

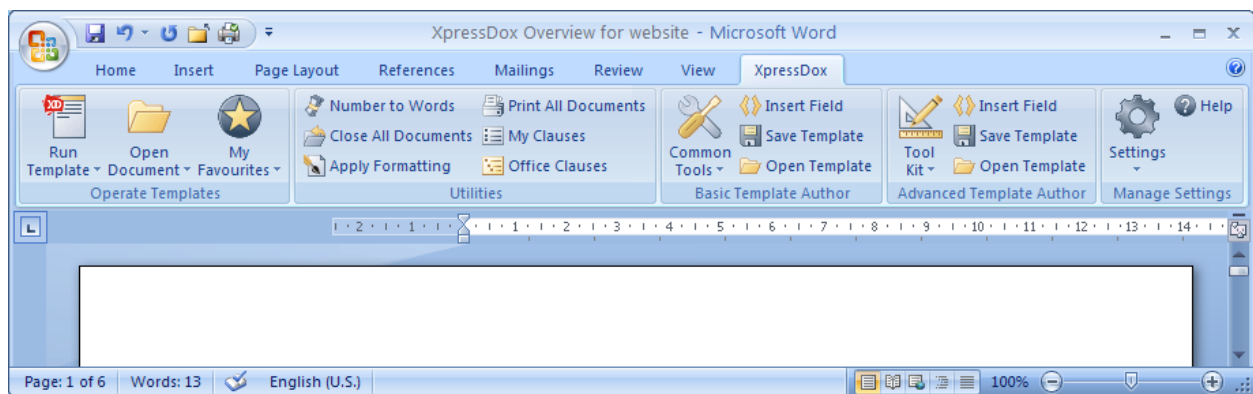
Quick tour of XpressDox


Welcome to our quick tour of XpressDox, the remarkable new doccusemly™ system which will increase your productivity and change the way you produce your documents for ever!

Once you have installed XpressDox, it can be accessed from the Microsoft Word ribbon or toolbar. The first thing you'll notice about XpressDox is that MS Word loads faster, since it is loaded into memory on startup. So before you even begin harnessing the power of XpressDox, you'll already be saving time!

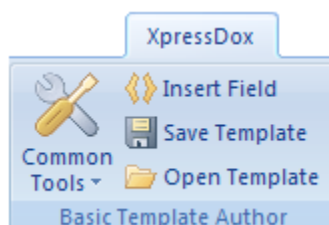
THE XPRESSDOX MENU

Since many users will only be “running” templates, this icon is first in the list, closely followed by the productivity Utilities such as Number to Words. For those users who will create templates, the Template Author section contains any document template command you can think of.



One of XpressDox' strengths is the fact that even novice users can create their own templates with very little training. In its simplest form, you can simply Insert fields into a Word document by clicking on  Insert Field, or you can even type the fields into the document as text, like this <<Name>>. It is also really easy to open an existing MS Word document, and then add fields wherever you require them. Once you have created your template, use the *Save Template* option in XpressDox to save it to the location of your choice. Then, select *Run Template* from the XpressDox menu, and that's all there is to it.

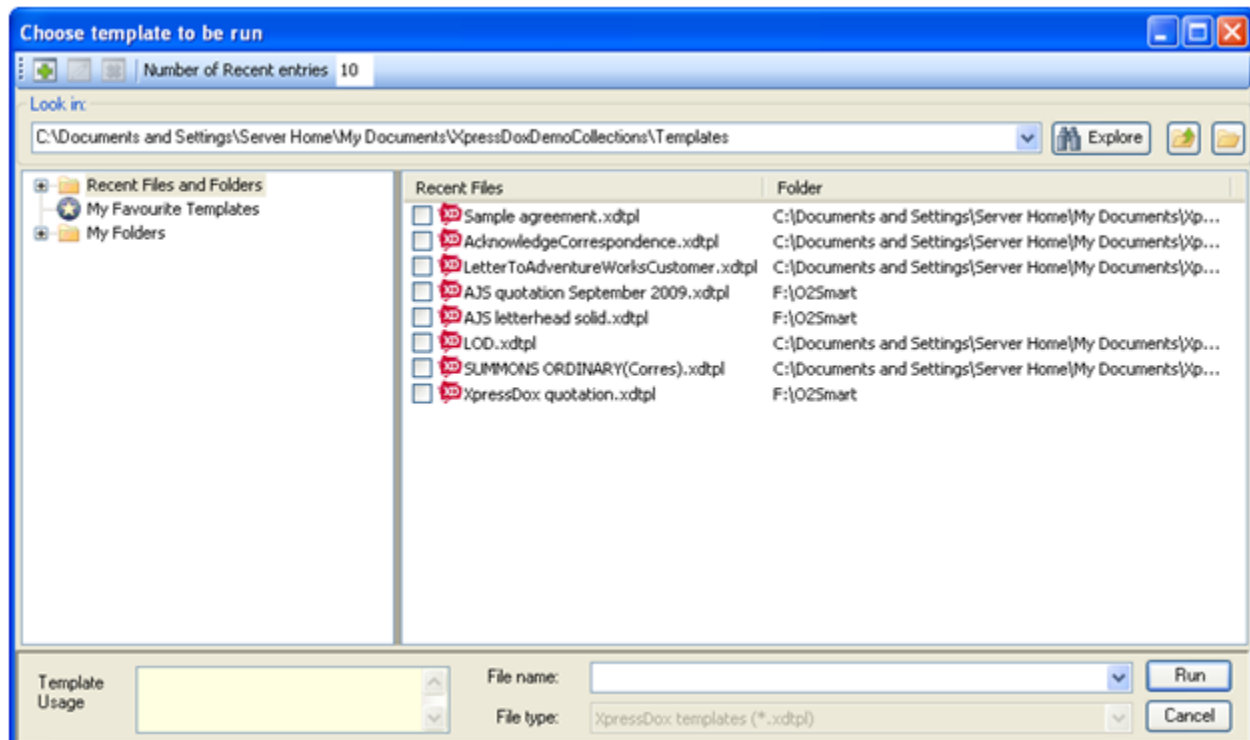
Of course, as you become more proficient in using XpressDox, you'll want to make use of more advanced commands, and there are a number of ways you can improve your XpressDox vocabulary. The first step is to have a look at *Common Tools* in the XpressDox menu, or to click on the *Tool Kit* and use the *Wizards* that will create your commands for you. There's also built in *Help*, and you can access <http://www.xpressdox.com> for even more useful resources. For example, there's the XpressDox *Cookbook*, and for advanced “Ninja's” there's the XpressDox *Reference Guide*. If that still isn't enough, you can always copy commands from the *Sample Templates* that ship standard with XpressDox, and paste them into your own template.



TEMPLATE LIBRARY

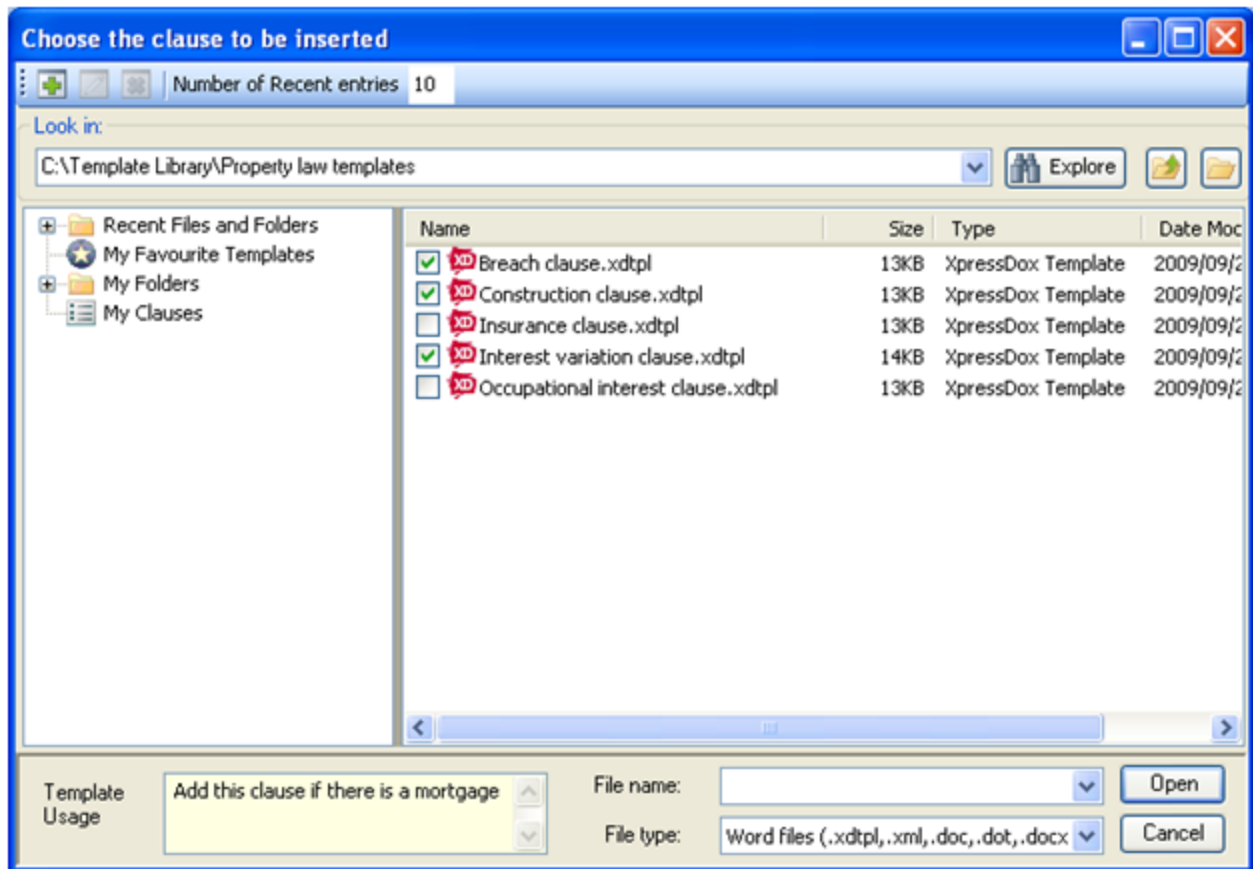
As you create templates, they are stored in a *Template Library*, and you can specify the directory or folder structure you require. In addition to a list of *Recent Files and Folders*, you can also save files to *My Favourite Templates*. In larger corporations, there may be separate areas for enterprise-wide templates and for your own templates, or alternatively the system administrator can restrict certain users to only be able to *Run* templates and use the *Utilities*. Again, you'll find that in the beginning you'll simply let XpressDox do the thinking for you, and you can then create your *Template Library* structure when you have a better idea of what structure you need.

Incidentally, by default XpressDox saves its templates and documents in Word 2003 .xml format, which means that you won't have problems loading .docx (Word 2007) documents in Word 2003. With Word 2007 you also have the option of saving your documents as .pdf files.



CLAUSE LIBRARY

Another really powerful feature in XpressDox is its Clause Library which allows you to create any number of clauses, and to place them in specified folders. Then, in XpressDox you can select all of the clauses you need for your document, and import them on-the-fly. XpressDox also allows you to incorporate paragraph numbering into your clauses.



NUMBER TO WORDS

It is still required in various parts of the world that numbers or currency amounts in certain legal documents need to have the number stated in words following the number in digits. XpressDox includes a really powerful number to words conversion utility, which remembers your default settings for the next time you need it. This utility operates manually, or can be accessed through a document template.

Number to Words

Amount: 13796.99

Include Amount in document Format: #,##0.00 Currency: US

Language

- English
- Afrikaans
- Deutsch
- française
- English UK
- English US

Options

- Number Phrase
- Currency

Case

- Default
- Upper Case
- Lower Case

Currency

Currency

- Rand
- Dollars
- Pounds
- Euros

	Singular	Plural
Major Denomination	<input type="text" value="DOLLAR"/>	<input type="text" value="DOLLARS"/>
Minor Denomination	<input type="text" value="CENT"/>	<input type="text" value="CENTS"/>

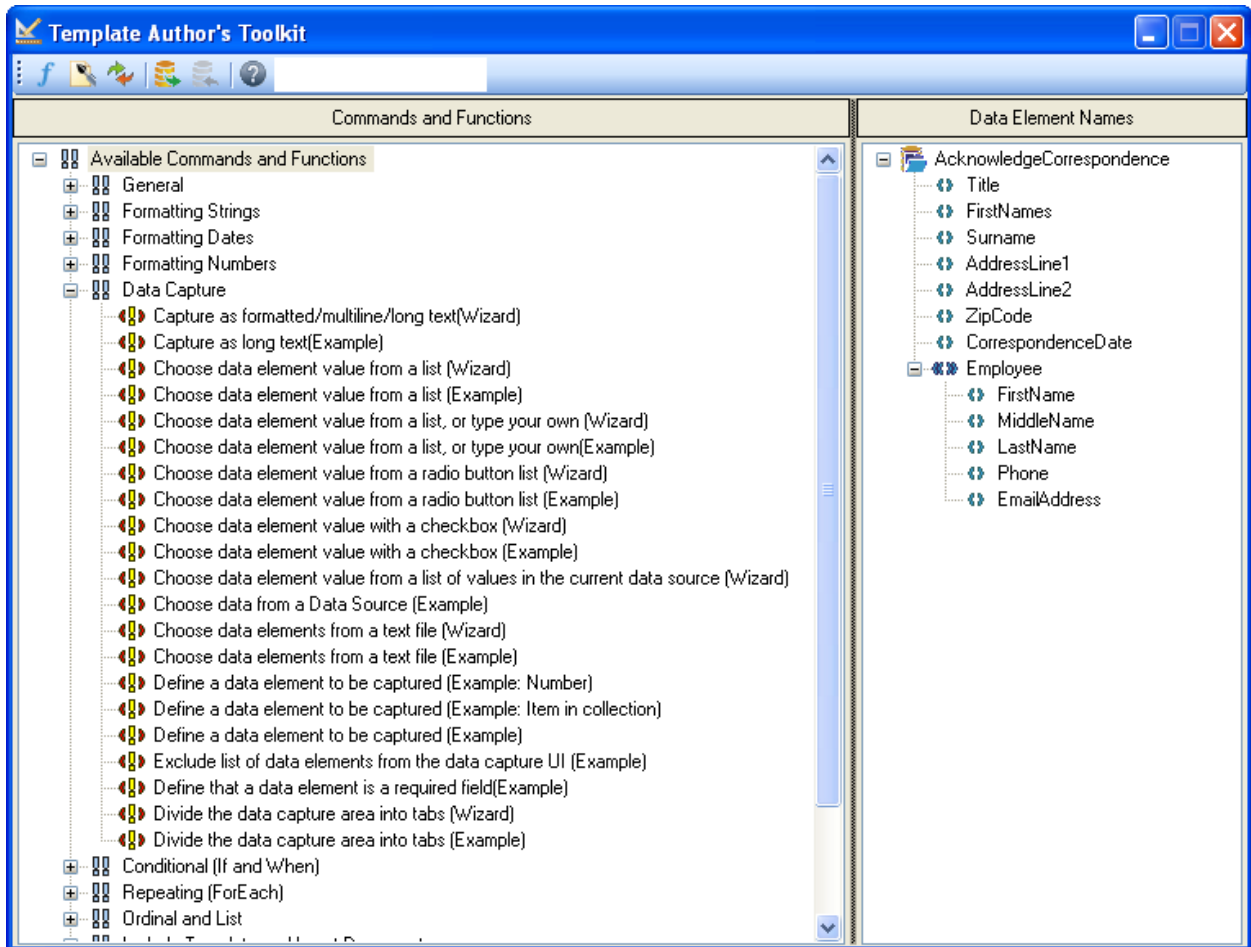
Wording when Minor is zero:

\$13,796.99 (THIRTEEN THOUSAND SEVEN HUNDRED AND NINETY SIX DOLLARS AND NINETY NINE CENTS)

OK Cancel

TOOL KIT

The Template Author's Toolkit will assist you to get the most out of XpressDox. In the left hand pane, you can view all of XpressDox' template commands, using Wizards to incorporate them in your template, or simply dropping the example into your document for editing outside of the Toolkit. In the right hand pane, all of the fields you have used in your template are displayed, and simply by double clicking on a field name, you can add repeating fields to your template.



DIALOGS

Another of XpressDox' really exciting advantages is that it creates its question and answer dialogs automatically, so you don't need any programming skills to create them. Simply add your fields to your template, and XpressDox will create your dialog when you run the template. It's that easy!

101
010 Capture data for Sampleagreementnotabs

Goods_Description

Sale_Price

Address

Special_Conditions_Apply ?

Date_of_Sale

Seller_Name

Seller_Social_Security_Number

Seller_Phone

Seller_Email

Seller_Gender
 M
 F

Purchaser_Name

Purchaser_Social_Security_Number

Purchaser_Phone

Purchaser_Email

Purchaser_Gender
 M
 F

Special_Conditions_Apply:

Save Merged Document?

If you wish, you can customize your dialogs by adding tabs for different sections of a template, or creating a section tree on the left-hand side of your dialog for repeating variables.

101 010 Capture data for Sampleagreement

General Seller Purchaser

Goods_Description

Sale_Price

Address

Special_Conditions_Apply ?

Date_of_Sale 2009-09-22

Goods_Description: Please enter a comprehensive description of the goods which are being contracted for, including any model numbers, serial numbers.

Use Previous Data Save Merged Document?

Use Other Data

101 010 Capture data for Sampleagreement

General Seller Purchaser

Seller_Name

Seller_Social_Security_Number

Seller_Phone

Seller_Email

Seller_Gender

M

F

Seller_Name:

Use Previous Data Save Merged Document?

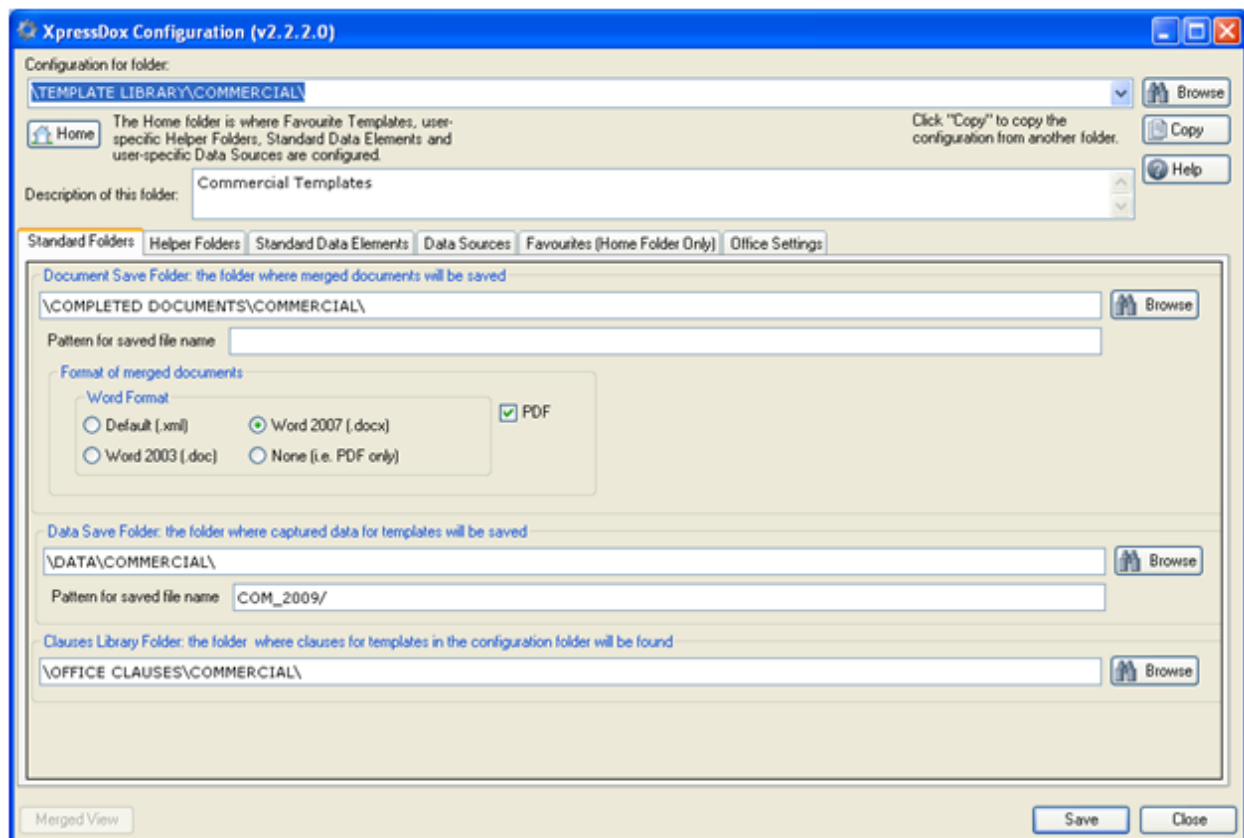
Use Other Data

You'll also have noticed that XpressDox generally makes use of simple fields, although it can also include multiple line fields, radio-button selection, lookup lists, date selection, and checkboxes. It also goes without saying that XpressDox can handle any calculations you can come up with, without

breaking into a sweat! If you look at the above example, you'll notice another few buttons. Save Merged Document allows you to save the completed document at run time. Use Previous Data allows you to re-use data you have captured to complete another document, or to Use Other Data which you have captured before, and saved for later use. And if you're not satisfied with XpressDox data storage, you'll be pleased to know that you can integrate XpressDox with virtually any database on the market, even going as far as completely integrating XpressDox into your own software application.

XPRESSDOX CONFIGURATION

Lastly, you can also customize you XpressDox environment, specifying which folders you will be using for departmental templates, completed documents, and data. In short, XpressDox can be anything you want it to be - from an easy to learn docussembly™ system for novice users through to a total document solution for advanced users and even programmers.



“XpressDox - finally, the docussembly™ product you have been waiting for!”