

Document Conversions

Are you migrating from WordPerfect to Microsoft Word? Do you need a document in WordPerfect format for collaboration with another firm?

We can assist your organization's software migration from one software platform to another quickly and accurately. We support word processing documents and spreadsheets, specializing in converting from Microsoft Word to WordPerfect and vice-versa. We ensure that your organization's styles and document standards are upheld at all times. Contact us for more information about large document conversions.

Macro and Template Training

Don't want the hassle and expense of calling in consultants time after time?

Our Advanced Macro and Template training may be your answer. Our classes in Word VBA (Visual Basic for Applications) or WordPerfect's Perfect Script improve efficiency and gain more satisfied users. Through Advanced Macro and Template training, you and your staff can design electronic performance support tools.

The training is customized for your needs, and it takes place on your schedule at your site. We make it as convenient as possible for your staff to gain the critical know-how and skill. Contact us at info@leewood.com for more information and course outlines for our Advanced Macro and Template classes.



Our services include:

- ◆ Macro, wizard, and template design and development in the MS Office Suite (Word, Excel, PowerPoint, Access), as well as Corel WordPerfect
- ◆ Documentation and other performance support tools
- ◆ Large document conversions
- ◆ Advanced macro and template training in Word, Excel and WordPerfect

Contact us for a free analysis of your special situation. Find out from the experts how much productivity-improving tools such as templates and macros can help your company to save time, boost efficiency and accuracy, and lift user satisfaction.

Leewood Associates

775 Birdell Rd.
Honey Brook, PA 19344
Phone: 610-273-2113
Fax: 610-273-2564
info@leewood.com
www.leewood.com



Specializing in wizards, macros, templates and performance support tools

*"You must simplify.
You must make the complex
simple, then you must make it work."
— I. M. Pei, Master Architect*

Make complex tasks simple...

Boost your company's productivity with performance-enhancing tools including custom templates, macros and wizards in the Microsoft® Office Suite (Word, Excel, PowerPoint and Access) and Corel's WordPerfect®.

Whether you are converting existing macros and templates or developing new ones, Leewood Associates takes a very practical approach to macro development, no matter the software platform. You get a process tested and refined through over 20 years of experience in this field.

We tailor the optimum system for your unique situation, custom-made to satisfy your users. The accurate end product ensures the highest efficiency and the productivity gains you are looking for.

From Leewood Associates...

20 Years of Experience with Macros, Templates and Wizards

Our clients range from pharmaceutical and manufacturing companies, to insurance, telecommunications, consulting and law firms, to government agencies and non-profit service providers. With wizards, templates and macros, businesses like yours are experiencing results such as:

- ◆ Lower training costs
- ◆ Shorter time to performance
- ◆ Improved efficiency
- ◆ Greater consistency among documents
- ◆ Increased accuracy
- ◆ Happier users

Macro, Template and Wizard Design and Development

Do your forms or documents have inaccuracies? Are they formatted inconsistently? Is your firm converting from WordPerfect to Word? Are you struggling to implement document standards?

We can help improve accuracy and consistency and ensure that your company's document standards are followed... painlessly and quickly and using familiar software.

Developing custom macros, templates and wizards is like putting together a big puzzle. Each piece of the puzzle is totally dependent on the other and necessary to complete the larger picture. Let us help you put the puzzle together.

What is EPSS?

EPSS is "the electronic infrastructure that captures, stores and distributes individual and corporate knowledge assets throughout an organization, to enable individuals to achieve required levels of performance in the fastest possible time and with a minimum of support from other people."

— Barry Raybould, a leader in EPSS

Electronic Performance Support Systems (EPSS) are friendly and easy-to-use visual tools that make complicated tasks simple.

We are firm believers in and subscribe to the concept of EPSS tools. Macros, wizards, templates and other electronic performance support tools are proven to have an immediate and positive impact on the learner's attitude and performance and on the bottom line.

How Can EPSS Help You?

Does your company have knowledge and tasks that are specific, procedural or skill-based?

If you answered "yes," then automated wizards, macros, templates and other EPSS tools can improve productivity and enhance user performance and satisfaction.

Does your firm have "corporate knowledge" that is too cumbersome or too complicated to be taught in a single training event?

This is where you get the biggest bang for your buck. A training event often introduces learners to the EPSS tools. Then, the macros, templates and wizards take over and enable your staff to grasp the details on an as-needed basis when they are ready. Your staff feels less stress when they have the answers at their fingertips. A reduction in training time and a decrease in the support required produces productivity gains for your company.

Documentation and Other Performance Support Tools

In addition to macros, templates and Office wizards, other performance support tools are available from Leewood Associates to assist you:

- ◆ **Online Help** - Custom help files for an organization's particular tasks and standards can be built using HTML Help. You can turn this Help system on and off at any time at your desktop.
- ◆ **Cue Cards** - Cue cards are little note cards appearing whenever a dialog box is activated. They provide information about the dialog box, the information needed and whether or not particular fields are required. The individual user can turn cue cards on and off.
- ◆ **Show-me Movies** - Show-me movies are on-screen demonstrations of a particular task. You can activate them at any time at your desktop.
- ◆ **Job Aids** - These are custom reference cards to assist you to work through the more complicated tasks on a step-by-step basis.
- ◆ **Printed documentation** - If learners are resistant to some of the technological tools, plain old-fashioned printed documentation may be just the key!

Leewood Associates' project team includes project managers with over 20 years of experience implementing EPSS projects. Our clients get both User-centered Design (associated with making software easier to use) and Performance-centered Design (associated with supporting the performance of work).