





# **Smart Template**

# One Corporate Template. Limitless Branded Documents.



We have been empowering branded communication from the start. Our Document Creation and Content Management Software Solution fully integrated within Microsoft 365, enables organizations to simplify workflows, minimize manual work, and maintain brand consistency across every asset. Built to be secure, scalable, and intuitive, we empower your teams with the tools they need to succeed and make an impact every day. Transforming the way businesses create, manage, and share branded communication assets.

## **Smart Template**

The Smart Template upgrades document creation by automating the template process, ensuring every document is on-brand and compliant. This dynamic system not only maintains brand consistency but also adapts to changes instantly across all linked documents. It eliminates the need for manual updates and the rigidity of static templates, offering a flexible and efficient solution for document management.

The Smart Template enhances productivity with features like unified branding, instant template access, dynamic and linked templates, multilingual support, and centralized management. Integrated seamlessly with Microsoft 365, it provides a secure and user-friendly experience that simplifies the creation of documents, presentations, or emails. With Smart Template, organizations can confidently manage their documents, knowing they are always current, consistent, and professionally presented.

## **Key Features:**

- Automatic Synchronization
- Dynamic Placeholders
- Dynamic Base Templates
- Brand Consistency
- Multilingual Flexibility
- Version Control
- Adaptive Defaults
- Custom Tailoring
- Unparalleled Security
- Seamless Cross-Platform Experience

#### officeatwork

<u>www.officeatwork.com</u> | sales@officeatwork.com <u>See our offer on the Microsoft Commercial Marketplace</u>

# Why the Smart Template?

## **Dynamic Template Adaptation**

Smart Template automatically updates linked documents when changes are made to the base template, ensuring that all documents are consistent with the latest branding and compliance guidelines. This feature eliminates the need for manual updates, saving time and maintaining brand integrity across all documentation.

## **Unified Branding Across Documents**

With Smart Template, consistent branding is guaranteed across all documents. This uniformity reinforces brand identity and reduces the risk of outdated or off-brand content appearing in your documents, which is crucial for maintaining a professional image.

#### **Instant Template Access**

Smart Template provides immediate access to the latest templates from anywhere, at any time. This benefit ensures that the most current templates are always at hand, streamlining the document creation process and enhancing productivity.

## **Multilingual Document Creation**

The ability to craft documents in multiple languages with Smart Template caters to a global audience, allowing for seamless communication and outreach across different linguistic demographics.

#### **Efficient Document Creation**

Smart Template enables swift generation of documents with pre-filled design and user-specific information, significantly reducing the time spent on document creation and allowing for a more efficient workflow.

#### officeatwork

<u>www.officeatwork.com</u> | sales@officeatwork.com See our offer on the Microsoft Commercial Marketplace



# officeatwork

officeatwork has been recognized with multiple Microsoft awards, establishing it as a leader in offering SaaS based Document Creation and Content Management Software Solution for Microsoft 365. By choosing officeatwork, you're joining thousands of organizations and millions of people globally in streamlining work, improving productivity and empowering your organizations branded communication within Microsoft 365.

#### Learn more at:

https://links.officeatwork.com/smartt emplate