
User Manual

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CHAPTER 1

About this Manual

The first chapter contains information regarding the structure of this book as well as its audience.

For whom is the manual intended

This manual is intended for users who work with officeatwork during their daily work.

What is covered in this manual

This book gives you an insight into how to use officeatwork templates and contents. You will learn the most important steps in order to profit from the benefits of officeatwork in your daily work.

Important: The templates, contents and masks illustrated in this guide may differ from the specific solution in your company.

Knowledge required

To understand this guide, a basic knowledge of Microsoft Windows and Microsoft Office is necessary.

Typographic conventions

Before reading this guide, you should be familiar with the typographic conventions used.

The following graphic descriptions highlight sections of text with particular significance.

Formatting Convention	Type of Information
Triangle ➤	Step-by-step procedure. You can follow these instructions to perform a specific task.
Bold Typeface	Objects needed for selection, such as menus, buttons or items in a list.
CAPITAL LETTERS	Key legends on the keyboard. For example SHIFT, CTRL or ALT.
KEY+KEY	Key combinations which must be pressed at the same time are marked with +. Examples: CTRL+P or ALT+F4.

Feedback

We are very interested in your opinion. We kindly ask you to present us with any feedback you have, as well as with any other aspects of officeatwork, by writing an e-mail to feedback@officeatwork.com.

General contact details

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CHAPTER 2

Help

This chapter explains the different help options available.

Manuals

officeatwork manuals are divided into the following categories:

Manuals for Users

- officeatwork 20-Minute Guide
- officeatwork User Manual*
- officeatwork Smart-Template Manager Manual
- officeatwork Smart-Content Manager Manual

Manuals for Administrators

- officeatwork Installation Guide
- officeatwork Output Method Instructions (OOMI) Guide
- officeatwork Master-Template Manager Manual**
- officeatwork Solution Manager Manual*

Manuals for Project Managers

- officeatwork Project Manager Manual*
- officeatwork Project Preparation Manual
- officeatwork sample solution specifications

Manuals for Developers

- officeatwork API

* some chapters published

** not yet published

The manuals can be downloaded from the officeatwork website
www.officeatwork.com – Download

Help within dialogues

Please note that in the officeatwork dialogues at the top, there is a short text which aims to give support as it describes the current dialogue.

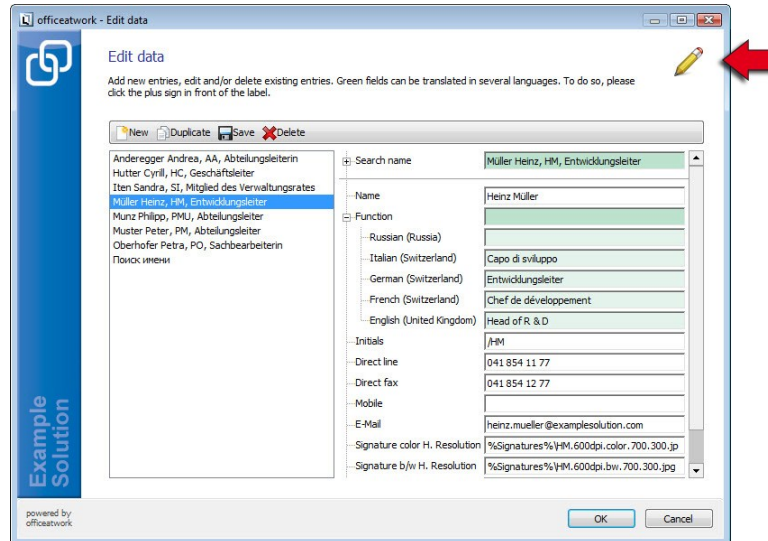


Figure 1: Dialogue with supporting text

Support

Support for officeatwork products can be obtained from your officeatwork project partner or from the producer itself.

The producer (officeatwork AG) offers the following support options:

Hotline 0900 566 088 (CHF 3.50 per minute, on the Swiss landline network)

Talk directly to our qualified officeatwork specialists. For personal support we recommend that you use our online-support-tool. The tool can be used without having to install it. The link to download the tool can be found on our website at www.officeatwork.com -> Support.

Premium support

Send your questions by e-mail to premiumsupport@officeatwork.com or call us at +41 (0)41 763 16 73 (officeatwork AG). Your questions will be answered by our officeatwork specialists with priority. If desired, your officeatwork solution will be analysed by our officeatwork specialists. If necessary, changes to your solution can be made at your request. For more information check out our website at www.officeatwork.com -> Support.

E-Mail support (free)

Send us your questions by e-mail to support@officeatwork.com. This support is free. Your questions will be answered by our support department on average within

5 to 10 working days. For more information check out our website at www.officeatwork.com -> Support.

1 Incident

You receive telephone support per incidence at a fixed price. Per single incident you will receive telephone support until the conclusion of your incident has been reached. For more information check out our website at www.officeatwork.com -> Support.

5 Incidents

5 incidents are the equivalent to five single incidents. With the 5-incident package you will receive five incidents for the price of four. For more information check out our website at www.officeatwork.com -> Support.

Unlimited support per month

You are provided with unlimited telephone support for one full month at a fixed price. For more information check out our website at www.officeatwork.com -> Support.

Manuals

You can download the most up-to-date manuals at www.officeatwork.com -> Download.

Newsletter

officeatwork-News is "good news" with added value. officeatwork-News informs you regularly about relevant topics regarding «corporate office automation». The qualified news keeps you up-to-date and helps you to increase the practical value of Microsoft Office. For more information and registration check out our website at www.officeatwork.com -> Support.

CHAPTER 3

Mailmerge with Microsoft Word

Introduction

Microsoft Word provides a mail merge function that can also be used in combination with officeatwork. This Word mail merge function allows you to combine for instance a letter with many recipients. You just need to link your document to a data source. That document then becomes your **start document** that will be used (replicated) to generate your mail merge document/output. Please consult your Microsoft Word documentation for detailed explanation on how to use the mail merge function.

The only difference when using the Word mail merge function in combination with officeatwork is the fact that in the process of generating your mail merge document, you need to adjust your start document to a specific output profile.

Adjusting your start document

Once you have linked up your document to a data source, the officeatwork print menu shows additional «change to...» options when choosing print. These options only show up on a mail merge start document. Such entries allow you to change your start document to one of the desired print profiles without printing it. In the following example the document will be changed to «External original (with signature)».

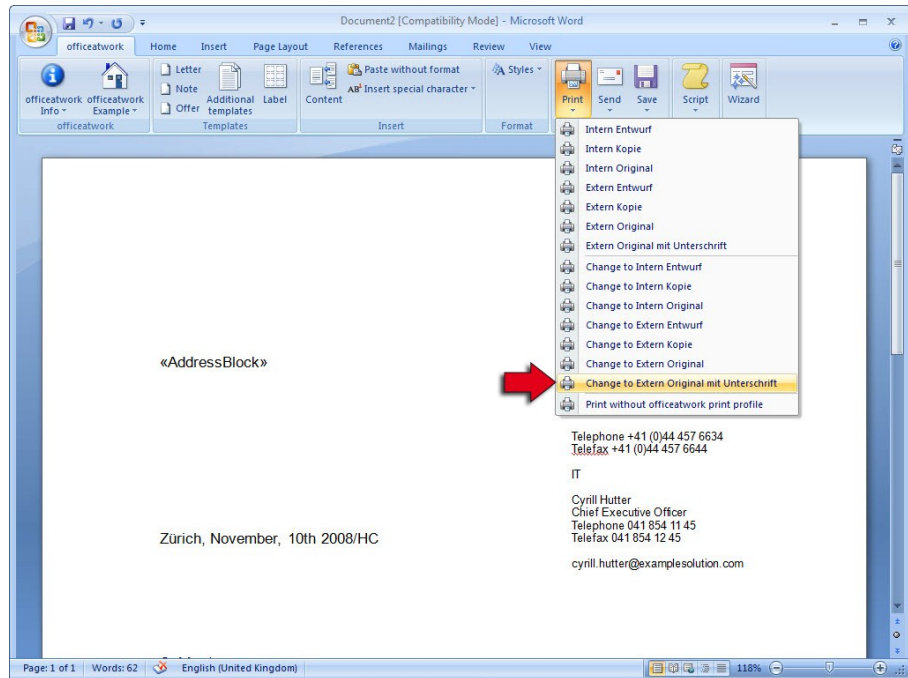


Figure 2: Extended print-profiles for mail merge documents

After that you can continue with your mail merge process as usual.

Important: Please note that documents generated with the mail merge function may not be printed with an officeatwork output variant. Mail merge generated documents must always be printed with the standard Word print function.

Glossary

O

officeatwork Master-Template

An officeatwork Master-Template is comparable to a Word template (file ending in .dot). Within the Master-Template, the template format is allocated, the margins adjusted, the logos set up, etc. The Master-Template creates the necessary foundation for the corresponding type of document (such as a letter, fax, memo, etc.). An officeatwork Master-Template file has the ending **.owt**.

officeatwork Smart-Template

An officeatwork Smart-Template is a template which is connected to an officeatwork Master-Template. As well as this, an officeatwork Smart-Template contains different contents, which are managed either by the officeatwork Smart-Template Manager or the officeatwork Smart-Content Manager. An officeatwork Smart-Template has been created multilingually, so that every content can be processed in different languages. An officeatwork Smart-Template file has the ending **.ows**.

P

Power User

Proficient users who know how to use different computer applications very well are known as power users. A Microsoft Word power user therefore has a sound knowledge of Microsoft Word.

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