

UK Document Excellence Group Standard Styles Showcase

Marianne Armitage

IT Training Manager – Watson Farley & Williams LLP

What do we mean by Standard Styles?

A recommended
naming convention
and style structure.

What are the benefits of using Standard Styles?



Meaningful names

INTRO HEADING	¶
(1) Parties 1	¶
(a) Parties 2	¶
(A) Background 1	¶
(i) Background 2	¶
SECTION 1 SECTION NUMBERING	¶
Definition	¶
Definition term	a
(a) Definition 1	¶

What are the benefits of using Standard Styles?



Meaningful names



No Restart Numbering

7 → LOREM-IPSUM-DOLOR-SIT-AMET¶

7.1 → Consectetuer·adipiscing·elit.¶

Maecenas·porttitor·congue·massa·Fusce·posuere,·magna·sed·pulvinar·ultrices,·
purus·lectus·malesuada·libero,·sit·amet·commodo·magna·eros·quis·urna.¶

7.2 → Nunc·viverra·imperdiet·enim.¶

Fusce·est·Lorem·ipsum·dolor·sit·amet,·consectetuer·adipiscing·elit·Maecenas·
porttitor·congue·massa·Fusce·posuere,·magna·sed·pulvinar·ultrices,·purus·
lectus·malesuada·libero,·sit·amet·commodo·magna·eros·quis·urna.¶

What are the benefits of using Standard Styles?



Meaningful names



No Restart Numbering



Numbered headings
and numbered
paragraphs

INTRO HEADING	¶
1 Level 1 Heading	¶
1 Level 1 Number	¶
1.1 Level 2 Heading	¶
1.1 Level 2 Number	¶
Body Text 1	¶
Body Text 2	¶a
Body Text 3	¶a
1.1.1 Level 3 Heading	¶

What are the benefits of using Standard Styles?



Separate
Schedule numbering

SCHEDULE 1 SCHEDULE	¶
PART A PART	¶
1 Sch 1 Heading	¶
1 Sch 1 Number	¶
1.1 Sch 2 Heading	¶
1.1 Sch 2 Number	¶
(a) Sch 3 Heading	¶
(a) Sch 3 Number	¶
(i) Sch 4 Number	¶

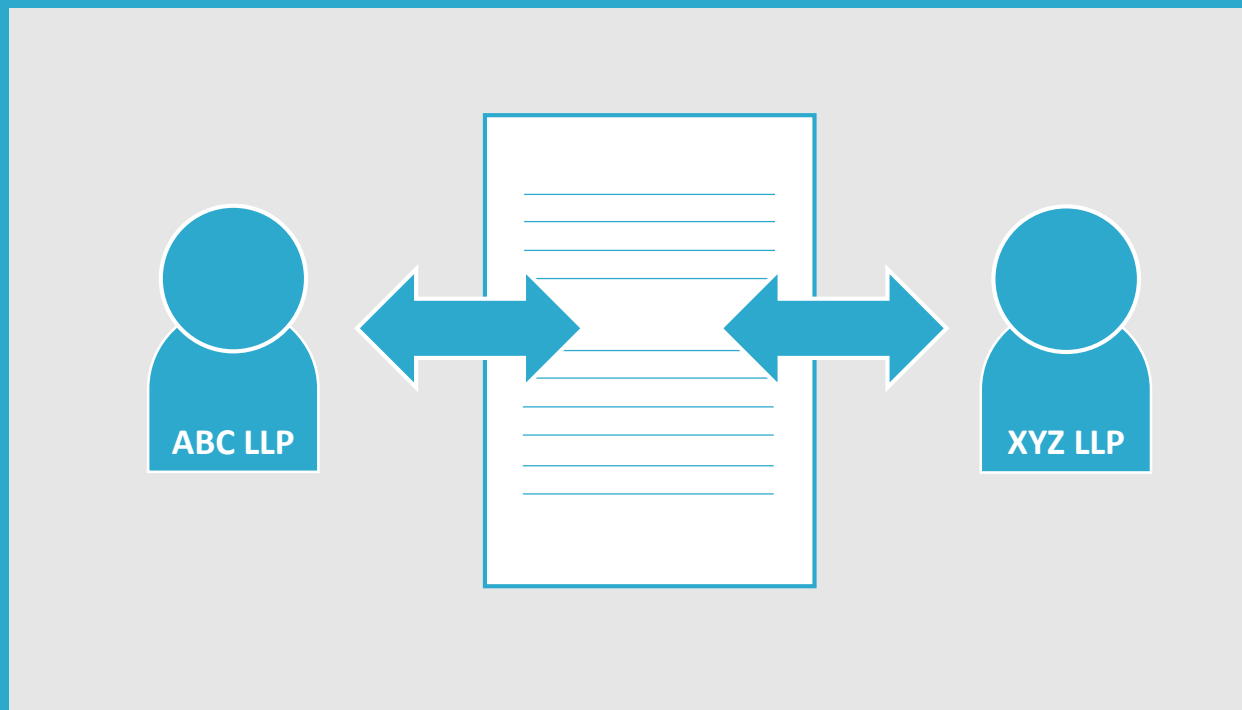
What are the benefits of using Standard Styles?



Separate
Schedule numbering



Improved collaboration



What are the benefits of using Standard Styles?



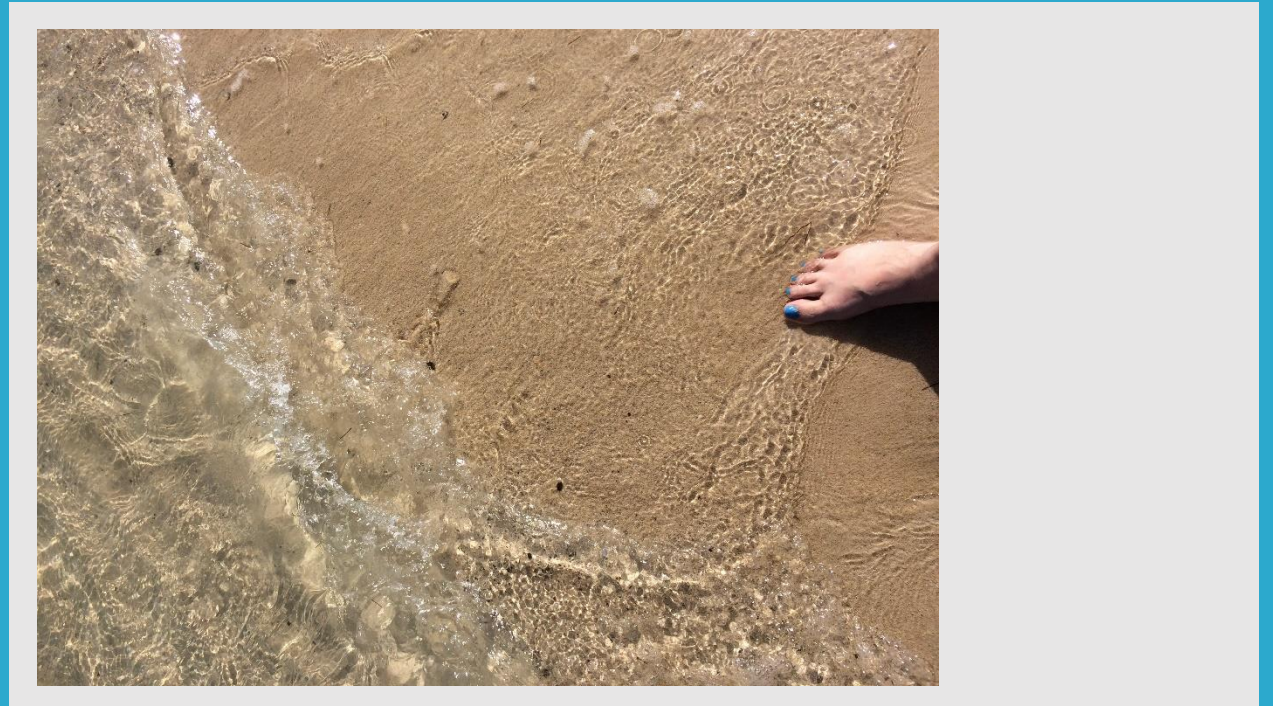
Separate
Schedule numbering



Improved collaboration



Less training



What are the benefits of using Standard Styles?



Meaningful names



Separate Schedule numbering



No Restart Numbering



Improved collaboration

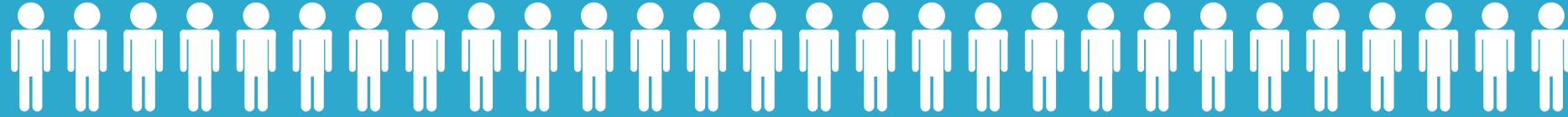


Numbered headings
and numbered
paragraphs



Less training

Standard Styles adoption...the story so far...



Yes



No



Who's using them?

Brodies

Weightmans

Dentons

Addleshaw
Goddard

Veale
Wasrough
Vizards

Ward Hadaway

Charles Russell
Speechlys

Barlow Robins

PLC

Watson Farley
& Williams

Thomas Eggar

Bond Dickinson

Fladgate

Adams & Remers

LexisNexis

Don't just take our word for it...

"The styles are really straightforward with their names making them easily identifiable".

"The UKDEG Standard Styles are intuitive and are displayed in the order that you would work through a document. So an additional bonus!"

"User acceptance was extremely positive and we've never looked back!"

"So easy!"

"Standard Styles have helped the firm improve styling quality"

"We have found that many of our Scottish counterparts use a similar naming convention for styles which definitely makes life easier when editing the other side's documents. So, onwards and upwards! Let's all get on board with this!"

Let's take a look...

How can I learn more about
adopting Standard Styles?

ukdeg.co.uk/styles



**Standard Styles
Workshop**

Kim Walton
2018

Any questions?