

“Document creation made easy”

The documents produced by your firm are the visual representation of your brand, the value you create and the experience you deliver for clients.

Poorly formatted documents get noticed for the wrong reasons, so it is essential the documents your firm produces are professionally presented and reflect the quality of your expertise and the advice you provide.

Template Studio has been designed to simplify document creation processes, making it easy for users to create consistent, on brand documents every time.

Document Creation Consistency

Having an entire firm consistently generate professionally presented documents can be challenging. Left to their own devices, there is a risk staff will deviate from branding and style guidelines and start churning out poorly formatted documents with an inconsistent look and feel.

Implementing a system to prevent this from happening helps protect your reputation for quality, the presentation of your brand, ensure your house style is correctly followed, and that important compliance requirements are fulfilled.

Template Portfolio

Template Studio integrates seamlessly into the Microsoft Office environment presenting the user with a ribbon from which templates can easily be found and selected. You can fast track your template project by using our large selection of out-of-the-box templates, specifically created for different business types and only requiring your branding to be added. Alternatively, we can use your existing templates as the starting point.

The list of templates presented can be filtered by type, practice area, language or any other metadata value you have stored. Templates can be searched to ensure the desired template is quickly found, and there is also a list of recently used templates to select from.

Template Studio Ribbon

The Template Studio ribbon consolidates frequently used drafting tools in a single location with quick access to relevant and pre-approved content such as clauses, images, biographies, and icons. Once a document is generated from a template, Template Studio makes it easy for users to select the correct styles from a list of those approved by the firm, and provides functionality that enables safe reuse of content from old documents without unintentionally importing unwanted styles or formatting along the way.

Whether you are drafting a letter or memo, creating a legal agreement, compiling a pitch document or presentation, a financial report or a letter of engagement, Template Studio ensures your document will be on-brand, professionally presented and fulfils compliance requirements.

- ✓ Consistently create professionally presented documents
- ✓ Accurately reflect your brand
- ✓ Prevent deviation from your house style
- ✓ Ensure compliance requirements are met
- ✓ Improve document production efficiency
- ✓ Enhance productivity with automation

Create Draft & Check

Template Studio from Novaplex is a comprehensive template management solution that ensures your staff generate perfectly formatted documents every time. It provides useful tools that aid efficient progress through the drafting process, with automated proofreading tools to help check the final output.



Improve efficiency and consistently create professional on-brand documents in Microsoft Word. Save wasted hours reformatting and fixing document problems, safely reuse old content and provide your staff with tools that reduce drafting time and improve accuracy. Accomplish all of this with Template Studio Docs.



Provide your staff with pre-designed and approved company presentations and slides, so every piece of content is laid out neatly, is on brand and looks professional, regardless of who compiled the presentation, pitch or proposal. Create high-quality presentations with ease in Microsoft PowerPoint with Template Studio Slides.



Ensure your firm's Excel workbooks, charts and graphs are consistently formatted and are on-brand when positioned alongside other documents produced by your firm. Choose from a selection of pre-designed Workbook templates and create professionally presented spreadsheet content with Template Studio Sheets.

Template Forms	Each template has an associated form that captures data to be included in derivative documents. The form fields can be completed by the user, or populated with data from other systems such as, recipient details from your PMS or CRM system, sender details from Active Directory, document reference numbers or client and matter details from your document management system.		
Remove Duplicate Templates	Template Studio enables you to reduce the number of templates by removing the need to have duplicates that cater for different office locations and branding profiles. This reduces the number of templates you need to manage.		
Document Automation	Templates can be automated, so the document content changes and updates based on data imported from other systems or selections made by the user. This significantly reduces the time required to produce complicated documents such as Letters of Engagement while also ensuring all compliance requirements are met.		
Integrate Data	Information from other systems can be integrated to eliminate the need for manual data entry when creating documents. Information such as recipient and sender contact details and addresses can all be imported from other systems including your PMS, CRM or DMS. Party names, document classification, responsible practice group, office, matter type, and document ID are examples of other useful data that can be imported from these systems. Template Studio integrates with several other systems out-of-the-box, and new integrations for other systems can be created.		
Signatures	Templates can be designed to include signature blocks for one or multiple signatories, and to accommodate graphical or digital signatures. Graphical signatures (sometimes called comfort signatures) can be permissioned so only staff with the authority to do so can apply signatures on behalf of others.		
Prevent Unwanted Editing	In documents such as a Letter of Engagement, there could be terms of business or content from regulators that for compliance reasons must not be changed. Templates can be designed with sections that are secured to prevent editing once the document has been generated. This ensures all compliance requirements are adhered to whilst still providing staff with the flexibility to edit other sections of the document.		
Cross Reference Checking	Checking you have included cross references in all the appropriate locations and that they all point to the correct destinations can be a time-consuming process. Template Studio includes a tool that makes short work of this task. The cross references checker reviews your document and lists the active cross reference, those that are broken, and possible cross references you may have neglected to include. This information is presented in a user-friendly list along with quick methods to create and correct cross references where appropriate.		
Proofreading	Legal documents are often long and complex which can make checking the content for accuracy a daunting task. Template Studio includes a proofreading tool that provides a useful visual check of key document attributes to make the process of checking content easier. Numbers, dates, times, currency items, square brackets, and gender-oriented wording can be selected for inclusion in a list of items to be reviewed, saving the user considerable time.		
Template Toolkit	Template Studio comes with a set of tools for creating and editing Microsoft Word document templates. Need to change the address of an office or add a new one? Want to change the logo in the header of your letter template, or update the available salutations? All of these actions and more can be completed by you using the template toolkit.		
System Requirements	Operating Systems	Software Prerequisites	Integrations
	Microsoft Windows 10 or 11 (32-bit or 64-bit) Citrix compatible	.NET Framework v4.8 Microsoft Office Desktop Applications 2016, 2019, 2021 (32-bit or 64-bit) or Microsoft 365	- iManage - iManage Cloud - IntApp Documents - NetDocuments - Microsoft 365 - Epona DMS4Legal - M-Files
		  	