

Introduction

Our Directory Publisher uses Microsoft Word to create fully-branded hard copy from the content of our off-the-shelf and custom directories. In most cases, we can customise it to create hardcopy from any database directory. By selecting a custom option on the standard Word toolbar, staff can specify whether they wish to compile a complete directory or just select specific topics to compile and print. The latest content is then drawn down from your directory and published as a professionally styled, fully-indexed Word document for print and distribution.

The Directory Publisher works by compiling the content of your directory within a Word template – it then automatically generates the contents page and index, as well as applying the correct branding throughout. You can then print this document in-house, or convert it to PDF for emailing to clients, staff and other professionals as necessary.

Benefits

- Quickly and efficiently delivers the most up-to-date information from your directory.
- The hardcopy is professionally formatted and correctly branded with your ID.
- Microsoft Word format provides familiar environment for staff and volunteers.
- Flexible compilation enables staff to filter and deliver specific information.
- Valuable supplement to traditional online information services.
- Minimises compilation and editing if hardcopy is required for professional print.
- Output can be easily converted to PDF for email delivery or download from website.
- Flexible compilation and short-run printing can be more cost-effective
- Reduced print runs means reduced impact on the environment.
- Can be used to generate income from other information providers.
- Automates label creation for postal mail outs.
- In the case of the Mental Health Directory, it exceeds current statutory guidelines for mental health information delivery.

Compilation criteria

With the standard Directory Publisher, you can apply the following criteria to compile your document:

- Complete chapter-based directory with Contents Page and Index.
- Condensed chapter-based directory with Contents Page and Index.
- Custom compilation using the standard directory search criteria such as 'region' and 'subject'.

The Wizard

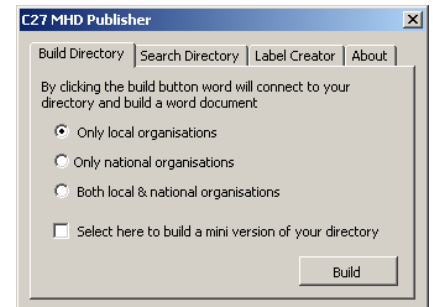
For demonstration purposes we use the example of a directory being compiled from the content of our off-the-shelf Mental Health Directory product.

Once installed, staff would access the Directory Publisher via a custom option on the Microsoft Word toolbar. When this is selected, they are presented with an onscreen wizard to guide them through the compilation process.

Build Directory

This option enables the user to create a full hardcopy directory. The user simply defines the regional scope of the organisations they wish to compile – local, national or both.

By default, the directory will be compiled using full details of each organisation held in the database. Users are also presented with an option to compile a condensed version – this compiles only key details of each organisation.



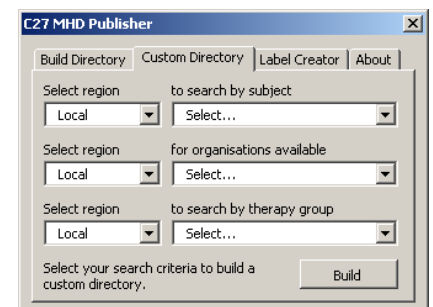
When the 'Build' button is selected, a Word document is generated with the following automatically applied:

- Fully-branded front cover tailored to the organisation or partnership (in this example, MIND).
- Table of Contents with correct page numbering.
- A page numbered Index of all organisations (located at the back of the document).

When the build is completed, the directory can be printed or converted to PDF.

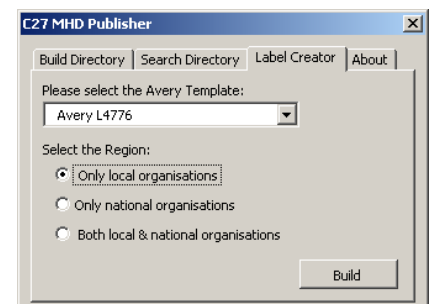
Custom Directory

This option enables the user to compile hardcopy using select criteria. For example, an Outreach Worker may wish to provide a carer with full listings of organisations and services which can offer specific support and information. For ease of use, this interface replicates the Advanced Search layout as it appears within the Mental Health Directory itself. When the criteria has been defined, the fully branded and formatted Word document is generated ready for print, or for conversion to PDF for download or email purposes.



Label Creator

This option allows the user to create labels using the Avery label format. They simply select the correct Avery label type, specify the regional scope of organisations, then select 'Build'. The addresses are then extracted from the database and aligned correctly for printing.



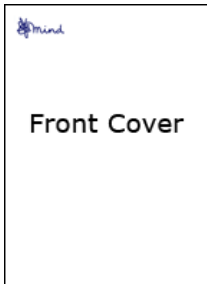
System requirements

The system requirements for the Directory Publisher are:

- Microsoft Windows 98 or above
- Microsoft Office 97 or above
- ADSL/Broadband internet connection

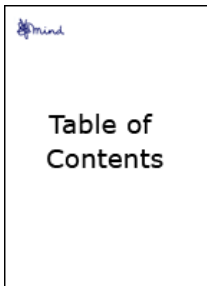
The Directory Word Document

This section illustrates the layout format for the 'full' and 'condensed' directory hardcopy.

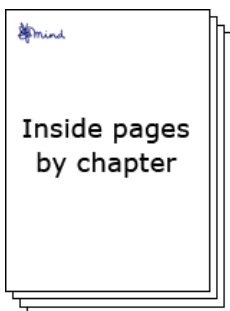


The Front Cover is branded and includes:

- Organisation/partnership title
- Organisation/partnership address and contact details

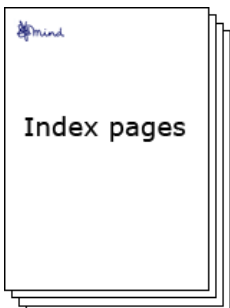


The Table of Contents lists primary chapters with their corresponding page numbers.



Inside Pages consist of Chapter title and brief introductory overview, followed by full details of all organisations related to this chapter. These are displayed as:

- Alphabetical list of Local Organisations
- Alphabetical list of National Organisations
- 'See also': An alphabetical list of other Organisation names with referenced page numbers. This list is generated from the secondary chapter criteria to enable accurate cross-referencing of information.



The Index generates an alphabetical list of all the organisations and their corresponding page number.

Other customised formats available on request.

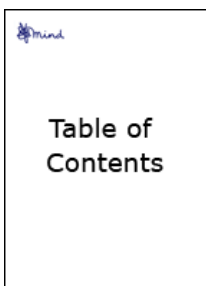
The Custom Directory Word Document

This section shows an illustration of how the custom document is laid out.

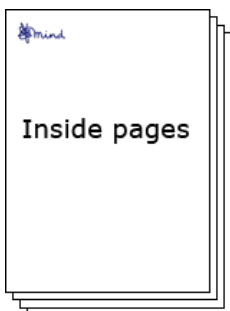


The Front Cover is Mind branded and includes:

- Organisation/partnership title
- Organisation/partnership address and contact details



For the Custom Compilation version, the Table of Contents lists all the selected organisations, their contact number and associated page number.



Inside Pages consist of subject title, a brief introductory overview, followed by full details of all organisations related to this subject.

Other customised formats available on request.