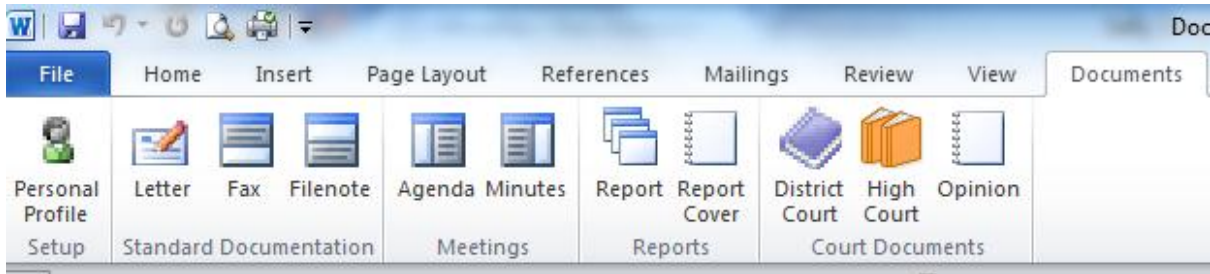


## Customised Ribbon-bar

Ribbon-bar tabs can be developed to supply quick access to your commonly used document templates.

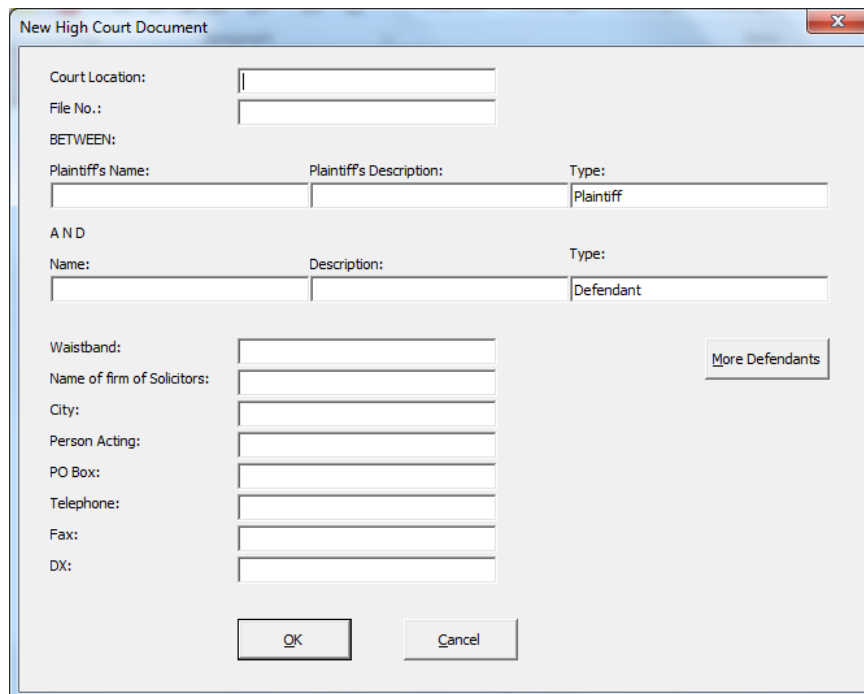


## Document Templates

A template can be developed to provide a simplified solution to creating documents. This not only provides a consistent look to the document but ensures data is inserted into the correct area of the document.

The following example relates to the High Court document as shown above.

1. Click the High Court document button to create a new document based on the High Court template  
*A new document opens and a dialog box is displayed:*

A screenshot of a dialog box titled 'New High Court Document'. The dialog box contains several input fields and buttons. At the top, there are fields for 'Court Location:' and 'File No.:'. Below these is a section labeled 'BETWEEN:' with three columns: 'Plaintiff's Name:', 'Plaintiff's Description:', and 'Type:'. The 'Type:' field contains the text 'Plaintiff'. Below this is a section labeled 'A N D' with three columns: 'Name:', 'Description:', and 'Type:'. The 'Type:' field contains the text 'Defendant'. At the bottom right of this section is a button labeled 'More Defendants'. Below the 'A N D' section are several more input fields: 'Waistband:', 'Name of firm of Solicitors:', 'City:', 'Person Acting:', 'PO Box:', 'Telephone:', 'Fax:', and 'DX:'. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.

2. Enter the appropriate detail into the displayed dialog box:

**New High Court Document**

Court Location:

File No.:

BETWEEN:

Plaintiff's Name:	Plaintiff's Description:	Type:
Jane Doe	Housewife	Plaintiff

A N D

Name:	Description:	Type:
John Doe	Businessman	Defendant

Waistband:

Name of firm of Solicitors:

City:

Person Acting:

PO Box:

Telephone:

Fax:

DX:

3. Click OK

*The data is inserted into the document in the correct location:*

IN THE HIGH COURT OF NEW ZEALAND  
AT AUCKLAND

CP No.: 1234/12

<u>BETWEEN</u>	JANE DOE Housewife Plaintiff
<u>A N D</u>	JOHN DOE Businessman First Defendant

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MEMORANDUM OF COUNSEL

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