

Quick Start Guide

UBM Word Productivity Suite

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1. What This App Does

The UBM Word Productivity Suite makes Word easier to use. It adds a **special menu** called **DML** and gives you **shortcut keys** to quickly format documents, insert tables, add dates, and more. It also keeps itself updated automatically.

2. Installing the App

1. **Close Word first.**
 2. Copy the files you downloaded into the right folders:
 - **Template file (UBM-2024d-Template.dotm)** → *Custom Office Templates* folder
 - **Add-in file (UBM-2026a-Add-in.dotm)** → *Word STARTUP* folder
 - **Loader file (AAA-UBM-Loader.dotm)** → *Word STARTUP* folder
 3. Restart Word.
 4. You'll see a new menu at the top called **UBM**.
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3. Starting a New Document

- Create a new Document by Choosing the **Template file (UBM-2024d-Template.dotm)**

- Click **Add-in** → **DML** → **Start Standard Document** to begin with a table of contents and layout.
 - Or click **DML** → **Start Memo** for a simple memo format.
 - Shortcut keys:
 - Alt-M, D → Start Standard Document
 - Alt-M, M → Start Memo
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4. Everyday Features

- **Automatic Table of Contents** → Up to 3 levels.
 - **Easy Formatting** → Headings, lists, bullets, indents, memos, actions.
 - **Insert Dates & Times** → One click to add today's date or current time.
 - **Screenshots with Callouts** → Add a screenshot and attach a bubble note.
 - **Cross-References** → Link to other sections in your document.
 - **Shortcut Cheat Sheet** → Press Ctrl-Shift-C anytime to see all shortcuts.
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5. Updating

- The app checks for new versions automatically.
 - If updates are available, it will prompt you.
 - You can also download updates manually from the UBM website.
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6. Removing the App

- Close Word.
 - Delete the files from the folders where you installed them.
 - Restart Word — the UBM menu will disappear.
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7. Everyday Use Cases

- Writing memos with proper headers.
- Creating project documents with automatic TOCs.

- Adding screenshots with notes.
 - Formatting lists and bullets consistently.
 - Saving time with shortcut keys instead of manual formatting.
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