

## RIGHTWriters Document Toolkit

The Document Toolkit from RIGHTWriters is a suite of customized Microsoft templates and related starter (sample) files that facilitate the development of a variety of business and technical documents using the global-standard application, Microsoft Word.

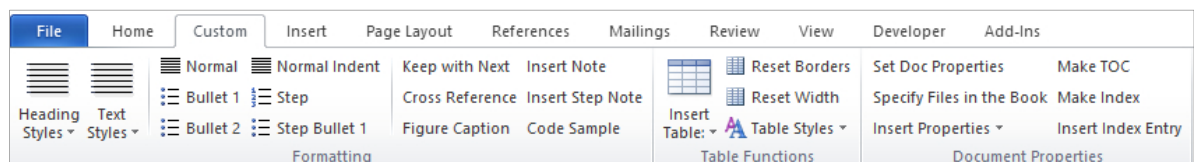
Companies in a wide range of industries use the Document Toolkit, including software development, IT, manufacturing, government, and non-profits. Using the toolkit, these companies create consistent and professionally formatted documents quickly and efficiently.

With the Document Toolkit, users don't need to be an expert in Microsoft Word to create procedure manuals, proposals and RFP responses, user documentation, requirement specs, and more. Users focus on the content, and the toolkit handles formatting and document automation to simplify updates.

### Toolkit Components

You may be wondering, "How is the Document Toolkit different than creating my own document with sample headings and text?" The toolkit includes three primary components:

- **Template**—Our Microsoft document template file stores styles and functions that you use to format your Word documents. With a single template file, you can create and manage many different types of documents across your company.
- **Starter files**—One or more files containing sample headings, tables, and text to jump-start the development process. Where appropriate, they may also include a cover page, table of contents, and index, as well as headers and footers.
- **Customized Word toolbar**—Provides easy access to a number of shortcuts, including one-button table formatting. These functions expedite document development by enabling toolkit users to focus on content instead of formatting.



The toolkit also includes a "how to" guide with detailed instructions for installing and using the toolkit. RIGHTWriters can provide training and support services as needed.

### Features and Benefits

Using the Document Toolkit across your company ensures that you can efficiently create documents that are consistent with your brand. Here are some additional features and benefits of the solution:

- Reduces the time required to develop critical documents, increasing overall efficiency
- Enables employees with varied skill sets to easily create required documents; engineers, technical support, and sales professionals can create professional looking business documents
- Improves ability to reuse text across multiple files within a library or suite of documents; content looks right when you cut and paste between toolkit documents
- Maintains important business content in the industry-standard word processing format, rather than in proprietary desktop publishing tools
- Improves efficiency and quality of projects since team members have clear expectations regarding content and format for standard documents

## Types of Documents to Standardize

The following document types may benefit from standardization:

- electronic letterhead and memo files
- status reports
- meeting minutes and agenda items
- project change notification
- project glossaries
- requirements documents
- project and organizational announcements
- technical analysis documents
- sales and customer demos
- proposals and RFPs
- user guides
- reference guides
- design documents
- policy manuals

## Business Case Study

RIGHTWriters worked with a software and services company in Atlanta to implement the Document Toolkit across their enterprise. As a fast-growing company, our client was creating hundreds of critical documents that were poorly formatted and had no consistency. Employees were frustrated because they wasted precious time struggling with Microsoft Word.

The Document Toolkit was rolled out to project managers, developers, business analysts and technical writers, and these varied users are now using the toolkit to create a wide variety of business documents.

Document Type	Description
Executive Overview	Provides a high-level view of the project
Project Charter	Defines the business needs, scope, and budget information required for the project approval process
Requirements	Documents and tracks changing project requirements
Architecture and Design	Provides a technical overview of the system or service
Quality Assurance	Includes Test Strategy, Plans, Scenarios, and Cases as well as defect identification and resolution tracking
Deployment	Documents all production components that will be added or changed in the deployment
Technical Reference Guide	Captures all details relevant to the development process
User or Support Guide	Describes how to use the product or application

## Alignment with Corporate Standards

Since a primary goal of the toolkit is to support compliance with corporate identity standards, RIGHTWriters works closely with your company's marketing or other corporate standards personnel to obtain the appropriate logos, colors and related branding standards. We then incorporate these elements into the solutions we deliver.