

The Use of Microsoft Office Word in Law Firms

How productivity gains are possible through
document templates and add-ins

Working environment in law firms

- The workflows are focused on information and documents.
 - Informations
 - Search: internet, databases, electronic and physical files
 - Exchange: e-mail, web, fax
 - Documents
 - Production: documents with strong individualized content
 - Edit: multiple revisions and versions, very often high complexity in documents (headings, numberings, references)
-
- ➔ Counseling and consulting create documents
 - ➔ Documents are the "products" of the law firm, and their easy use is a benchmark for the productivity

Document-oriented workflows

- Loss of productivity through
 - MS Office in standard installation "out of the box"
 - simple, layout-based template documents ("Open and SaveAs")
 - no "Best Practices", but trial and error
 - abundance of function on one side
 - missing functions on the other side
- Productivity gains through
 - automated document templates = quick generation of new documents
 - consistent formats = quicker editing
 - added functions ("macros") = optimized working environment

Automation is reasonable only
with a big number of individualized documents

Hospital / Clinic

datenbases, operative systems

direct
generation
of

Invoices

Client's files

Forms

Medical
opinion

Orders

proportion of individual documents <10%

Law Firm

Microsoft Word for individual documents

Opinion

Letter

Contracts

Pleading

Presentations

Memoranda

proportion of individual documents >90%

How documents are edited

Hospital / Clinic

- rarely edits after the generation of the document
- document / information exchange by industry data formats (Edifact, XML)
- technical structured documents (DIN headings)

Law Firm

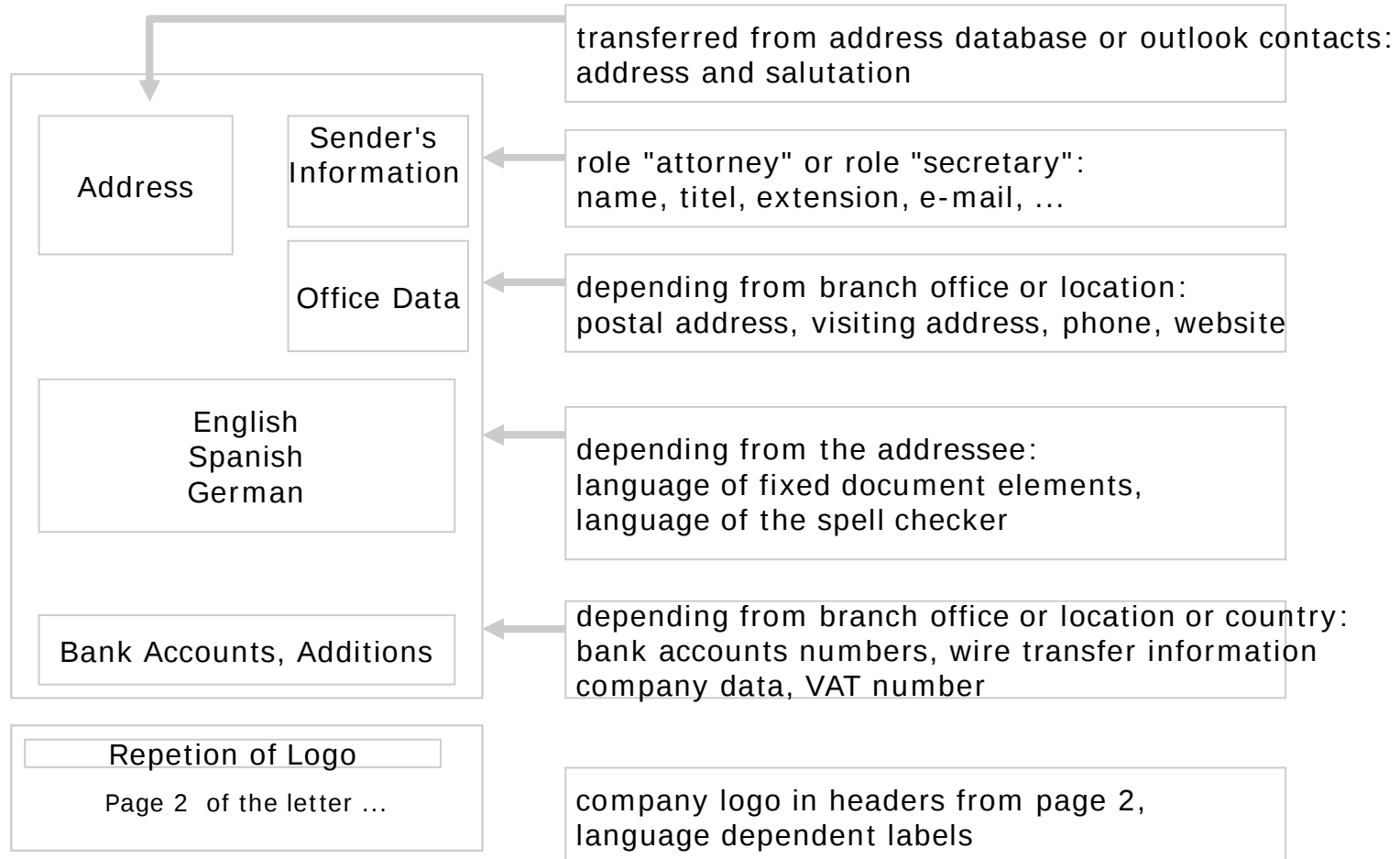
- revisions are the standard
- intensive Word document exchange via e-mail attachments
- deeply structured headings with different numberings
- high document complexity
 - footnotes
 - references
 - different headers and footers
 - table of content

Microsoft Office "out of the box"?

- Microsoft document templates (local and on Office Online), but:
 - not adapted to the company style guide or layout
 - functionality not target-oriented
- huge number of functions, but:
 - user are induced to try and to tinker
 - no use of "Best Practices"
- professional formatting is possible, but unknown are:
 - techniques for page layout, headers and footers, sections
 - use of styles (format stencils)
 - organization of text through heading styles

Example for a document layout analysis

Variable elements in a letter



Creating a new document: How the world works ...

- Re-use of an existing document
 - time-consuming adaption for new purpose
 - danger of "forgotten" rests and metadata
 - danger to overwrite important elements
 - only reasonable with seldom used documents
- Use of a simple template document
 - costly maintenance for multiple languages, offices or branches
 - mostly time-consuming adaption to target document (sender's info, addresses)
- variable elements must be changed or added manually

Creating a new document using an automated template

- look up addresses in Outlook or contact manager
- look up sender's data from "list of profiles"
- select language and location
- rapid document creation with reduction to the necessary steps
- user can concentrate on the text

BRIEF.DOT

Adresse:
Gedicon GmbH
Geschäftsleitung
Emil-Hoffmann-Straße 1a
50996 Köln

Aktives Benutzerprofil:
Christoph Martin Wieland
Fachanwalt für Poesie
Sekretariat: Fr. Agathon
Am Schloß 3
99401 Weimar
Internet: www.sgw-partner.de
Telefon: +49 3643 945 - 7866
Telefax: 03643 945 90
E-Mail: christoph.martin.wieland@sgw-partner.de

Betreff:
Übersendung Memorandum
Softwarelizenzverträge

Anrede:
Sehr geehrte Damen und Herren,

Layout
☒ Deutsch ☐ Englisch ☐ Französisch

Datum: ☐ Datum als aktualisierbares Feld
24. April 2007

Ausgewähltes Büro:
Büro Weimar

OK Abbrechen

BRIEF.DOT 2.0 (23.04.2006)

Schiller Goethe Wieland & Partner

Gedicon GmbH
Geschäftsleitung
Emil-Hoffmann-Straße 1a
50996 Köln

Christoph Martin Wieland
Fachanwalt für Poesie
Sekretariat: Fr. Agathon
Am Schloß 3
99401 Weimar
Internet: www.sgw-partner.de
Telefon: +49 3643 945 - 7866
Telefax: 03643 945 90
E-Mail: cm.wieland@sgw-partner.de

Unser Zeichen:	Dokument:	Datum:
	#000	24. April 2007

Übersendung Memorandum
Softwarelizenzverträge

Sehr geehrte Damen und Herren,

New documents by automated templates: the possible gain of time

automated template

transfer address from contact manager

select template, start dialog

dialog: select sender's profile ...

select language and location ... then OK

➔ start entering the text after 35 seconds

re-use of an existing document

search for adequate document and open it
(language? location? client?)

delete old content, save under new name

enter address, or copy-paste-action

adapt sender's info

check document for errors and integrity

➔ start entering the text after 125 seconds

analysis

difference: 90 seconds per document

take 8 new letters per day and employee ...

= 12 min. per day

= 60 min. per week

= 4 hrs. per month and employee

not to mention the issues
when re-used documents are
not correctly adapted!

Additional productivity gains through ...

- formatting stencils ("styles")
 - speedy formatting of the body text
 - consistent formats allow better inhouse cooperation
- assistants for
 - numberings (headings and lists)
 - table of content
 - variable layout for header and footer
- templates for complex documents
 - front page, table of content, table of appendices, document structure