Datasheet

BigHand Outline

Outline is a templating extension for Microsoft Word that has been designed with the help of leading national and international law firms to offer real benefits to your whole team.

Overview

Wouldn't it be great if you could spend more time practicing law and less time worrying about documents? With BigHand Outline you can.

BigHand Outline lets you win back the time you may have lost due to inefficient manual processes. The solution improves integration and compliance and produces documents with a consistent house style that projects a truly professional image.

You may already have tried using templating systems based on

legacy technology or software developed in-house. Indeed, some IT departments have spent considerable effort developing customisations for Microsoft Word.

Legacy platforms and proprietary add-ins are often difficult to integrate and almost impossible to maintain. So why try to reinvent the wheel when you can use a solution that has proven its value at some of the world's leading law firms: BigHand Outline.

Boost efficiency

Boilerplate forms allow anyone to rapidly create professional documents with predefined house styles for legal numbering and language, standard openings, salutations and so on.

Easy to customise

Easily create and deploy new templates and precedents with our user-friendly, Word-based designer app. Templates can also be managed from within the document management system, improving security and version control.

Minimal training

BigHand Outline builds on the already familiar Word environment therefore minimising end-user training and ensuring a smooth roll-out.

Intelligent filing

Tight integration with your document management system makes filing easy and ensures document numbers update automatically if you re-use the document.

Integrates with other platforms

Information from CRM, case management systems, SQL databases and web services can be included in templates without leaving Word or writing a single line of code.

Brand consistency

Any changes to your corporate brand, house style or document layouts are automatically deployed across the firm, ensuring everyone has the latest version.

Smart printing

Quickly print client and file copies of your documents to your printer without worrying about tray settings.

Paralegals and support staff will warm to the many features that streamline routine tasks, enabling them to be more productive, whether they are preparing routine correspondence or complex legal submissions.

IT specialists will appreciate how easy BigHand Outline is to install and maintain, freeing resources for other projects and making upgrades easy.

Fee earners will be impressed by how BigHand Outline helps standardise and optimise previously inefficient processes and ensures the firm presents a consistent house style and professional image to clients.

Best practice for your practice

BigHand

Key features

- **Designed by law firms, for law firms**

BigHand Outline was designed with input from support staff, lawyers and partners, so it meets the needs of your company, in a flexible, fuss-free fashion.

- **Customisable look and feel**

Personalised ribbon and brandable user interface provide an optimised experience within a familiar Office environment.

- **User-friendly boilerplate wizards**

Build powerful forms and populate the data fields automatically. Best of all, no coding is needed, except for exceptionally complex documents!
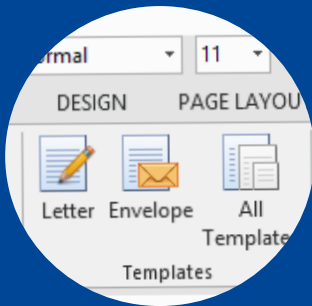
- **Flexible template access**

Launch templates from any environment including Office, third party document management systems, SharePoint or bespoke applications.
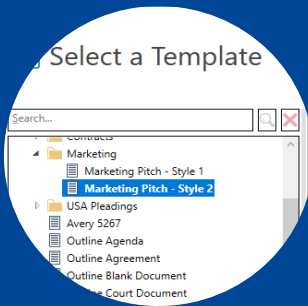
- **Offline working mode**

Stay productive even when not connected to the corporate network - you can continue creating and working on your documents wherever you are.

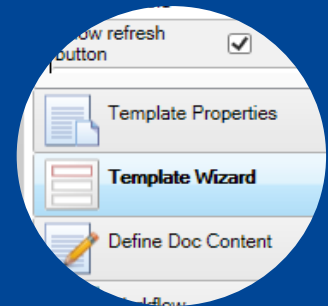- **Integrated template designer**

Instantly create new templates and precedents from within Word with the powerful template designer. No need to wait for offsite vendor support, just make the templates you need, when you need them.

Customisable

Flexible access

Template designer

A robust and reliable template management system that works seamlessly with the key elements of our desktop, enhancing productivity for secretaries and fee earners

BigHand Outline user