

Quick Start DotOffice Word Templates

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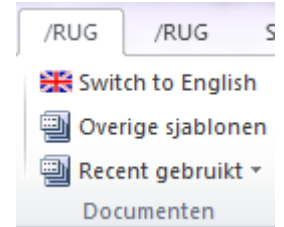
Personal Settings

In order to be able to create documents for yourself or the people you work for, you first need to register some information. Click the */RUG* tab.

Please select [install DotOffice \(for UWP users\) or use it online](#) (via uwp.rug.nl) if the DotOffice button or the */RuG* menu is not visible.

Language

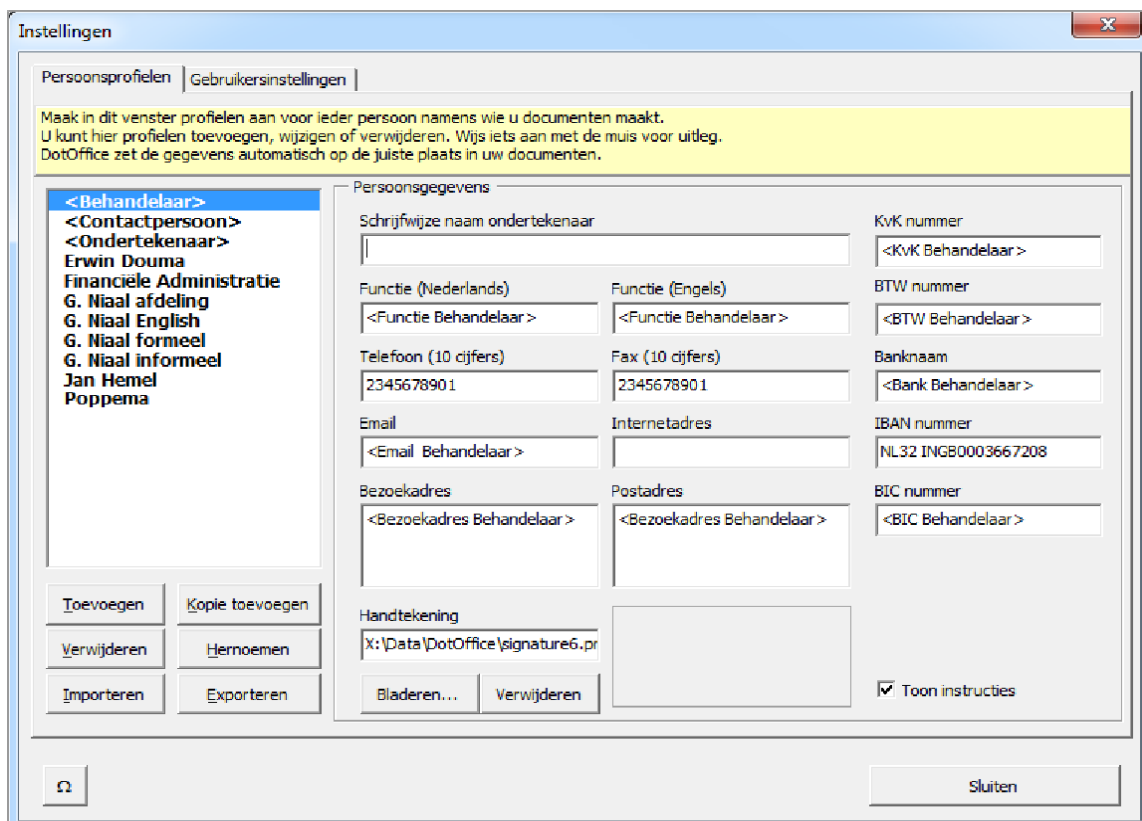
- › The Documents menu includes *Switch to English* or *In Dutch* buttons. The language setting only refers to the language of the menu and not to the language of the documents you produce.



Personal Profiles

- › In order to make documents, the following profiles need to be created:
 - For yourself
 - For the senders of your documents
 - For multiple versions in different languages
 - For formal and informal versions
 - For an impersonal version on behalf of a department or working group

1. Select *Personal* in the settings menu under */RUG*.
2. Click *Add*.
3. Name the profile and confirm with *OK*.
4. Fill in as much information as possible. DotOffice will determine which information to use for a specific template.

A screenshot of the 'Instellingen' (Settings) dialog box. The window title is 'Instellingen'. There are two tabs: 'Persoonsprofielen' (selected) and 'Gebruikersinstellingen'. A yellow message box at the top says: 'Maak in dit venster profielen aan voor ieder persoon namens wie u documenten maakt. U kunt hier profielen toevoegen, wijzigen of verwijderen. Wijs iets aan met de muis voor uitleg. DotOffice zet de gegevens automatisch op de juiste plaats in uw documenten.' Below this, there is a list of profiles on the left, including '<Behandelaar>', '<Contactpersoon>', and '<Ondertekenaar>'. The main area is titled 'Persoonsgegevens' and contains various input fields for personal information: 'Schrijfwijze naam ondertekenaar', 'Functie (Nederlands)', 'Functie (Engels)', 'Telefoon (10 cijfers)', 'Fax (10 cijfers)', 'Email', 'Internetadres', 'Bezoekadres', 'Postadres', 'Handtekening', 'KvK nummer', 'BTW nummer', 'Banknaam', 'IBAN nummer', and 'BIC nummer'. There are also buttons for 'Toevoegen', 'Kopie toevoegen', 'Verwijderen', 'Hernoemen', 'Importeren', 'Exporteren', 'Bladeren...', and 'Verwijderen'. A checkbox 'Toon instructies' is checked. At the bottom right is a 'Sluiten' button.

Tip

Select 'Add a Copy' to add a profile with information that is largely identical to that of the original profile.

Printer Settings

When active, i.e. the toolbars of the /RUG tab are visible, DotOffice will handle any printing from Word. In order to do so, DotOffice must know the type of printers in use and the type of paper in the paper trays.

Once this information is set, all print jobs can be done using the Print button under the /RUG tab.

N.B. Printing via 'File' and then 'Print' will generally cause the printers to use paper from the wrong tray!

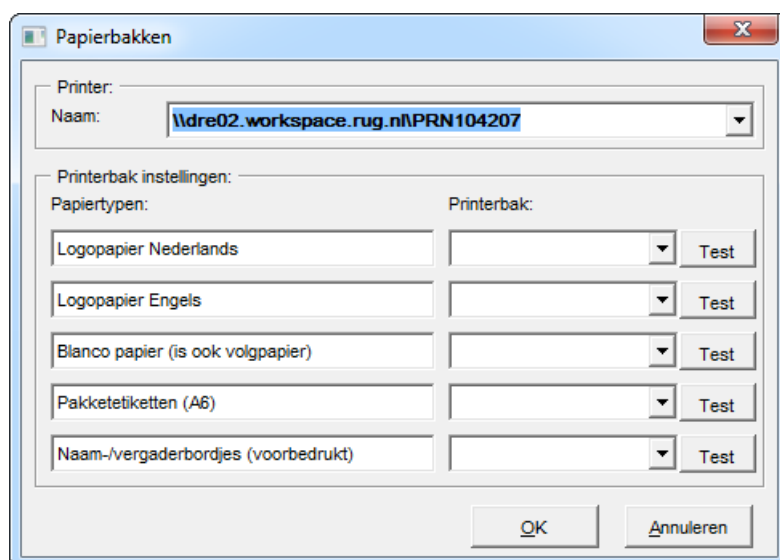
Paper Trays

Before working with DotOffice, the type of paper in the paper tray will have to be set for each printer.

The procedure is as follows:

1. Click the *Printer* button on the /RUG tab, then click *Paper trays*.

The following window will appear:



2. Select a printer from the top box.
3. indicate the exact locations of the paper trays for each paper type in use.
Select trays with a clear number if possible, and avoid names such as Auto Tray Select, Auto and Default.
4. Use the *Test* button behind each paper tray to do a test print.
This also contains instructions if something goes wrong.
5. Repeat the previous two steps for each printer in use.

Special Situations

- › Documents not created with DotOffice.
These are printed as before by default.
- › Temporarily printing *all* house-style documents from a different paper tray, for instance due to a printer malfunction.
This can be done via *Printer -> Temporary printing from another tray*

- › The printer is printing everything **in the wrong position** on the paper. This can be corrected by clicking *Printer*, then *Correct printing position*. The correction entered here will be applied to all documents, both house-style and non-house style.

Double-sided printing on logo paper

It is not possible to use double-sided printing with house-style documents on logo paper, as this would require printing the first two pages on logo paper and page 3 and following on plain paper. While Word does have the option of printing the first page on a different paper type than subsequent pages, it unfortunately does not support printing the first **two** pages on a different paper type.

As soon as DotOffice notices that the printer has been set to double-sided printing, it issues a warning with a request to change this setting. **Note that the setting should be changed in Windows, not Word.**

Any subsequent double-sided printing of other documents unfortunately requires manually resetting the printer settings to double-sided in Windows.

Sample Template: the letter

Below is an explanation of the use of a template using the letter template which can be found under: /RUG / DotOffice / Letter

N.B. 'Other Templates' contains custom templates.

The most recently used non-DotOffice templates are under 'Recently used'

The screenshot shows a dialog box titled 'Brief' with the following fields and controls:

- 1:** Radio buttons for 'Printen op briefpapier' (selected) and 'Logo zwart-wit printen'. A red arrow points to the 'Printen op briefpapier' option.
- 2:** A dropdown menu for 'Faculteit of dienst' with the value 'donald smits centrum voor informatie techn...'. A thick vertical line is on the right side of the text box.
- 3:** A text box for 'Naam en adres' with a thick vertical line on the right side.
- 4:** A checkbox labeled 'Alleen kopje afdrukken' which is checked. A thick vertical line is on the right side of the text box below it.
- 5:** A date field showing '23-08-2010' with a format '(dd-mm-jjjj)' and a small calendar icon.
- 6:** A checkbox labeled 'Handtekening' which is unchecked. A thick vertical line is on the right side of the text box below it.
- 7:** A button with a question mark icon.

Other fields include: 'Afdeling' (value: 'opleidingen'), 'Contactpersoon' (value: 'G. Niaal afdeling'), 'Cc', 'Aanhef' (value: 'Beste'), 'Naam', 'Verzendoptie', 'Uw kenmerk', 'Betreft', 'Datum', 'Afsluiting', 'Bijlage(n)', 'Ondertekenaar', '2e Ondertekenaar', 'Behandeld door', and 'Voettekst (b.v. juridische gegevens)' with a 'Beheer' button.

1. Choose between *Printing on letter paper* and *Printing logo in black and white*, i.e. on plain paper.
2. Users can now select faculties and service departments where they are employed. These faculties and service departments are then added behind the second slash of the logo.
3. The thick edge to the right of some boxes gives access to the Quick List. Some headers are not included in the letter if no information has been entered for them. Printing the header can be forced through a tick box.
4. The letter will be dated to the date of its composition. Any other date can be entered. The date is not adapted automatically. The Signature tick box is only

available if there is a signature file in the personal profile of the signatory, i.e. under Personal Settings.

5. The Symbol button allows for easy inclusion of symbols in a dialogue box.

Document language

This allows you to set the language of the document. Your choice affects the display of the address, the settings of the spell checker and the default salutation and closure lines.

Personal Information

The information about the Signers, the Authors (or Handled by) or the Contact Person are automatically filled in by DotOffice on the basis of the previously made profiles.

N.B. Adaptation or extension of personal information must be done via the 'Personal' button on the '/RUG' tab. Information entered into in the letter itself is often not included in the print version of the document.

Changing the Letterhead

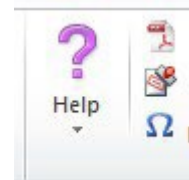
The letterhead can be changed via the *Document Information* button. If this button is missing on the /RUG tab, the document was probably not created in DotOffice.

Letter paper or print

Printing a draft letter on plain paper can be done using the *Document Information* button. Select *Logo in black-and-white* at the top.

N.B.

- › *A red logo will appear on the screen after selecting 'letter paper'. This merely depicts the letter paper and will not be printed.*
- › *Users seeking to send a document via e-mail including a red logo must create a PDF of the document with the uppermost PDF button, next to the Help button*



Merging

DotOffice itself has no merge functionality. Merging a standard letter with an address file requires the following steps:

1. First create the letter in the regular way, via DotOffice dialogue. Add a marker, for example an @, to a text box that must be completed automatically.
2. Write the content of the letter.
3. Any merge fields to be placed in the document must be put in the marked places. Do not return to the dialogue for this, not even if merge fields are desired in the letterhead.
4. Finally, complete the merge.