

Team Documents

USER MANUAL

INTRODUCTION

Team Documents – Pyed Piper is a tool that allows the automatic formatting of Word documents according to a specific theme. TD allows a user to upload a word document, select a theme and then it will automatically format the document and save it a location.

FOLDER LOCATION

During installation TD creates a folder to the path **C:\hzm\ProcessedDocuments**. This is the path to which all processed documents get saved.

HOW TO USE TEAM DOCUMENTS

TD is linked to active directory. This means only a successfully logged in user will be able to open and use the application. The screen shot below shows how TD automatically identifies to logged on principal and displays their identity on the top right corner.

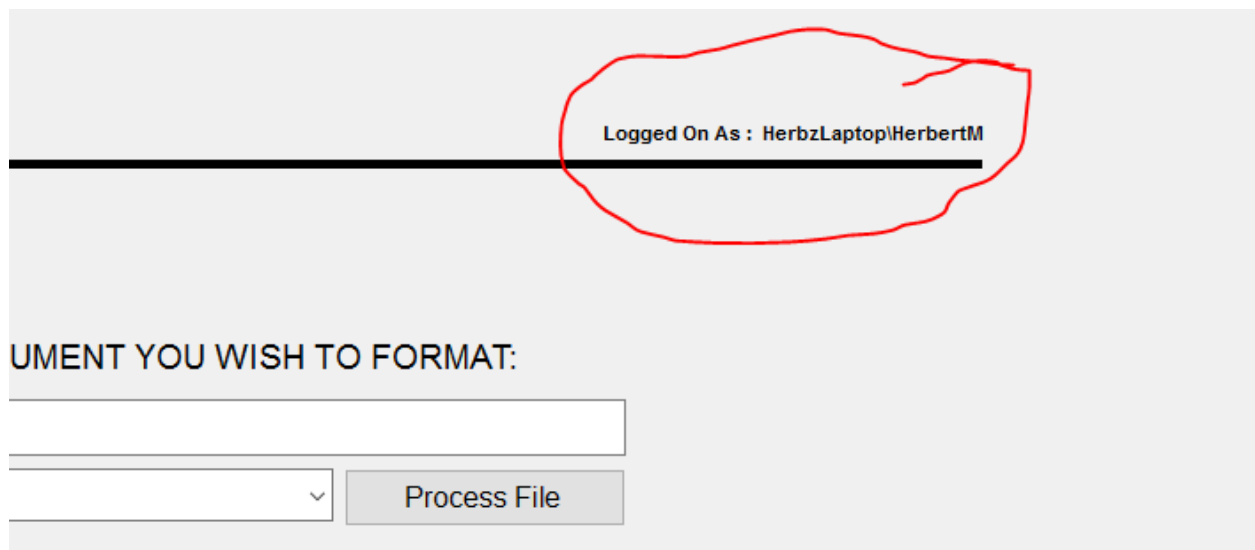


Figure 1 TD picks the logged on user automatically

Step 1

Select the Word document you wish to format, by clicking the Select File button, **make sure the document is closed first!!**

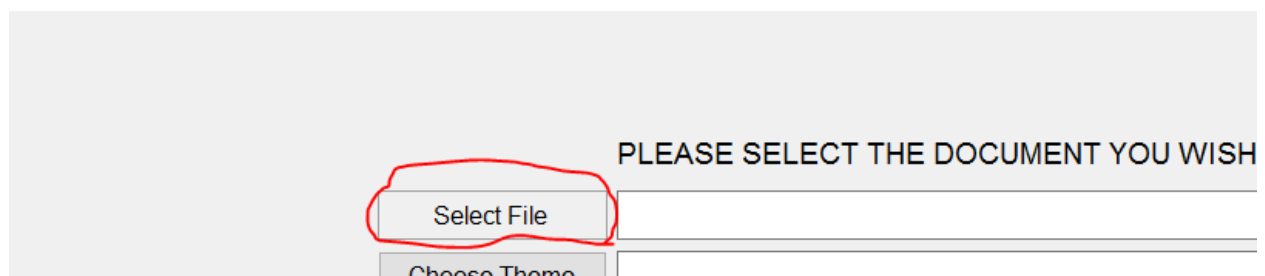
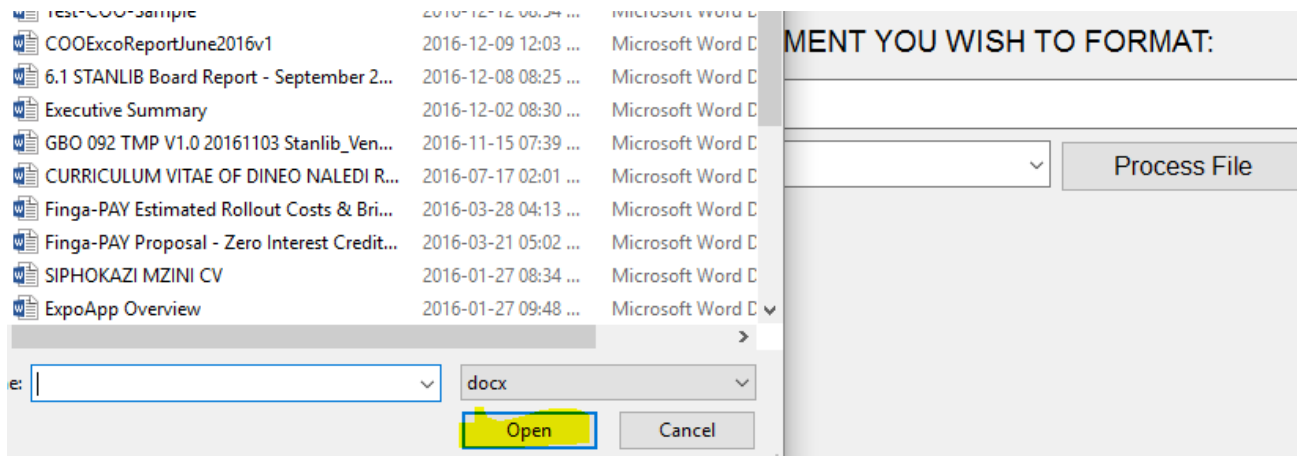


Figure 2 Select File button

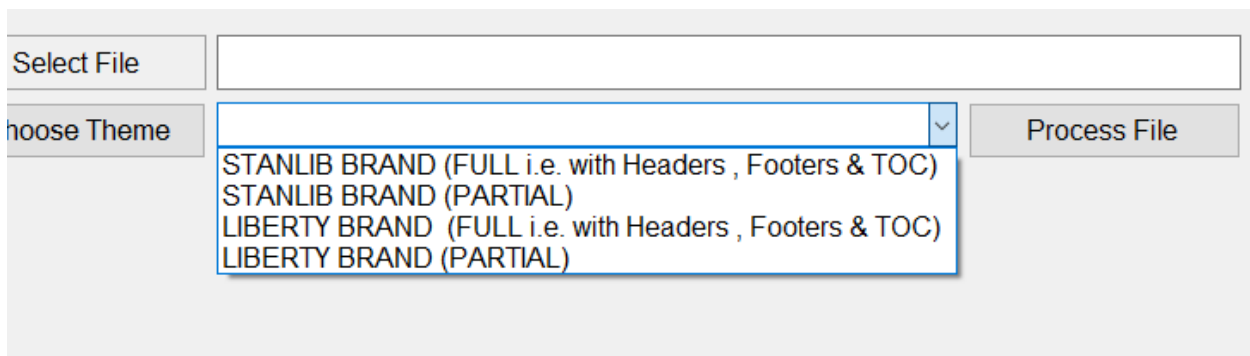
Step 2

Pick the document from wherever it is saved:



Step 3

Select the theme you wish to use for formatting the document:



The following themes are available:

1. STANLIB BRAND (FULL i.e. with Headers, Footers & TOC)
2. STANLIB BRAND (PARTIAL)
3. LIBERTY BRAND (FULL i.e. with Headers, Footers & TOC)
4. LIBERTY BRAND (FULL i.e. with Headers, Footers & TOC)

STANLIB BRAND (FULL i.e. with Headers, Footers & TOC)

Use this option when you have a new document that does not have headers, footers, logos and the table of contents setup. This option will also format paragraphs, paragraph headings and bullets. It will format the font and document margins. This option applies the STANLIB black theme.

STANLIB BRAND (FULL i.e. with Headers, Footers & TOC)

Use this option when you have a document that already has headers, footers, logos and the table of contents setup. This option will format paragraphs, paragraph headings and bullets. It will format the font and document margins. This option applies the STANLIB black theme.

LIBERTY BRAND (FULL i.e. with Headers, Footers & TOC)

Use this option when you have a new document that does not have headers, footers, logos and the table of contents setup. This option will also format paragraphs, paragraph headings and bullets. It will format the font and document margins. This option applies the LIBERTY blue theme.

LIBERT BRAND (FULL i.e. with Headers, Footers & TOC)

Use this option when you have a document that already has headers, footers, logos and the table of contents setup. This option will format paragraphs, paragraph headings and bullets. It will format the font and document margins. This option applies the STANLIB blue theme.

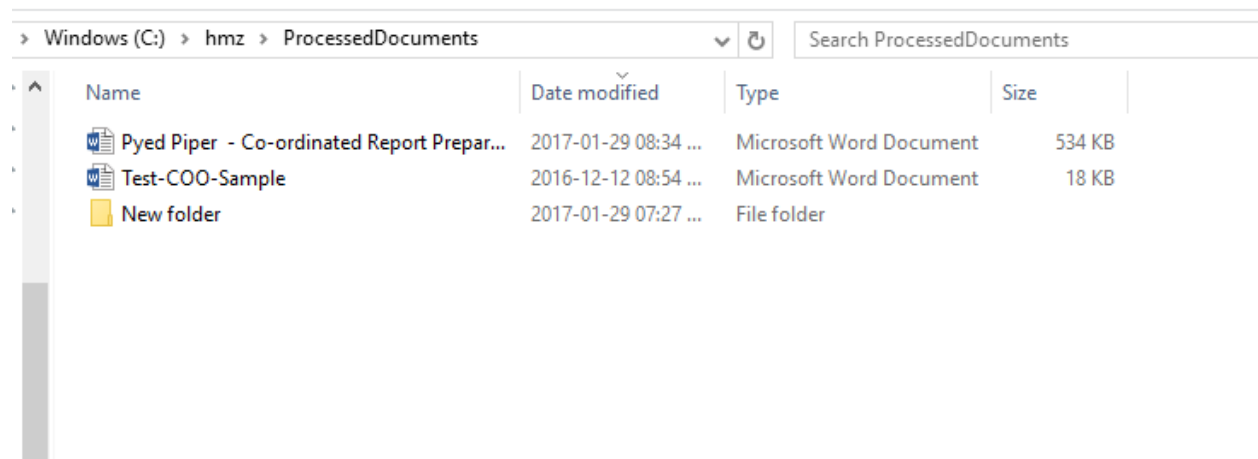
Step 4

Team Documents will begin to format the document for you, in the following order:

- Margins
- Headers
- Footers
- All normal paragraphs
- Paragraph headings
- Bullets
- Table of Contents

Step 5

Team Documents will attempt to open the folder where the processed file has been saved. This by default : **C:\hmz\ProcessedDocuments**

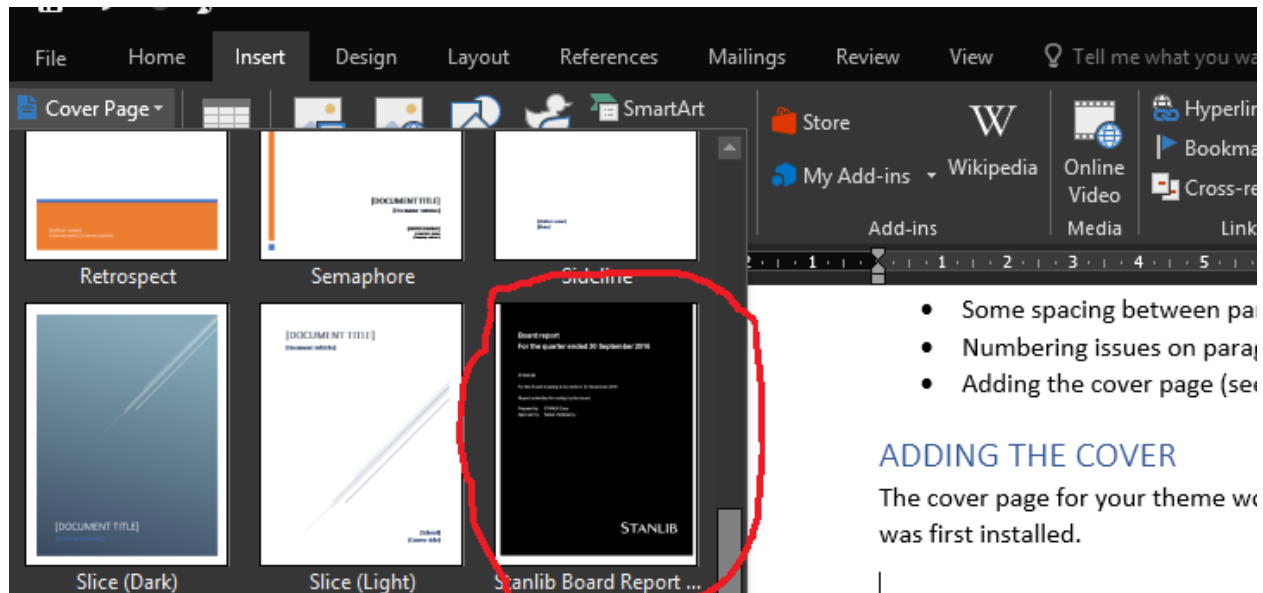


Now you may open the formatted document and ensure all is in place. You have to manually clean up the following:

- Some spacing between paragraphs and headings
- Numbering issues on paragraphs
- Adding the cover page (see next section below)

ADDING THE COVER

The cover page for your theme would have been added to your gallery when Team Documents was first installed. Select it, and it will be added to the document.



IMPORTANT SUPPORT INFORMATION

Khaliphile Gcaba (wiseman.gcaba@stanlib.com)

Herbert Zulu (herbert@gunthersolutions.co.za)

Gunther Solutions

164 Katherine St, Sandton

+27 (0) 73 810 9248, +27 (0) 11 262 4530