

# Template Manager: simple control of Word templates around the world

## Template Manager simplifies Word templates right across your business

Maintaining Word templates across a corporation can be a major headache when addresses change or there are new offices, new people and changes in disclaimers. Template Manager provides an instant remedy so your templates are efficiently managed, consistent, brand compliant and content stays up-to-date – always.

### Functional and simple to use

Users quickly launch Word documents via a simple picker. Template Manager can either offer all templates or by role, location or other business parameters.

As a new document is launched, logos, addresses, company details, language

and even start-up content is automatically inserted. This keeps the number of templates to the absolute minimum and makes updating day-to-day details an extremely simple process.

### Easy to manage

Template Manager is scalable and Unicode compliant so will work reliably around the globe. No specialist Word expertise is required so you aren't dependent on developers to make changes.

### Brand consistency and high visual quality

Once the user is working on any document from Template Manager, custom ribbons and tools provide users with exactly what is needed to do their work while keeping the brand and document design on track.

## Why Template Manager?

- Easy management of Word templates across the business
- Group templates so they are easy to find e.g. reporting, correspondence, PR and admin
- Show users just the templates they need for their job or business area
- Quickly update multiple templates without detailed technical knowledge
- Improve document usability and functionality to save time
- Maintain brand compliance and visual quality

## System Overview

### BRAND

Templates and tools keep the brand intact. So fonts, colour schemes and position are always consistent.

### LAYOUT AND CONTENT

Layouts can be determined automatically so you can choose exactly what you need. This makes complex documents simple to make and use.

### AUTHORING

Tools with custom ribbons built for your business help users with writing and making every document.



### DOCUMENT AND COMPANY INFORMATION

All the information that may change or need updating is inserted automatically when you create a new document from any template.

So a single template does multiple jobs. This makes updating and management quick and simple across the business.

Content such as disclaimers or contact information is easier to manage outside of the Word templates.

## Generate Perfect Content

- [Investment Research](#)
- [Business Development](#)
- [Reports, Templates & Tools](#)

Mediasterling has over 18 years' experience implementing design-driven technology solutions for financial and professional services firms to create high quality, branded content.

As an owner-managed company our directors are hands-on, working with you at every stage of your project offering practical advice and solutions matched to your needs.

Where projects benefit from initial design, we can deliver a fresh look within your brand or advise your creatives, so you get the best style, clarity and visual consistency.

Functionality that is easy to use is intrinsic to our software development. Your teams will generate perfect content from day one, with little or no training necessary. We also integrate with your technologies and infrastructure for minimal change of work processes and IT impact.

Your project will be managed smoothly and efficiently, backed up with first rate technical support. See our client list for a sample of the companies we have worked with.

## Applications

We develop powerful, cost effective authoring tools for the Microsoft suite of products. Using our software, our clients create superior brand accurate documents in the applications they use every day.

### Research Solution

Author, analyse and distribute compelling investment research.

### Forward Pitch

Business generation software for bids, tenders and proposals in Word.

### Power Pack

Presentation and pitch book creation, and brand management in PowerPoint.

### Report Author

Legal, financial and technical reporting software for Word.

### Microsoft Office Tools

Custom ribbons, chart creation and template management.

### Online CMS

Websites and multi-contributor document portals.

## Clients

### Financial Services

- Altium Capital
- Anoa Capital
- Banca IMI
- Barclays
- Bridgepoint
- Cantor Fitzgerald
- Cenkos
- CI Capital
- Daniel Stewart & Co
- Danske
- DNB
- FinnCap

- Liberum
- Marwyn
- NCB Capital
- Numis
- Panmure Gordon
- Peel Hunt
- Rasmala
- Redburn
- Sanlam
- Shore Capital
- Stifel
- VietNam Holding

### Law & Professional

- Aon
- Bates Wells Braithwaite
- Cripps
- Grant Thornton
- JLT
- Marsh
- Norton Rose Fulbright
- Olswang
- Three Crowns
- Tokio Marine
- Watson Farley & Williams
- Wiggin

### Creative Agencies

- Bibliothèque
- Brand Union
- Campaign Works
- Imagination
- Interbrand
- Landor
- Overture London
- Philosophy
- Siegal + Gale
- The Brand Union
- The Partners
- Wolff Olins

### Industry

- BBC World
- BP
- Design Council
- Hays
- Informa
- Johnson Services
- Momenta
- NHS
- Robert Walters
- South East Water
- Yorkshire Water
- World Gold Council



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