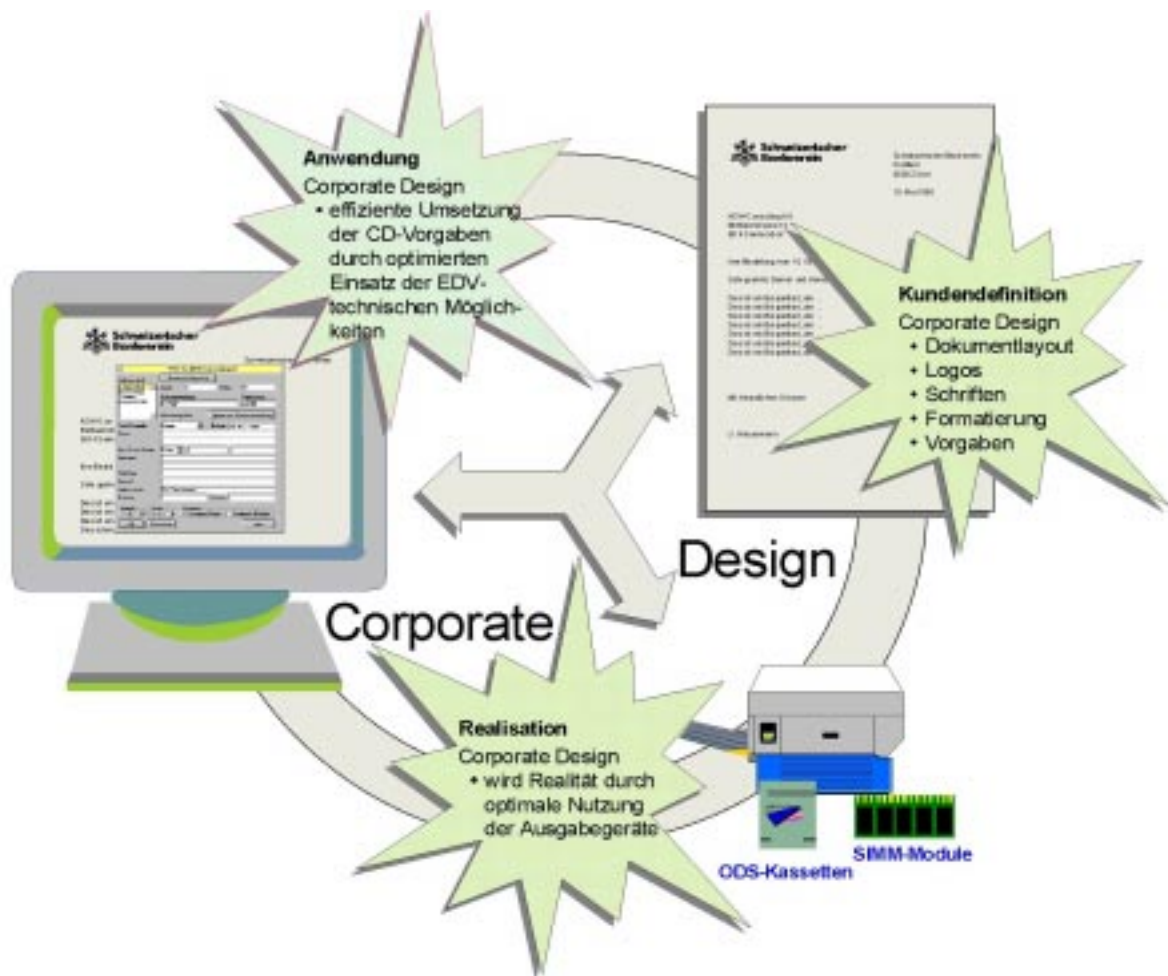




# The System **PRO**

The intelligent way of creating documents



## Corporate Design

CD (Corporate Design) should not be limited only on header and footer, but also used in the whole correspondence. Therefore we recommend the use of the product called **PRO**.

With this additional adjustment and expansion of WinWord, the customer has the possibility to obtain a considerable increase of efficiency and an improvement of quality. This fact makes Corporate Design very user-friendly.

With the document-system **PRO** the customer is enable to create documents firmwide. Those, on one hand, correspond to the Corporate-Design-guidelines, and, on the other hand, facilitate or/and handle all returning processes for the user.

The following processes will be automatized:

- All copies of the documents can be selected so as all possible sender-logos
- All of the user- respectively sender-data like initials, name, direct dialing etc. are given
- Salutation and close are adjusted used, also in different languages
- DDE-, ODBC- and OLE-communication with correspond to other applications is possible (f. e. address database, fax-message tool etc.)

## Logos



- The **logos** are realized as so-called "LogoFont". This is an advantage concerning the size of the file (capacity of hard disk). At the same time, it accelerates the print preparation time of documents on the printers used.
- The logos were developped as so-called TrueType-characters for printer and screen and also as PCL-LogoFont. Like this, a quick print-output and WYSIWYG (**W**hat **Y**ou **S**ee **I**s **W**hat **Y**ou **G**et) are guaranteed in all applications under MS-Windows.
- In system **PRO** the user can choose which kind of paper will be put into the printer. Like this, printing on cheaper blanco-paper is possible. The logos were chosen and printed automatically by system **PRO** as well.

## The System **PRO**

- The document-system **PRO** we made, was created with help of integrated program-language WinWord/Visual-Basic. Thus, on one hand, there is no need of additional external programs, and, on the other hand, the compatibility of the operating systems (Windows 3.x, NT, Windows 95 and Apple Macintosh) is guaranteed.
- The setting and formatting of sender-data, place and date, subject, salutation, close etc. are arranged by **PRO**-Create. Like this, the fact that all documents correspond to the CD-rules, is assured. In addition, the expenditure of input and therefore also the cost will be reduced in many cases. For all that, quality will raise.
- In addition, there is a possibility to control the filename and file-location of documents created and stored by **PRO**-Create. Thereby, controlled and systematic data-filing and an efficient data-search are assured.

For an additional modification of documents created by **PRO**-Create, all variable document-entries will be shown to the user on user-interface with help of the module **PRO**-Modi. After correction, modification is carried out independent from system and in consideration of the guidelines defined by CD. Thus, a letter for example can be sent as fax-message for an other person. In addition, modifications will be filed as file-info together with the document.

- With help of **PRO**-Adress the user is enable to communicate with any address data-bases which guarantee DDE-functionality (Dynamic Data Exchange). Thereby, addresses can be stored central and made available to the user over network.

For an effective realisation of Corporate Design (CD) together with the text-application, we created the document system called **PRO**. On one hand, with the use of **PRO** the co-operation between word processing and corresponding applications (for example address data-base and fax-software) is guaranteed. That means, addresses can be changed manual or directly taken over from the address data-base into the document. On the other hand, subject, salutation, close etc. can be determined for several languages.

According to the CD-specification, the document will be automatically created in the text-application with help of **PRO**. Besides you have the possibility to take over a **PRO**-document (f.e. a letter) into an other type of document (f.e. a fax-message). All input-data can be used as criteria in search for documents, too. Like that, the re-use of existing documents becomes easier. Through the chosen type of document in **PRO** you can print out envelopes, letters, memos etc. on the chosen printer. There is also a possibility to send the document as fax-message, for example (with help of integrated fax-software), or as eMail.



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14	Postfach 48	CH	4102	Wetzlar	+41-67	
15	Bettwilerstrasse 17	CH	4102	Wetzlar	+41-67	
16	Obenberstrasse 2	CH	4102	Wetzlar	+41-67	
17	Avenue de la Gare	CH	2500	Delémont	+41-68	
18	Wälderstrasse 14	CH	4100	Wetzlar	+41-67	
19	Bettwilerstrasse 16	CH	4102	Wetzlar	+41-67	
20	Hauptstrasse 15	CH	4102	Wetzlar	+41-67	
21	Hauptstrasse 12	CH	4102	Wetzlar	+41-67	
22	Hauptstrasse 11	CH	4102	Wetzlar	+41-67	
23	Bettwilerstrasse 15	CH	4102	Wetzlar	+41-67	
24	Hauptstrasse 10	CH	4102	Wetzlar	+41-67	
25	Hauptstrasse 9	CH	4102	Wetzlar	+41-67	
26	Postfach 15	CH	4102	Wetzlar	+41-67	



Dokument-System "PRO"

Verlage: Brief, Kurzbrief, Fax  
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Abendangaben  
 Adresse: Stadtkanzlei, Informatik, Bettwilerstrasse 14, Postfach  
 Absender: Herr, Post, Urs, Häusermann, uh, Betriebsökonom, Comi  
 2. Unterschrift: Herr, dip, ing, lic, oec, Meinrad, Baur, ab, Geschäftsleiter

Empfängerangaben  
 Postvermerk: Express  
 Reihenfolge d. Anschrift: Firma: NOW-Consulting AG  
 Ans/Titel/Vorname/Name: Herr, Dr., Meinrad, Baur  
 Position:  
 Adresse (mehrzeilig): Bettwilerstrasse 14  
 Land/PLZ/Drt: CH, 5614, Sarmenstorf  
 Betreff (mehrzeilig): Mahnung vom ...  
 Anrede/Gruß: Sehr geehrter Herr, Mit freundlichen Grüßen  
 Ausdruck: Nein, Ja



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St. Gallen, 12. Juni 1997 UH  
 Dokument

Ihre Zahlung vom ...

<input type="checkbox"/> zu Ihren Akten	<input type="checkbox"/> zur Kontrolle	<input type="checkbox"/> bitte anrufen
<input type="checkbox"/> zur Durchsicht/Kontrolle	<input type="checkbox"/> zur Stellungnahme	<input type="checkbox"/> gemäss Besprechung
<input type="checkbox"/> zur Erledigung	<input type="checkbox"/> zur Unterschrift/Visum	<input type="checkbox"/> mit Dank zurück
<input type="checkbox"/> zur Genehmigung	<input type="checkbox"/> zur Vernehmlassung	<input type="checkbox"/> von uns kontrolliert
<input type="checkbox"/> zur Kenntnisnahme	<input type="checkbox"/> auf Ihren Wunsch	<input type="checkbox"/> von uns unterzeichnet

Sehr geehrter Herr Dr. Baur

Mit freundlichen Grüßen

Verwaltung der Sozialen Dienste      Bauverwaltung  
 Der Vorstand:                                      Der Sekretär:

Urs Häusermann, Stadtrat                      Meinrad Baur

