

→ Client's Background

Part of a gateway scheme to redevelop and refurbish part of London's prime West End around Piccadilly and St James's Park, which involved consolidating existing listed and protected buildings into a unified single complex that would fill an entire urban block without harming their appearance.

→ Templates Required

The work involved creating a single Word template with a complex report layout to match the new design brief. Various existing documents had to be recreated to match the new design, so creating a template was by far the best way to achieve this. The most difficult area of work, however, was the need to recreate a PDF report entirely in Word, a highly complex and time-consuming prospect in this instance.

→ Project Details

Once the design layout had been received, the template was duly built and the existing documents were recreated over the course of a couple of days. The contents of the PDF report had to be copied over and formatted, page by page. Photos had to be exported, cropped and inserted, and tables had to be recreated manually, entirely from scratch.

→ Conclusion

The PDF report was transferred over to a Word document after about two days of work, the new styles were applied to all unformatted text, paragraph marks added by the PDF had to be manually removed from every single line of text, and tables were recreated before the final 45-page report was ready to send to the client.

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