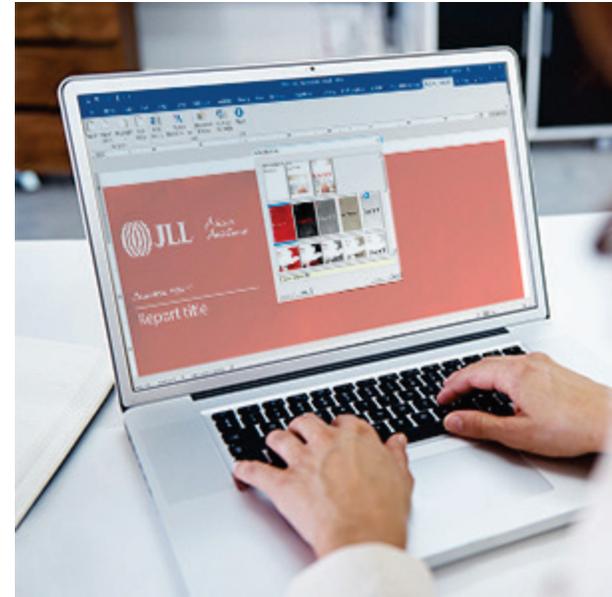


metaone

# Meta One Templates

January 2019



## Introduction

Companies of all kinds invest seriously in branding. They take enormous care to develop the right logo, colour palette, typography, and messaging.

A successful brand, however, needs to be applied consistently, to every communication piece, presentation, and document, at every external and internal touchpoint.

Achieving that level of consistency is a real challenge. Meta One helps clients to overcome it.

We help companies  
achieve their brand  
potential

## What we do

We don't offer off-the-peg solutions.

The end-users of our templates are often dealing with complex information, working against the clock to get the content correct. Our aim is to make their life easier, not more complicated.

So, we start by listening to the client. What sort of tasks will their people be engaged in? What can we do to simplify them? What added value can we bring?

We help companies  
achieve their brand  
potential

## What we do

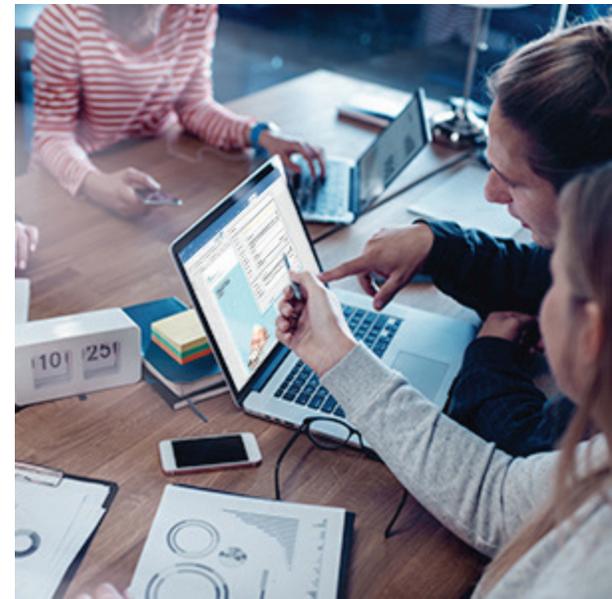
Clients frequently ask for our support through the entire process, from reviewing existing products to liaising with their IT department on technical matters. As a long-term partner, we frequently do more than creating custom Word and PowerPoint templates. We provide training, write custom applications to streamline processes, or even apply a new brand retrospectively to existing materials

And the end-user is always front of mind. They may not be aware of what we have done. They just know their life has become a little easier, and they are now producing better looking content, even faster.

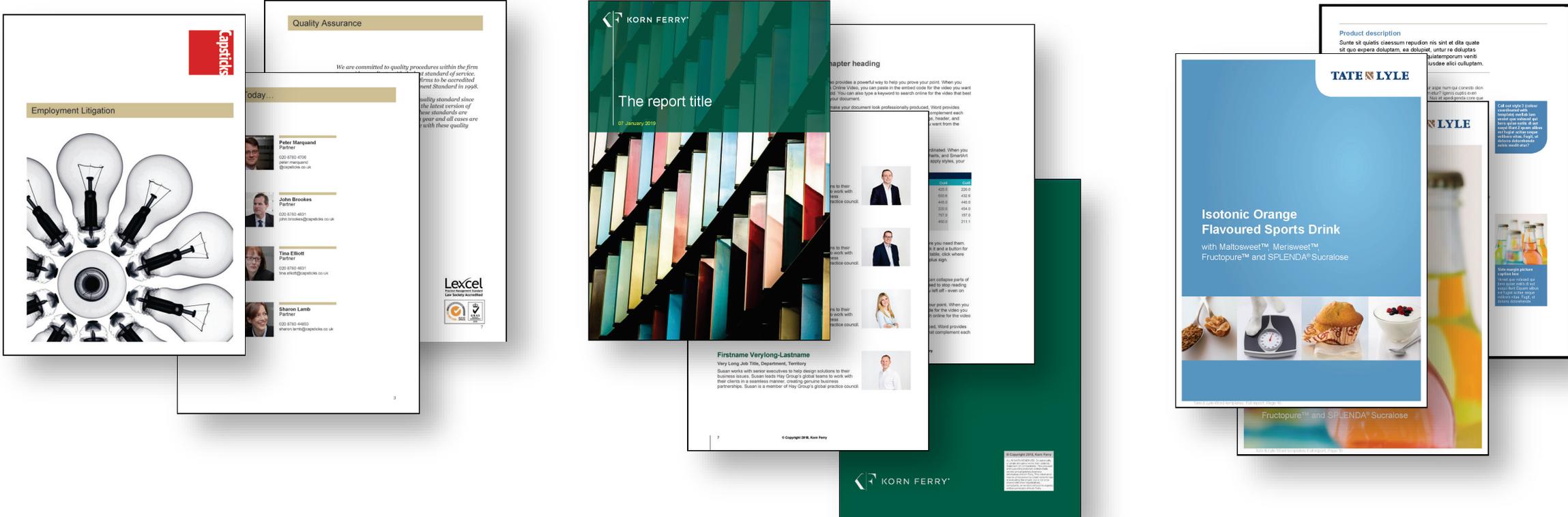
We help companies  
achieve their brand  
potential

## Key benefits of Meta One products

- Save time, create well designed, on brand documents and presentations quickly and easily, using familiar Microsoft Office applications
- Easily deployed and maintained
- Consistency – every document will follow your company design, reinforcing your brand

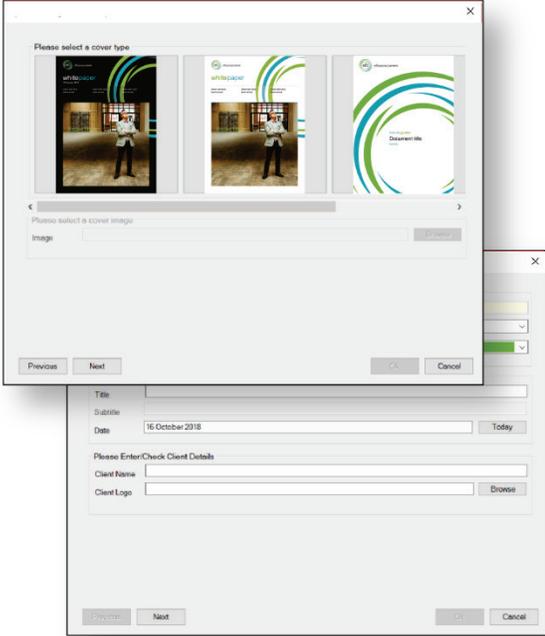


# metaone



Create striking documents directly from Microsoft Word.  
Our easy to use templates make the creation of documents like these simple and quick to achieve

A typical template project will include



A document wizard for entering document details and selecting cover page options, office addresses and author details



A custom ribbon with simple to use author tools integrated in Microsoft Word, to assist with adding on brand content and styling the document. Including page insertion options and tools for inserting pictures, charts, tables and pre-defined content items.

**The report title**  
 subtitle

efo efinancialcareers

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

**Chart title**

Source: Meta One

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

efo efinancialcareers

Call us on 020 7597 7500 or email sales@efinancialcareers.com | www.efinancialcareers.com | 4

efo efinancialcareers

Col1	Col2	Col3
364.6	425.5	425.5
385.7	432.8	432.8
396.8	445.0	445.0
390.5	454.0	454.0
535.6	757.0	757.0
245.0	211.1	211.1
366.8	445.0	445.0
390.5	454.0	454.0
1535.6	1757.0	1757.0
24.3	2.1	2.1
364.6	425.5	425.5

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

**Slide comment chart**

Source: EPC

efo efinancialcareers

Call us on 020 7597 7500 or email sales@efinancialcareers.com | www.efinancialcareers.com | 5

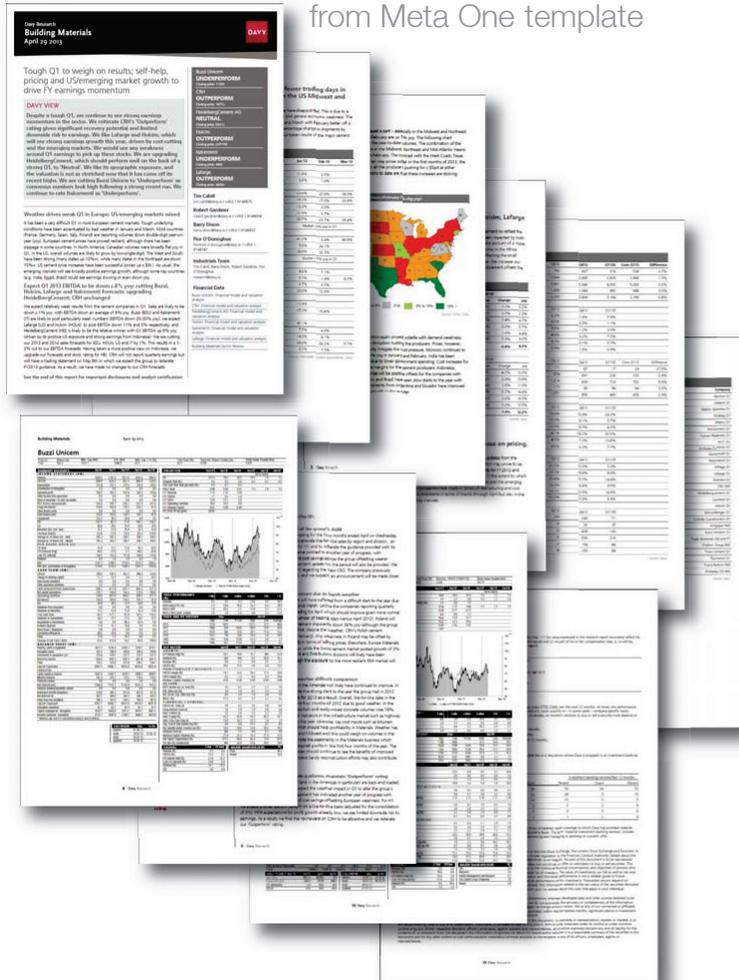
# Enhanced services

# 2

Our template solutions can all be enhanced with the addition of further options including:

- Automatic HTML conversion
- Automatic formatting of branded Charts
- Automatic formatting of branded tables
- Email and email signature templates

Word document created from Meta One template



Auto conversion

HTML file created automatically based on selected content from Word document

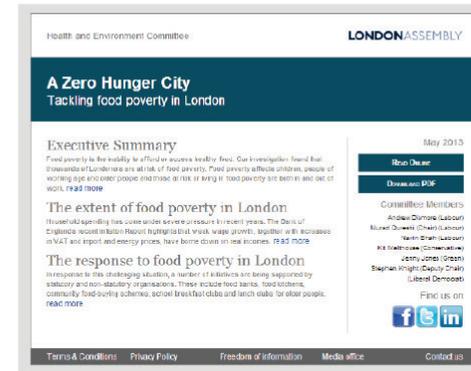
The image shows an HTML report page titled 'Davy Research Building Materials April 29 2013'. The layout is clean and professional, with a dark header and a white main content area. The text is the same as in the word document, but the formatting is optimized for a web browser. The 'Davy View' section is highlighted in a light blue box. The 'Business Outlook' section is also highlighted. The report includes the same tables and charts as the word document. At the bottom, there are social media links for Twitter, Facebook, and LinkedIn, and a 'Click here for full report' button. The footer contains the company name 'THOMSON REUTERS' and the date '2013 Davy | Privacy | Terms and Conditions | Unsubscribe'.

Word document created from Meta One template

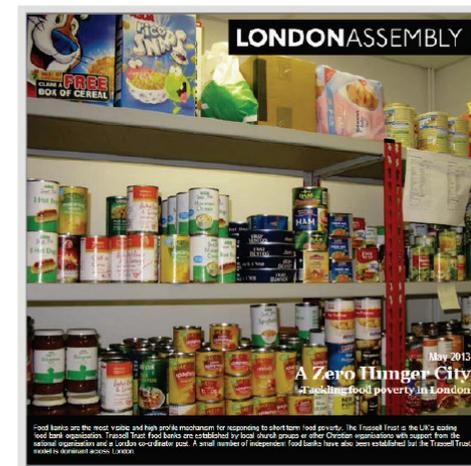


Auto conversion

HTML file created automatically based on selected content from Word document



HTML file created automatically based on selected content from Word document

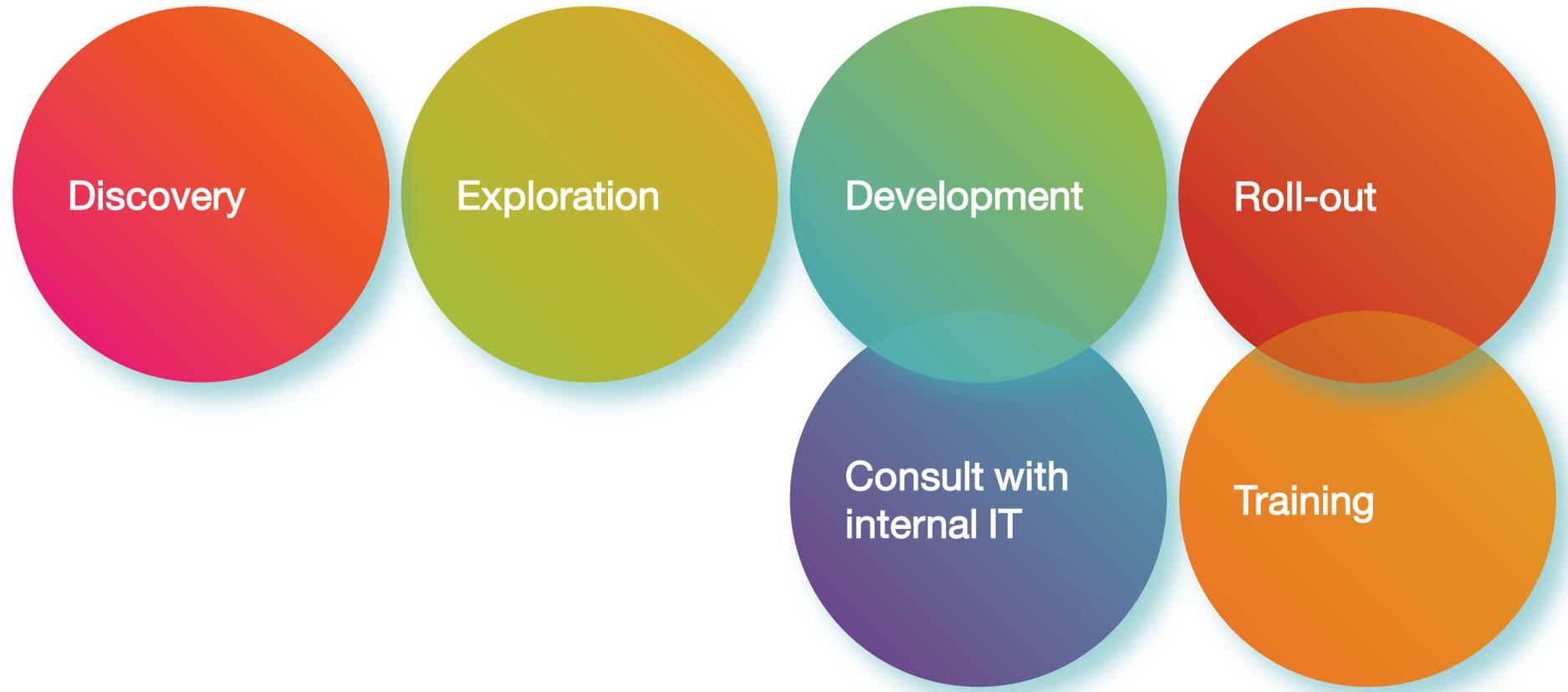


**metaone**

# **Our process**

**3**

## How we do it





## Discovery

We begin every project by listening. We want to discover what the client needs to achieve. More particularly, we want to understand what challenges the end-users face every day and what kind of documents they are expected to produce.



## Exploration

By exploring how our templates will be used, we can find ways to simplify the steps the end-user has to follow in order to achieve the best results. Taking a considered look at the processes involved also allows us to suggest ways in which they can be streamlined.



## Development

We develop Word and PowerPoint templates with custom toolbars which make it easy for users to add content and keep their documents and presentations on brand. Often, we add tools for creating automatically-styled charts and tables or incorporating material from a content library.



## Consult with internal IT

There is no point in delivering templates that answer the client's brief without ensuring their successful implementation. We work with the client's IT department to check that any solution is compatible with the existing environment and to devise the best way to install it.



## Roll-out

We will often test our suggested template solution with a small group of super users. Only when we are satisfied that it works for them, and made any adjustments, will we roll it out to all users. We will also, if needed, write installers to make loading the templates easier.



## Training

We aim to make our solutions as intuitive as possible, but a certain amount of user training is always a good idea. We can provide professional, bespoke training and/or specially created user guides and videos. If the client prefers, we can brief a third-party training company.

# Our clients



We work with companies of all sizes across all sectors. The one thing that they all have in common is the desire to produce the best quality documents and presentations with ease, consistently.

We help companies  
achieve their brand  
potential

# Our Clients

We have many years' experience with a broad range of clients across all sectors. We have worked with large corporations and international consultancies, with financial companies who create a high volume of data-rich documents, Law firms and with design agencies who need expert help in rolling out branding solutions for their clients. Recent clients have included:

