

# Before/After Pack

DocumentOps for Word: a 10-day installation that stops formatting drift and makes publishing repeatable.

## Outcome

One click converts raw drafts into your house style (headings, numbering, tables, callouts, stage or inline directions, whatever your standards require).

### Installed assets

Master template + unified style architecture, tagging rules, macros, QA checklist, authoring guide, and team training.

### Designed for

High-volume teams producing learning materials, assessments, manuals, policy packs, or any document set where Word drift causes rework.

# What changes

The difference is not aesthetics. It is control.

Before: authors format by hand; every edit creates drift; PDFs are rebuilt at the deadline; QA becomes visual hunting.

After: authors write to rules; the template enforces structure; macros apply styles consistently; QA is a checklist, not a rescue.

## Common failure modes (before)

- Normal style everywhere; headings and spacing inconsistent.
- Numbering resets or mutates across sections.
- Tables and callouts collapse when content is pasted in.
- Inline directions or notes become inconsistent (bold/italics drift).
- Different staff use different templates, so outputs cannot merge cleanly.

## System fixes (after)

- One master template with named styles and locked defaults.
- Stable numbering schema (headings, lists, captions).
- Table and callout styles that survive paste and edits.
- Authoring rules + tags for any edge-case formatting.
- Macros apply styles from tags and run cleanup routines.
- QA checklist catches drift before it ships.

## Included in the installation

Template, style map, macro set, authoring guide, QA checklist, training session, and support window.

## Before and after example

This uses a generic sample. Your version is built from your own 3-document sample pack.

### BEFORE (manual, drifting)

#### INTRODUCTION

This document has multiple authors. Spacing varies. Headings are bolded by hand. Lists restart unexpectedly.

- 1) scope
- a) items
- b) items

#### Table 1: outcomes

outcome	notes
1	sometimes this breaks

(note) inline notes appear in different styles.

### AFTER (template + macros + QA)

#### 1 INTRODUCTION

Purpose and scope are controlled by the template. Heading levels, spacing, and numbering are stable.

- 1.1 Scope
- a) Items
- b) Items

#### Table 1 - Outcomes

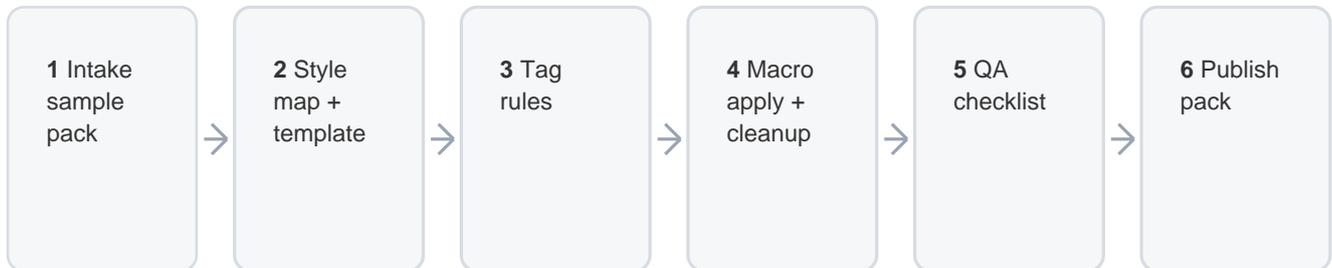
Outcome	Notes
1	Notes that keep their table style after paste.

Inline note: controlled with a dedicated style (e.g., NOTE INLINE).

**Note:** the point is reproducibility. Once installed, the same input rules always generate the same output.

# Automation pipeline

A simple pipeline you can explain to authors and enforce with QA.



## What the macro set typically does

- Applies styles from tags (e.g., , , , ).
- Normalises spacing, indentation, and list structures.
- Repairs common Word drift: numbering, pasted tables, inconsistent emphasis.
- Generates a QA report checklist (manual or automated, depending on scope).

The authoring guide is the control surface: authors follow rules; the system does the formatting.

## QA checklist excerpt

This is the difference between shipping and rescuing.

### Styles

- No Normal style in body text except permitted areas.
- Headings use correct levels; no manual bolding.
- Inline note style consistent (one style only).

### Numbering

- Heading numbering stable across the full pack.
- Lists do not restart unexpectedly.
- Captions and cross-references update correctly.

### Tables

- Table grid and padding consistent.
- Header rows repeat where needed.
- Pasted content retains table styles.

### Output

- PDF export matches Word pagination.
- No widows/orphans in headings (where possible).
- No broken characters; hyphenation consistent.

Your final checklist is built from your actual standards and edge cases.

## Timeline, scope, and pricing

Fixed scope, fixed time, fixed price. The point is throughput.

Day	Deliverable
Day 1	Kickoff and sample pack intake (3 representative docs).
Day 2-3	Style map and template build; numbering and tables locked down.
Day 4-6	Macro set + tagging rules; cleanup routines; initial test run.
Day 7-8	Defect log and patch cycle; rerun until pass.
Day 9	Authoring guide + QA checklist finalised.
Day 10	Training session + handover; support window begins.

### Scope control

Included: system assets (template, macros, authoring rules, QA checklist, training).

Excluded: rewriting content, indefinite customisation, and ongoing doc-by-doc formatting services.

### Pricing bands (example)

Pro: £15,000 (template + core macro set + training + 14-day support).

Enterprise: £30,000 (adds advanced numbering/tables, variants, 30-day support).

Training cohort: £6,000 (training + kit for up to 12 people).