

BigHand Create

Save time and money with professional branded document templates, designed to keep you efficient, consistent and compliant.

Overview

Creating professional documents that are consistent and follow brand guidelines and best practices, can be time consuming. Correcting inconsistent document layouts and frustrating formatting issues wastes even more time.

BigHand Create is a template automation and management solution that makes it quick and easy to customize and distribute templates that follow firm guidelines and best practices, keeping all your documents consistent.

Automating the process means you can help your people work in a more self-sufficient way, using the correct template for the job, every time. Today, we're helping over 40,000 professionals take control of the Microsoft Word, Excel and PowerPoint templates in their organizations.

BigHand Create Ribbon

Organized into intuitive workflow options, the BigHand Create Ribbon contains all of the tool's classic functionality including access to BigHand Create templates, calendar and print options.

Calendars are easy to create in Word and entries can be merged from multiple personal and shared calendars. Also, users can configure print options for manual trays, default trays and configured trays, as well as selected tray printing.

The ribbon also includes an "After the Fact" group, which offers a range of customization options and enables changes to the template at any point.

Template Launcher

This feature allows navigation to a specific department folder, for example "Litigation", and before launching any Litigation template, regardless of the programme. Now your organization can group relevant templates together and users can find the templates they need even more quickly – and without having to launch each programme separately.

Super Copy and Super Paste

This tool enables content copying from one document to a new template without any previous formatting rules, helping you re-use content without potentially corrupting documents.

Encore After the Fact

Encore allows template information to be saved and reused at a later date including addresses, recipients or content. Saved Encore entries can be made available for individual or firm-wide access to help save time when creating multiple documents. You can use Encore to copy content from one document to another and it will re-purpose the original content into the new template – even when specific formatting has been set up.

BigHand Create Admin

BigHand Create can be managed via the central administrative console. This is where admin-level users can manage document templates and forms, as well who has access to them. The administrative console can be used to manage multiple office locations and can sync with existing SQL and Active Directory data sources.



BigHand Create Ribbon

Sync with local workstations

BigHand Create automatically syncs data and template updates with local workstations at login and at specified intervals. Documents can be created from anywhere, even without an active connection. There's also the option of running manual syncs on demand so you can be sure your documents are always up to date.

DMS & CMS Integration

Retrieving client and matter data, as well as contacts from the DMS, and inserting them into the correct template fields automatically, significantly reduces the chance of human error and ensures documents are profiled and stored correctly.

Finish & Clean

Choose which aspects of the document cleanup process you run, rather than running them all at once, to save time and prevent unnecessary amends.

Help Mode

Users can access an online library of information about each feature on the ribbon as well as tutorial videos on how they work.

Integration with BigHand Voice

Save administration time and reduce the burden of document production tasks by generating finished documents directly from dictations in just a few clicks.

Optional add-on features

- Use the Profiling Assistant with iManage to automate the profiling process, automatically save documents in the right location and help adhere to naming conventions.
- Prepopulate document content before it's even open with in Template Wizard.
- Build complex or lengthy documents easier and quicker by previewing, ordering and inserting one or multiple Clause Builder entries
- Insert content entries that include variable data such as client contact information, client and matter, party names and other document specific data for automatic population with content builder.

Key features

- Integrates with Microsoft Word, Outlook, InterAction, as well as document management systems: iManage Work 10.3.1, NetDocuments and Office and OpenText eDocs DM
- Create customized templates for a vast range of documents like letters, agreements and reports
- Manage and distribute templates from a central administration console
- Retrieve contact information from InterAction or any other SQL-based system
- Update details like author or addressee per template or template group
- Renovate existing documents by accessing functionality via the BigHand Create ribbon
- Use the BigHand Create Super Copy and Super Paste features to import content from other documents into branded templates

System requirements

Microsoft Office

- Microsoft Office 365 (32-bit & 64-bit) Desktop only
- Microsoft Office 2019 (32-bit and 64-bit)
- Microsoft Office 2016 (32-bit and 64-bit)
- Microsoft Office 2013 (32-bit and 64-bit)

Email system

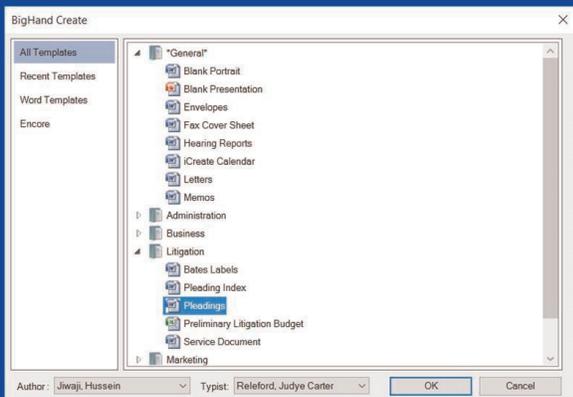
- Microsoft Outlook 2019, 2016, 2013 and 2010

Operating system

- Microsoft Windows 10 (32-bit and 64-bit)
- Microsoft Windows 8.1 (32-bit and 64-bit)
- Microsoft Windows 7 SP1 (32-bit and 64-bit) - default UAC
- Microsoft Windows 7 (32-bit & 64-bit) – default UAC

Other

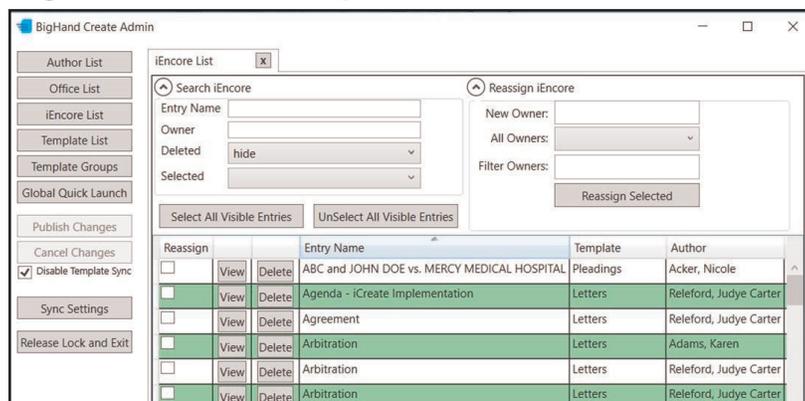
- Microsoft .NET Framework 4.0
- Microsoft Office Visual Studio 2010 Tools for Office Runtime
- Windows Installer (x86), version 3.1.0.0
- 2.0Hz+ processor
- 2GB RAM (XP) or 1.5GB RAM (Vista/7)
- 30MB free disk space



Access firm forms for a variety of software applications with the BigHand Create Template Launcher

Help your teams
create perfectly
formatted
templates quickly
with BigHand

Saved Encore entries available from the BigHand Create Template Launcher



BigHand Create gave us the administrative flexibility that we were looking for along with an ability to quickly introduce new features and efficiencies to our end users. This, along with an attractive cost of ownership, made it an easy choice for us.

BigHand Create user