

Dressage

“The execution of complex maneuvers in response to barely perceptible cues.”

What is Dressage?

Dressage, is an automated template system that functions within the Microsoft Word® environment. Developed by Digital Runes, Dressage rapidly creates standard business documents to corporate branding standards.

Focus on Content

Dressage puts document creation into the hands of the content creators. Without extensive and costly training, end-clients can begin to create standard documents right from day one. Focus on content... not on formatting!

Key Benefits

Intuitive Interface	A single, intuitive dialog-based interface is common to all Dressage documents.
Database Integration	System retrieves current project, contact, and employee information from company databases. Select from all employees or contacts or filter on just those assigned to a specific project.
Project/Area Selector	New documents are automatically saved to appropriate network areas; finding an existing document is hassle-free... even if the project has been moved to a new network location.
Incorporate Boilerplate	Frequently re-used text is easily incorporated into the document creation process. Your company's Dressage Administrator sets up global entries while each end-client can define private entries.
One-Time Formatting	The same formatting is applied to all documents created by the system. Stylistic changes (fonts, margins, logo) are made once and automatically apply to all new and existing Dressage documents.
Send Tools	Create envelopes or labels for all document recipients or send the document as an email attachment (or as link to in-house staff).

Additional Benefits

- Time/Date Draft Stamp
- Path/Filename on document
- 2nd page header automatically assigned
- Print selected documents on letterhead by simply clicking a button
- Special Dressage toolbar provides useful editing tools
- Launch company-specific Word and Excel templates



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Standard Templates

Out of the box, Dressage is delivered with the six most commonly used office templates:

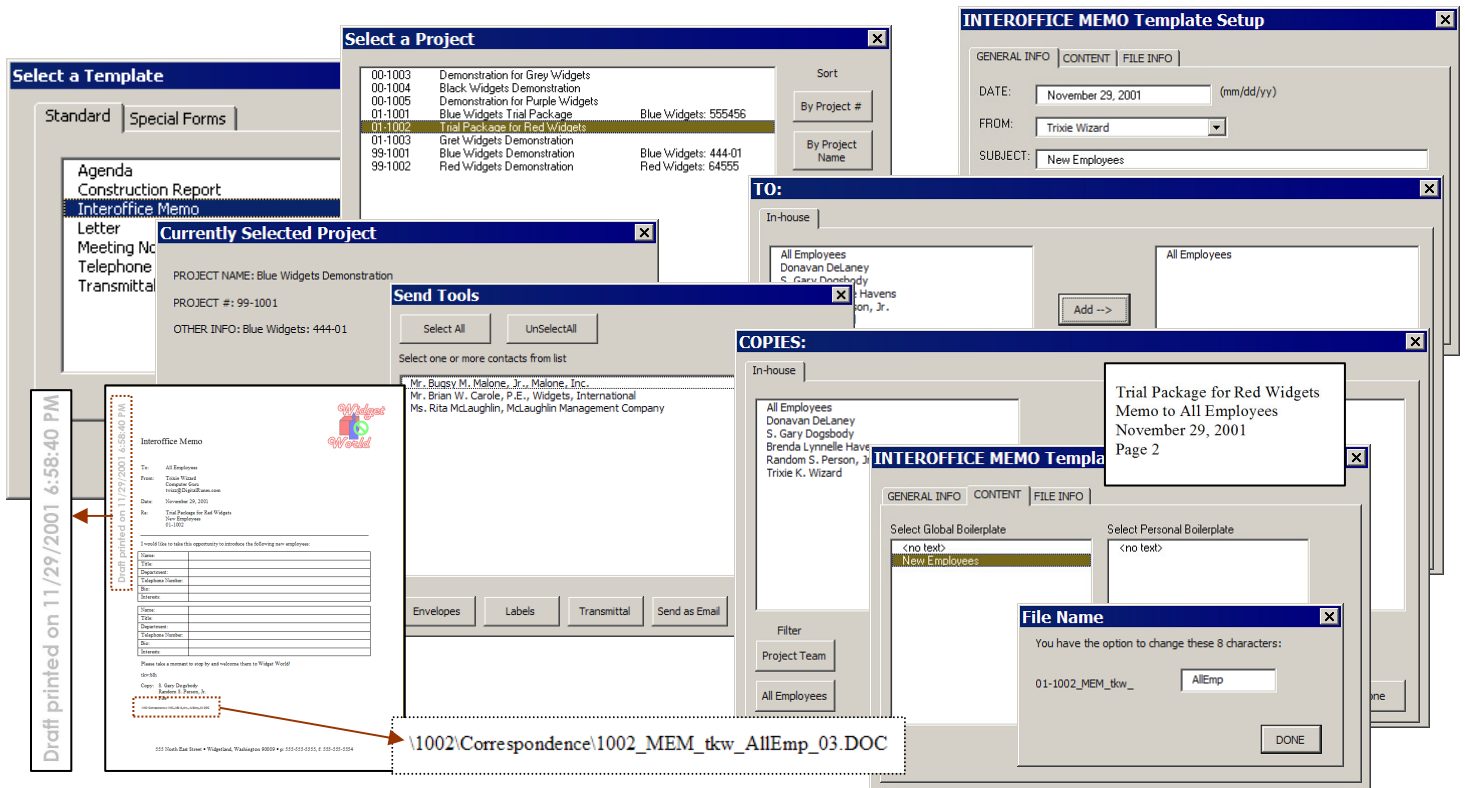
- Letter
- Memo
- Transmittal (serves as both Fax and paper transmittal)
- Meeting Agenda
- Meeting Minutes
- Telephone Minutes

Additional Dressage templates can be provided for a negotiated fee.

System Cost

Licensing for Dressage is a tiered structure based on the number of employees at your site having access to Microsoft Word.

Initial assistance on setting up Dressage to conform to your current office standards is included with the licensing fee. This includes look and feel formatting common to all documents (fonts, margins, logo and address placement, and table design for opening information) and database connectivity.



The screenshot displays the Dressage software interface with several overlapping windows:

- Select a Template:** Shows a list of templates including Agenda, Construction Report, Interoffice Memo, Letter, Meeting Minutes, Telephone Minutes, and Transmittal.
- Select a Project:** A table listing projects with columns for ID, Name, and Widget Count. The selected project is 01-1002, 'Trial Packages for Red Widgets', with 64555 Red Widgets.
- INTEROFFICE MEMO Template Setup:** Fields for DATE (November 29, 2001), FROM (Troxie Wizard), and SUBJECT (New Employees).
- Currently Selected Project:** Displays project details for 'Blue Widgets Demonstration' (PROJECT #: 99-1001, OTHER INFO: Blue Widgets: 444-01).
- Send Tools:** Buttons for 'Select All', 'UnselectAll', 'Envelopes', 'Labels', 'Transmittal', and 'Send as Email'.
- COPIES:** A list of recipients for the memo, including 'All Employees', 'Donavan DeLaney', 'S. Gary Dogsbody', 'Brenda Lynnelle Have', 'Random S. Person, III', and 'Troxie K. Wizard'.
- INTEROFFICE MEMO Template (Preview):** Shows the memo content with a subject line 'Trial Package for Red Widgets Memo to All Employees November 29, 2001 Page 2'.
- File Name:** A dialog box showing the file path '1002\Correspondence\1002_MEM_tkw_AllEmp_03.DOC' and a field for the file name '01-1002_MEM_tkw_' with 'AllEmp' entered.

A vertical stamp on the left side of the document preview reads: 'Draft printed on 11/29/2001 6:58:40 PM'. A red arrow points from the 'File Name' dialog to the file path in the document preview.



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