

# 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 customise and distribute templates that follow brand 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. And it's already helping over 40,000 professionals take control over Microsoft Word, Excel and PowerPoint templates in their organisations.

## BigHand Create Ribbon

Organised into intuitive workflow options, BigHand Create Ribbon contains all default functionality including templates, BigHand Create Calendar, and Print Options. Calendars are easy to create in word, and entries can be merged from multiple personal and shared calendars. And you 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 customisation options and enables changes to the template at any point.

## Template Launcher

This feature allows navigation to a specific department folder, for example 'Finance', and before launching any Finance template, regardless of the programme. Now your organisation 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.

## Encore

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.

## Sync with local workstations & iManage Work 10

BigHand Create automatically syncs data and template updates with local workstations at login and at specified intervals. There's also the option of running manual syncs on demand so you can be sure your documents are always up to date.

Retrieving client data from the iManage database and inserting it into the correct template fields automatically significantly reduces the chance of human error, and ensures documents are profiled and stored correctly.

## BigHand Create Integration with BigHand Voice

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

## BigHand Hyperstyles formatting features

It's easy to master formatting features like numbering and styling with BigHand Hyperstyles. Excess tabs and paragraph marks can be found and removed automatically in just a click, so you don't have to spend time finding and amending them manually. You can also eliminate direct paragraph formatting from outline families and complete any families that are missing levels. You can easily convert quotes into UK or US English, Dutch, German, Spanish, French and French Canadian. And with the Cross-Reference Finder, you can search for up to 10 terms at a time, allowing you to insert multiple references at the right points throughout the document.

## 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.

## BigHand Create optional add-on features

- Prepopulate document content before it's even open with Advanced AutoText in Template Wizard.
- Preview, order and insert one or multiple AutoText entries to make creating complex or lengthy documents easier.
- Save, edit and delete your frequently used sets of AutoText entries with Advanced AutoText Preset.
- Insert AutoText entries that include variable data such as client contact information, client and matter, party names and other document specific data for automatic population with Advanced AutoText with Content Controls.

Help your teams create perfectly-formatted templates quickly with BigHand Create

## Key features

- Integrates with Microsoft Word, Outlook, InterAction, as well as document management systems
- Create customized templates for a vast range of documents like letters, agreements and reports
- Manage and distribute templates from a central administration console
- Integrate with existing SQL or Active Directory data sources to pull through data
- 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

### Email system

- Microsoft Outlook 2016, 2013, 2010 and 2007

### Operating system

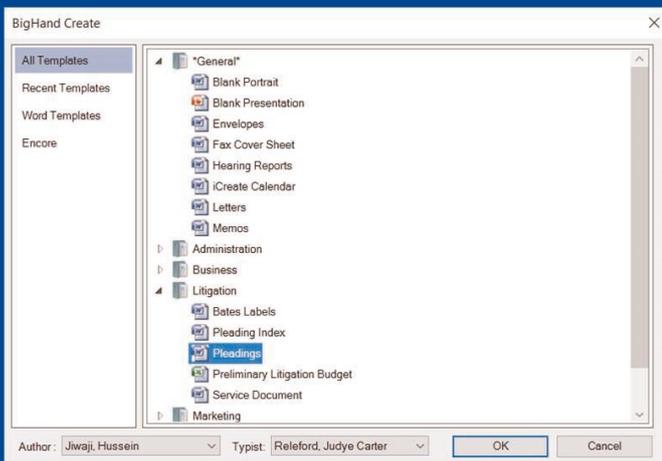
- Microsoft Windows 10 (32-bit and 64-bit)
- Microsoft Windows 8.1 (32-bit and 64-bit)
- Microsoft Windows 7 SP1 (32-bit and 64-bit) - default UAC

### Microsoft Office system

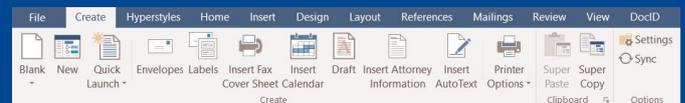
- Microsoft Office 2016 (32-bit and 64-bit)
- Microsoft Office 2013 (32-bit and 64-bit)
- Microsoft Office 2010 (32-bit and 64-bit)
- Microsoft Office 2007 SP3

### Other

- Microsoft .NET Framework 4.0
- Microsoft Office Visual Studio 2010 Tools for Office Runtime
- Windows Installer (x86), version 3.1.1.0.0
- 2.0Hz+ processor
- 2GB RAM (XP) or 1.5GB RAM (Vista/7)
- 30MB free disk space

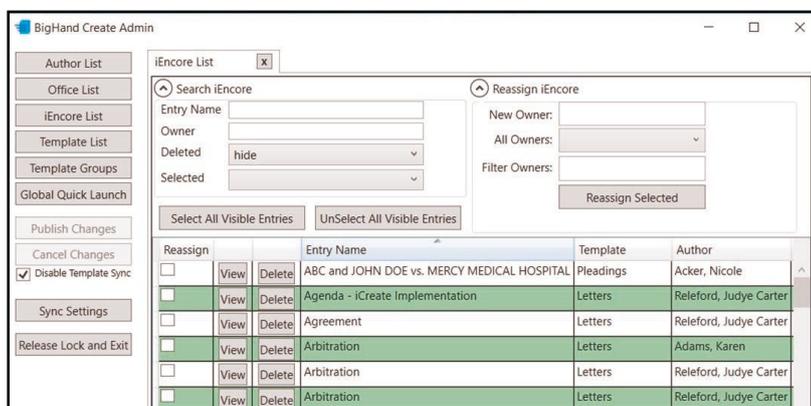


Access firm forms for a variety of software applications with the Template Launcher



BigHand Create Ribbon

## Saved Encore entries available from BigHand Create Template Launcher



BigHand Create user



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.