-in-office.com

/// Date

11/19/2016

Directly select, manage and use sender profiles



Choose Profile

Choose Profiles

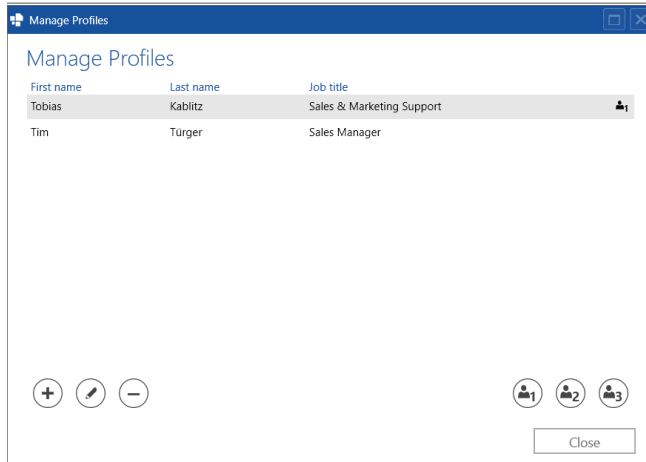
1st Profile:
Tobias Kablitz

2nd Profile:
Tim Türger

Insert Manage Profiles

///ANSPRECHPARTNER

Tobias Kablitz
Tel.: +49 221 99 37 85 - 43
Fax: +49 221 99 37 85 - 50
kablitz@madeinoffice.com
www.madeinoffice.com



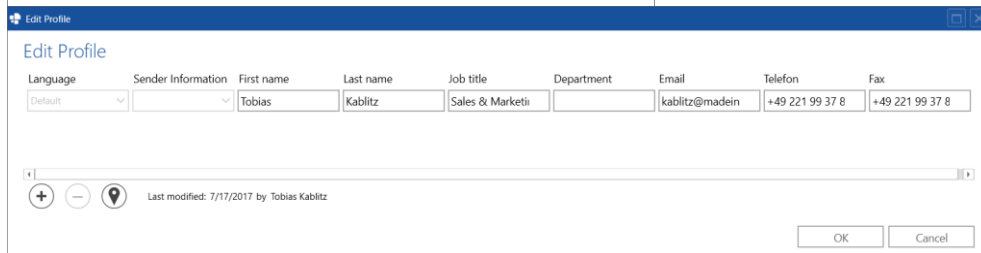
Manage Profiles

First name	Last name	Job title
Tobias	Kablitz	Sales & Marketing Support
Tim	Türger	Sales Manager

+ -

1 2 3

Close



Edit Profile

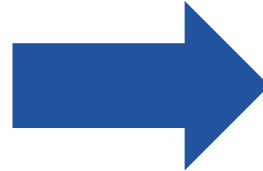
Language	Sender Information	First name	Last name	Job title	Department	Email	Telefon	Fax
Default		Tobias	Kablitz	Sales & Marketi		kablitz@madein	+49 221 99 37 8	+49 221 99 37 8

+ -

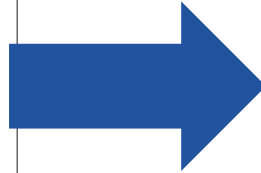
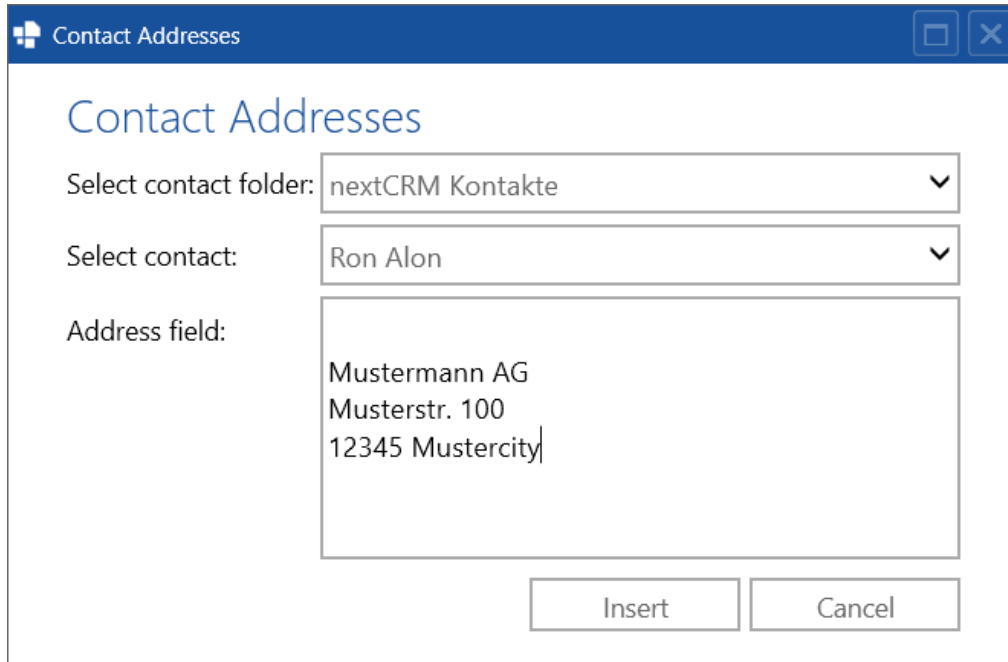
Last modified: 7/17/2017 by Tobias Kablitz

OK Cancel

- Direct integration of your (default) profiles into Word
- Default location for users
- Up to 3 profiles per document is possible
- User profiles are taken directly from Active Directory
- Additions and translation possible
- Secretarial service - Write in behalf of third parties
- Effortlessly add more profiles

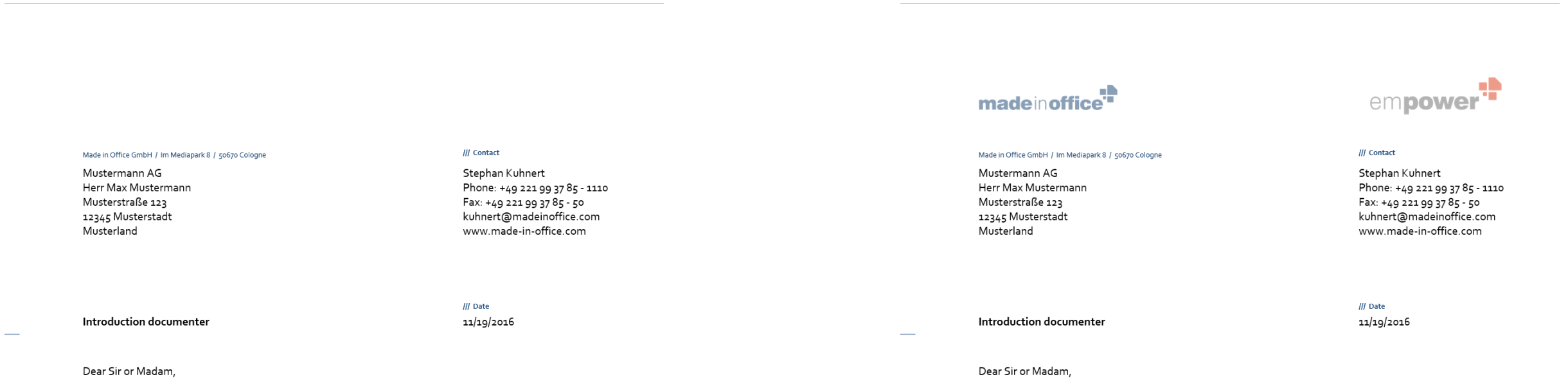


Easily insert address data from Outlook



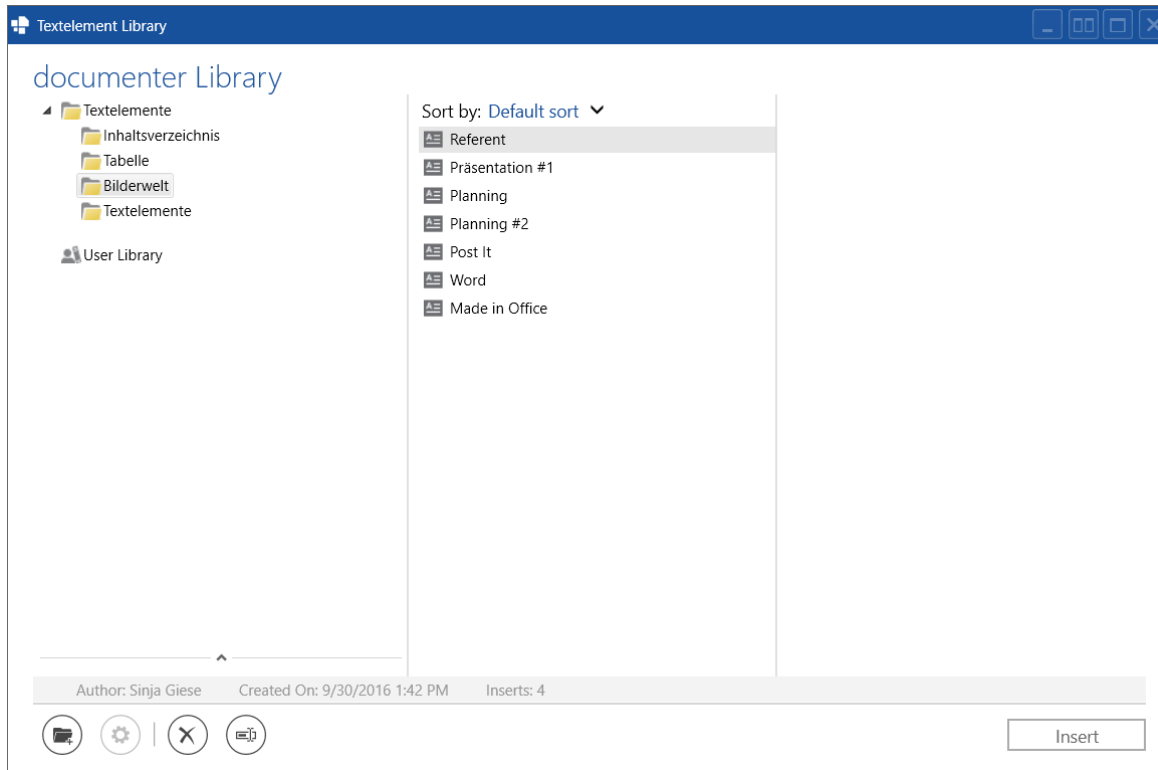
- Access the contact data directly from your Outlook
- Integration into defined placeholders
- The integration of other address data databases is possible at any time in the context of an individual extension

Show and hide the stationery and logo



- If you want to print the stationery easily (for example, header and footer)
- When sending as a PDF file (e-mail attachment) simply activate the header and footer display
- You can also define and temporarily use additional logos (for example, in sponsoring actions)
- Complement your company logo by location or language

Central text blocks available in every document



- Central maintenance of text modules, which can be used independently of the template
- Storage of further document elements, such as tables, diagrams, icons, and images
- Available offline
- User rights (Active Directory) control who has which rights
- Any complex file structure is definable
- Own (shareable) user library

Automatically update old footer information

The screenshot displays a software window titled "Location Information". On the left, a "Companies" sidebar lists "Deutschland", "France", "USA", and "Made in Office GmbH" (highlighted). The main area is divided into three sections: "Company Addresses" (listing three addresses, with "80 Broad Street, NY 10004, New York, USA" selected), "Company Logo" (with a placeholder "Please select a logo for the company" and plus/minus buttons), and a detailed "Location Information" form. This form includes dropdowns for "Company Form:" (GMBH) and "Change Language" (German (Germany)), followed by text input fields for "Straße" (80 Broad Street), "Postleitzahl" (NY 10004), "Stadt" (New York), "Land" (USA), "Telefon" (+ 1 800 657 0270), "Telefax", "Web" (www.madeinoffice.com), "E-Mail", and "Sitz der Gesellschaft" (Cologne). At the bottom, there are "Save" and "Cancel" buttons, and a set of navigation icons (plus, minus, and a document icon).

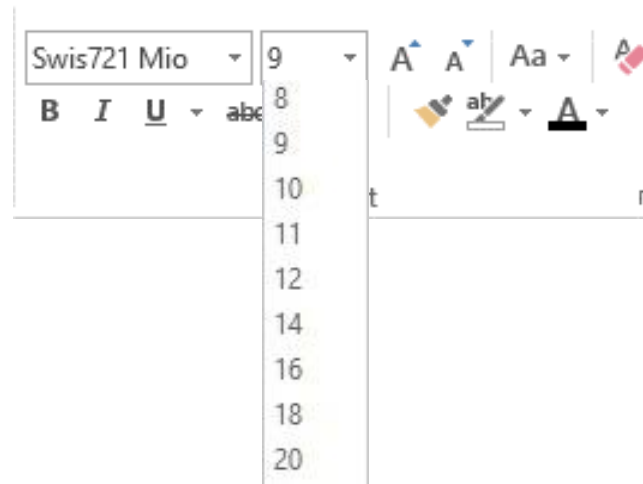
- Via a central footer management, different company names and different locations (and logo) can be maintained per company.
- The number of templates to be maintained can be reduced to a minimum as all data from the central administration are inserted.
- Changes can be centrally maintained and automatically set for all templates.
- Besides location information, additional data can also be integrated and managed:
 - Management team members
 - Bank compound(s)
 - Legal information

Your corporate design directly in Word

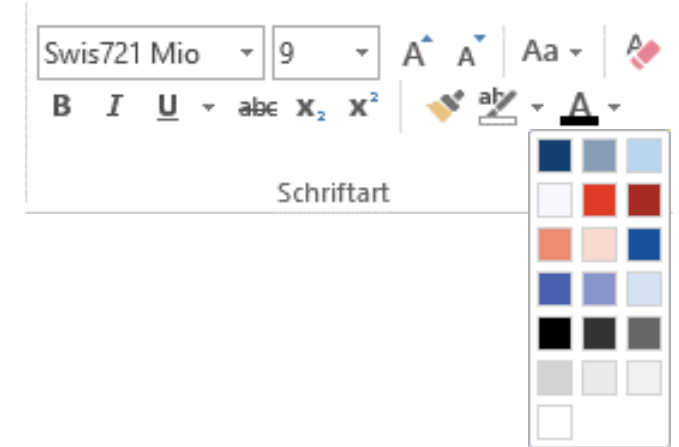
Reduced fonts



Reduced font sizes



Reduced font colors



Provide your users with direct, compliant selection options!

Locked templates ensure corporate design compliance

The screenshot displays a document template within a software application. The template is for a document titled "Wartungsprozess novaCapta" (Maintenance Process novaCapta), page 2 of 3. The layout is divided into three main sections: a header, a main content area, and a footer.

Header: The header features the novaCapta logo (Technology Partners) and the text "Wartungsprozess novaCapta Seite 2 von 3".

Main Content Area: The main content area is divided into two columns. The left column contains the novaCapta logo and the text "Business Solutions". The right column contains the title "Der Wartungsprozess bei novaCapta" and the company address: "novaCapta GmbH, Im Zollhafen 18, 50678 Köln".

Table of Contents: A table of contents is located in the center of the page, listing the document structure and page numbers:

Inhalt	
1	Einleitung..... 3
1.1	Subheading..... 3
1.1.1	Subsubheading..... 3
1.2	Subheading 2..... 3
1.3	Subheading 3..... 3
2	Wichtige Daten..... 3
2.1	Subheading 1..... 3
2.2	Subheading 2..... 3
3	Anhang..... 3
3.1	Subheading 1..... 3
3.2	Subheading 2..... 3
3.3	Subheading 3..... 3

Footer: The footer contains the novaCapta logo, the company address, and the website "www.novaCapta.de".

Formatvorlagen Panel: A panel on the right side of the application window, titled "Formatvorlagen", lists various formatting options. The options include "Alle löschen", "Aufzählung", "Highlight", "Hyperlink", "Kein Leerraum", "Nummerierung", "Standard", "Titel", "Überschrift 1", "Überschrift 2", "Überschrift 3", "Verzeichnis 1", "Verzeichnis 2", and "Verzeichnis 3". The "Überschrift 1" option is currently selected.

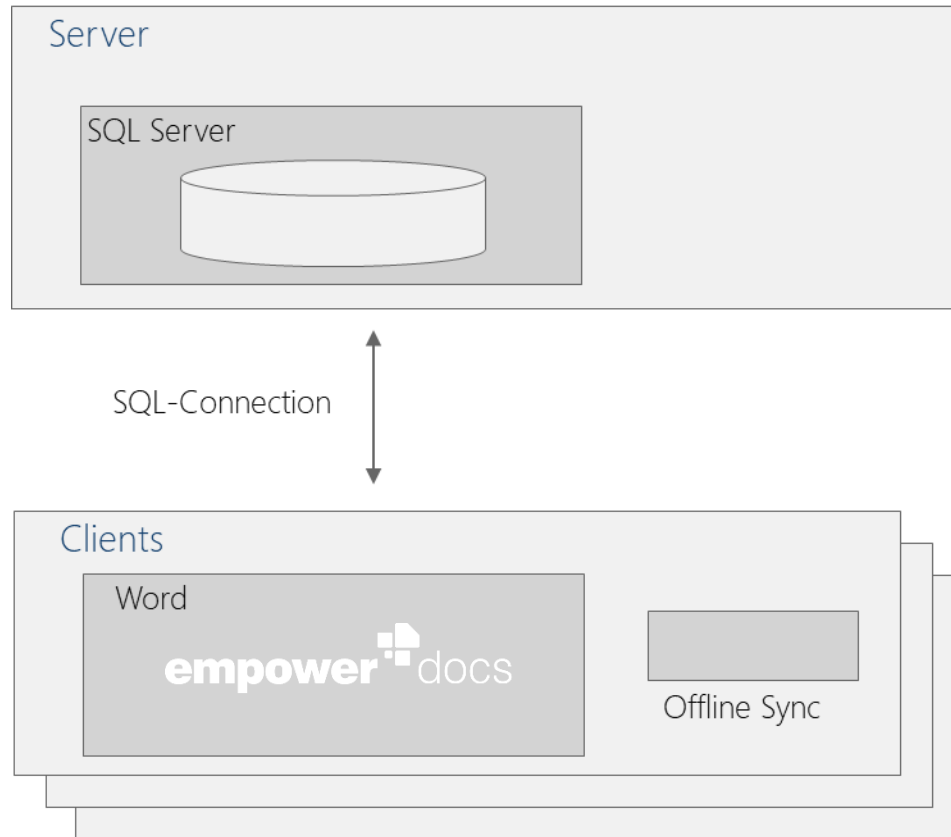
Other Elements: A "Stand: 11.01.2012" label is located in the bottom right corner of the main content area. A "Vorschau anzeigen" (Show preview) checkbox is located in the bottom right corner of the application window.

03

technical requirements

Architecture at empower® docs

Architecture



Description

- empower® docs is a client-server application.
- A Word plug-in is installed on each client (the offline sync process is part of the installation).
- Offline synchronization regularly checks whether new content is available on the SQL server. The adjustment takes place in the background.

Technical requirements

Supported Office versions



Office 2010
Office 2013
Office 2016
Office 365 Pro Plus

Office for mac is not supported yet, but a virtualization / remote apps / Citrix is already possible

Supported operating systems



Windows XP
Windows Vista
Windows 7
Windows 8
Windows 10
Terminal-Server
Citrix

Server requirements for empower® docs



SQL Server 2008 or higher
or
hosting via Microsoft Azure in our empower® Cloud

Optional connection to SharePoint and other systems such as CRM, PIMS, DAMS

Available Languages (Multi-Language Support)



English
Spanish
French
Chinese
Japanese
German
Russian
Italian
Portuguese
Other languages on request

04

References

a scalable solution for global companies

Selected References:



80,000

Users in 20 countries

SCHAEFFLER

50,000

Users in 42 countries



5,000

Users in Germany



2,000

Users in 19 countries



1,000

Users in 14 countries

05

About Made in Office

Facts & Figures

#1

Leader in the field of Office programming

50

Full-time employees

5

Locations in Germany, USA, France,
England and Switzerland

>1.2 m

empower® users worldwide

>1,500

customers worldwide

2005

founded

Our Locations

Made in Office US
80 Broad Street
New York, NY 10004
1-800-657-0270

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London W1F 0UT
+44 7946 504 977

Made in Office France
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75481 PARIS CEDEX 10
Paris
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Folienwerke GmbH
(Partner)
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Contact us to discuss your requirements, learn about pricing and schedule an online demo.

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