A GUIDE TO PRODUCTS FOR THE MICROSOFT® WINDOWS™ ENVIRONMENT FOR SMALL BUSINESS & PERSONAL PRODUCTIVITY

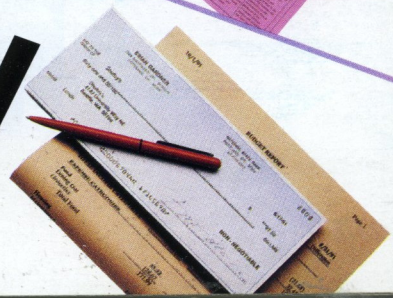
VOLUME 1

Microsoft Solution Series™ Add-Ons Directory

Microsoft Works

Microsoft Publisher

Microsoft Money



The Microsoft Solution Series

Microsoft Solution Series products are designed to focus on the everyday needs of individuals and growing businesses. These exciting programs, based on the Microsoft Windows graphical environment, help you produce professional-looking results every time you run them. Plus they're easy to learn and fun to use.

The Series products include Works for Windows, a combination of the tools you'll use most often in one easy-to-use program: a database, a spreadsheet, a word processor, plus drawing, charting, and reporting; Publisher, a desktop publishing program that lets even first time users create quality publications like newsletters, flyers, and calendars; and Money, a personal finance program that helps you to keep track of your business and personal checking accounts.

Microsoft Solution Series programs are designed to be easy for you to put to work the first time you use them. And you'll find you use them more and more as your business grows.

MICROSOFT PUBLISHER: PROFESSIONAL QUALITY PUBLICATIONS MADE EASY

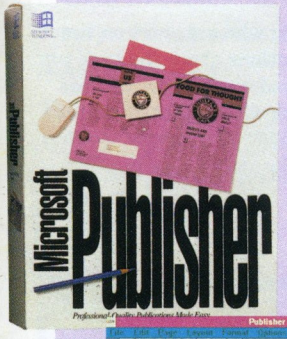
As part of the Solution Series, Microsoft Publisher for Windows makes it easy to create quality publications, even if you've never used a desktop publishing product before! With Publisher you can create newsletters, flyers, business forms, invitations, and more, in the time it normally takes you to write a letter. It's easy with the help of Publisher's PageWizards. PageWizards are interactive design guides that ask you questions about your design preferences and then create the basic publication for you.

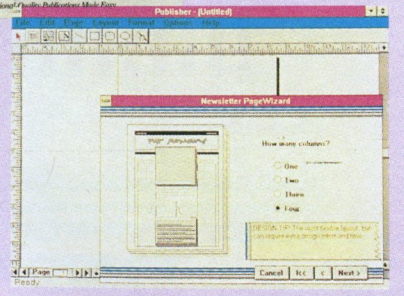
Jazz up your publications with over 120 black and white and color clip art pictures, or the more than 100 Border Art choices. And with WordArt you can create special fonts and font effects like printing top to bottom, slanted sideways, or in a button!

Microsoft Publisher helps you make a good first impression.

Suggested Retail Price **$199**

- **Built-in word processor with spelling checker**
- **Import text from major word processing applications like Microsoft Word, WordPerfect, WordStar and Microsoft Works**
- **Import pictures. Publisher accepts major graphics formats like CGM, EPS, TIF, PCX, and WMF**
- **The toolbar gives you access to a wide array of page layout tools**





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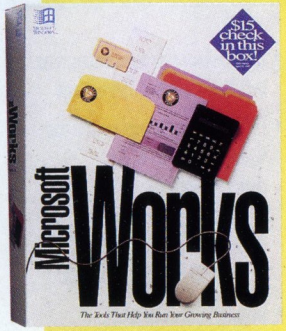
MICROSOFT WORKS FOR WINDOWS MAKES SHORT WORK OF THE MANY TASKS YOU DO EVERY DAY



Works

Microsoft Works for Windows contains the tools that help you run your growing business in one remarkably easy-to-use program. As part of the Microsoft Solution Series, Microsoft Works for Windows makes it easy to write correspondence and reports, calculate and chart financial data, build mailing lists, draw diagrams and logos, and much more.

The Works tools work together and that means it's easy to copy a chart into your business proposal, or send an announcement letter to all of your customers. And the tools all look and work the same so once you've learned how to use one of them, the others are a snap!

The Toolbar in Microsoft Works for Windows makes the functions you use most often, for example underlining, bold, italics, as well as a spell checking thesaurus, as easy as clicking a button.

Works for Windows also contains special help for people who are short on time! WorksWizards are interactive guides that ask you questions about the task you are trying to accomplish (mail merge, mailing labels, and creating an address book) and then does the work for you! Works also comes with extensive online help and lessons.

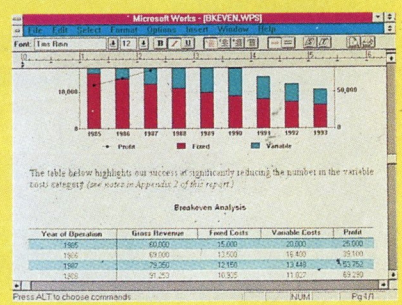
Works makes running a business a lot easier!

Suggested Retail Price **$199**

Works for Windows Upgrade

Upgrade now from your existing PC Works package (or the following integrated packages: LotusWorks, Better working 8 in 1, AlphaWorks, or Framework XE) to Works for Windows for just **$79!**

Call Microsoft for more information at 1-800-426-9400.



Growing Your Business Using Microsoft Works for Windows

This step-by-step guide to running a business using Microsoft Works for Windows comes complete with sample files that are ready to put to work!

Growing Your Business will show you how to:

- Use Works for Windows to manage your business more efficiently.
- Create and accounts receiveable and accounts payable database.
- Handle payroll more efficiently.
- Develop financial statements.
- Track cash flow.
- Calculate break even.
- Prepare break even.
- And much more

- **Compose and edit documents**
- **Analyze financial information**
- **Develop budgets and forecasts**
- **Maintain lists and files of people or products**
- **Produce mailing labels and form letters**

For conducting Works training sessions, an Instructor's Guidebook with seminar ideas and demonstration files is also available.

Suggested Retail Price **$10** available directly from Microsoft by calling 1-800-426-9400.

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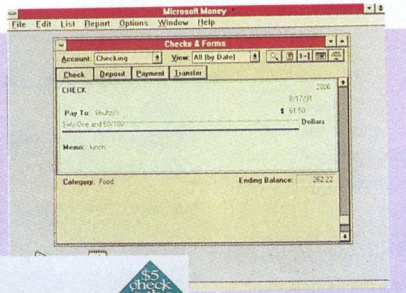
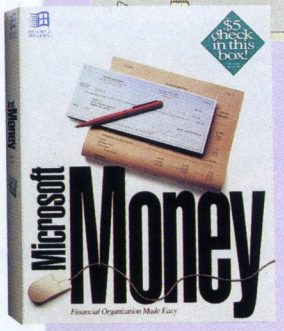
MICROSOFT MONEY IS SIMPLY THE FASTEST, EASIEST WAY TO MANAGE YOUR MONEY





Money

The Microsoft Solution Series is software for people, not computers. That's why you'll enjoy organizing your finances with Microsoft Money for Windows. It makes quick work out of ordinary budget and bill-paying chores and helps you easily take control of your finances. Quickly track your different business and personal accounts and do financial reports of those accounts. Use Money to write checks, track expenses, create budgets, organize your assets, and plan your financial future. It's incredibly easy to learn, so you can start using the program immediately. Pick up Microsoft Money today. And get a good look at where your money is going.

Suggested Retail Price **$69.95**

- **Microsoft Money fills in transactions for you**
- **Bank deposits, withdrawals, credit cards, and loan payments—track them in any level of detail**
- **Future transactions, such as automatic deposits and payments**
- **Expense tracking—enter expenses by category or sub category**
- **Reports—compile reports for net worth, income/expenses, budgets and tax information in seconds**
- **Instant summaries—get answers quickly and easily about specific expenses or categories. View multiple accounts at once**

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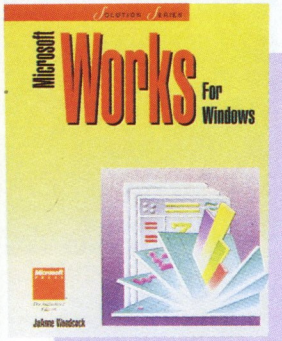
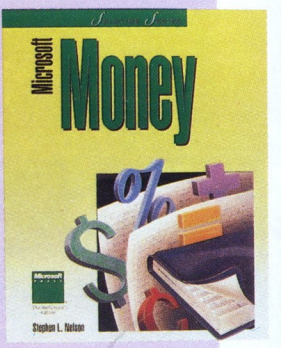
THE OFFICIAL SOFTWARE COMPANION BOOKS FROM MICROSOFT PRESS



When you're looking for information on Microsoft Works for Windows, Money or Publisher, turn to the Official Software Companion books from Microsoft Press:

Microsoft Works for Windows™

A great combination tutorial and reference with clear instruction on Works word processor, spreadsheet, database, drawing package, charting tool, communications module and report generator. In addition, learn to share data within Works and with Money and Publisher, and how to integrate Works into any small business. **$22.95**

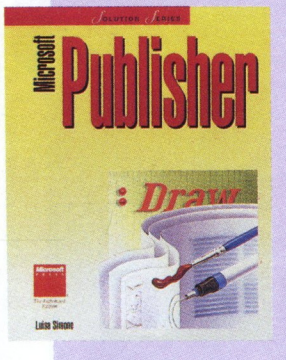


Microsoft Money

Example-packed tutorials on every Microsoft Money feature-and more. You'll find a wealth of information to help you automate and organize your finances, from basic tasks like balancing your checkbook to advanced accounting procedures. Ideal for individuals, investors and small-business owners. **$19.95**

Microsoft Publisher

An information-filled resource of design advice, projects and instruction on Microsoft Publisher. There is welcome information on design fundamentals, an overview of Publisher's built-in tools and features, a super selection of projects and an inspiring portfolio of printer pieces. **$24.95**



Microsoft PRESS®

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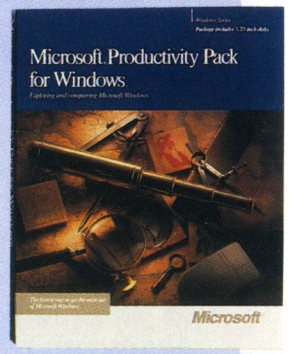
800-MSPRESS (8AM to 5PM CT)

WINDOWS PRODUCTIVITY PACK



The best tool for exploring and learning Microsoft Windows. The Microsoft Windows Productivity Pack offers a comprehensive tutorial on all of the features and concepts that can help you to take full advantage of the powerful Windows environment. For example, use the lesson on the File Manager to learn how to organize your directories and files to set up easy access to commonly used files and programs! The six complete tutorial modules on different components of Windows are all easy and fun to complete.

Suggested Retail Price **$59.95**

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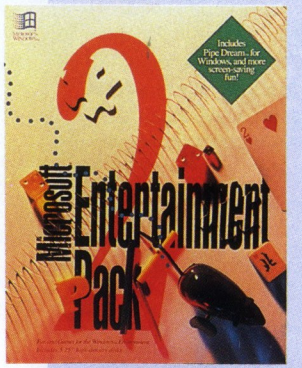
WINDOWS ENTERTAINMENT PACK



Microsoft Entertainment Packs: Volumes One, Two, and Three. Each Entertainment Pack offers a collection of seven unique games and a number of screen savers for your Windows environment. All three volumes contain strategy, card, and arcade fun and all three contain unique screen savers that will transform your screen into a work of art.

Suggested Retail Price **$39.95**

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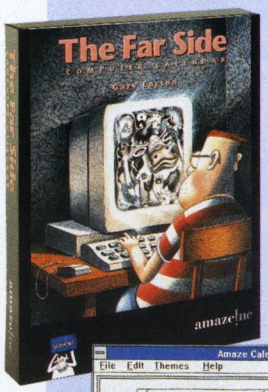
NOW YOUR COMPUTER CAN TAKE YOU TO THE FAR SIDE

Now the amazing, bizarre world of Gary Larson's Far Side is available for your computer. Introducing the Far Side Computer Calendar.

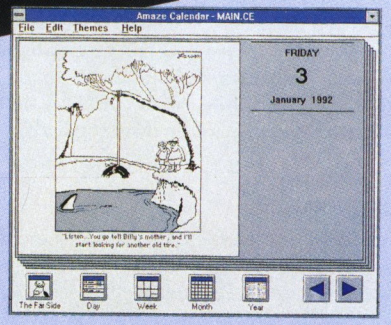
You've seen the Far Side off-the-wall calendars where each day brings you a new dose of Larson humor. The Far Side Computer Calendar is that and more. It's a daily cartoon combined with a fully functional calendar program.

But this isn't just an ordinary calendar, it starts when you want it to. January 1. May 17. October 9. Whenever you load the program you get 365 cartoons—a year full of fun. Plus you'll never have to buy another calendar because this one will keep going to the year 2000.

Taken from the vast Larson library, this software includes Far Side cartoons different from the 1992 paper calendar line. It also has a multi-featured organizational calendar that offers four views. Day. Week. Month. and Year. Each can be edited and printed out in different sizes for your notebook.



From one screen you can edit date, time and appointment information as well as make notes to yourself. You can easily program recurring events. Audio alarms can be set to remind you of important appointments. Each function is accessed through animated icons that provide a graphical overview of your day. And for the first time on computer you'll see Far Side favorites come alive in animation making random guest appearances to break up your day.



When you register we will send you a special premium and the Amaze Catalog so you can order your Far Side refills for years of laughs..

To order call: 1-800-367-4802, ask for Dept. E (Mac, DOS or Windows)

amaze!nc

Amaze !nc. 11810 115th Ave. N.E. Kirkland, WA 98034

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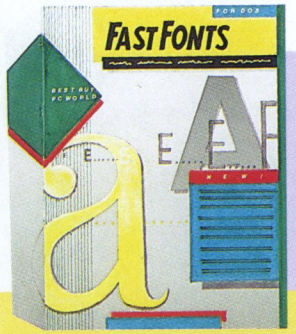
BUY ONE PROGRAM, GET A SECOND FREE!



Marin
Dixon
ΣψμβΛ (Symbol)
Cobb
Oxford
Hemet
Providence Lite
Quincy
Hancock
La Costa
(International)
Miami
Atech Brush
Marina
Windmill
Gilligan
Santee
(Dingbat)

FastFonts For Windows (incorporating Publisher's POWERPAK)

Add high-quality scalable fonts to your Windows documents for dramatically improved output on any printer. FastFonts gives you true WYSIWYG display and operates right within your document, virtually invisible until you need it. Scale type from 4 to 500 points easily. Choose from 18 complete typeface families, with normal, bold, italic, hollow, condensed, expanded, thin, and wide variations or combinations, for hundreds of typefaces in all! And each complete type family uses just 50K of hard disk space. FastFonts support over 450 printers, including PostScript® and LaserJet® printers, all at their highest resolution. Other outstanding features include:

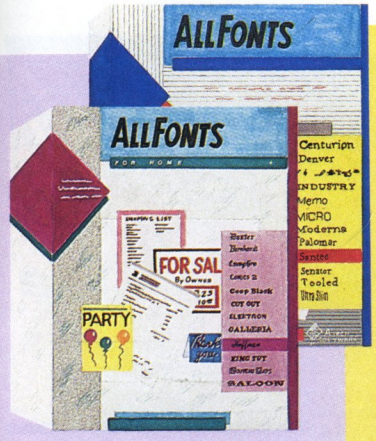
- Full support for TrueType®
- Type Import Utility for access to thousands of PostScript fonts
- Typesetting Utility for optional high-resolution imagesetter output
- Metrics Editor for control of kerning Only $99.95

AllFonts For Business

Here's the ideal typeface collection for all business uses, featuring a dozen FastFont typeface families specially selected for use in creating business letters, memos, reports, and other business documents. The universal installer lets you use these typefaces with nearly any application or printer: (See AllType description for details.) Choose from normal, bold, italic, bold italic, or hollow styles and thin, wide, condensed, expanded, and other width variations to create over 100 different typefaces! **Only $79.95**

AllFonts For Home

There's also a collection of typefaces that's perfect for all personal uses. It features a dozen type families specially selected for use in creating letters, notes, announcements, and more. Details correspond to Business Pack (see above). **Only $79.95**



For Home	For Business
Baxter	Centurion
GALLERIA	Denver
Bernhardt	INDUSTRY
Nouveau Caps	Memo
Campfire	MICRO
Comics 2	Ultra Slim
Coop Black	Moderna
CUT OUT	Palomar
ELEKTRON	News
Hoffman	(Dingbat 3)
KING TUT	Senator
SALOON	Tooled

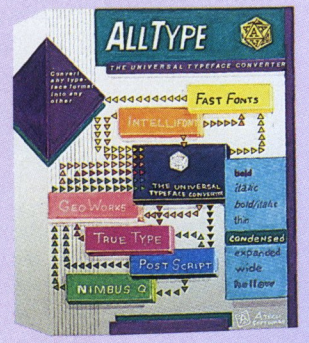
AllType®: The Universal Typeface Converter

Now, use any typeface in any application. AllType converts scalable typefaces to and from all major type formats, including Intellifont® format for HP's LaserJet III and other PCL® 5 printers, PostScript Type 1 and Type 3, TrueType, Atech FastFont, GeoWorks™, Nimbus Q®, and from Bitstream® Fontware. In fact, with today's scalable font supporting applications, AllType works with virtually any printer. With AllType, you can:

- Install fonts directly in over 30 of today's popular applications
- Standardize on the format of your choice
- Customize and rename typefaces to suit your personal needs
- Mix and match various type resources
- Reap big savings on future font purchases

Only $79.95

CALL 800-786-FONT (3668)



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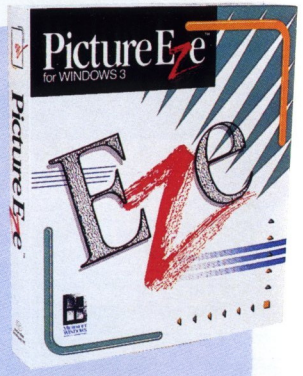
MSSS

PICTUREEZE MAKES IT EASY TO PUT GRAPHICS INTO YOUR APPLICATIONS



Use PictureEze when you need to import a graphic image into one of your Windows or DOS applications. PictureEze supports more than 50 of the best selling applications including all the popular Word Processors, Desktop Publishers, and Paint and Draw programs. And when you use PictureEze, you don't need to search through your manuals to find which file format your application requires. Just click on the name of your application and PictureEze will convert the image to the best format for your application automatically. Of course, if you want to specify a particular file format in detail, PictureEze allows you to do that too. It supports more than 60 distinct file types.

PictureEze also allows you to enhance the image. Using PictureEze you can rotate, mirror, or flip the image. Adjust the color, brightness, and contrast. Crop the image or change its size. Stretch it or shrink it. Reverse the color to produce a negative. Reduce the color content to transform a color image into a high-quality gray-scale image. PictureEze gives you control and makes image enhancement easy.

ORDER NOW AND SAVE $50

For a limited time Windows users can purchase PictureEze for only $99. Call toll free for immediate shipment.

PictureEze solves many of the incompatibility problems you encounter when you transfer graphic images from one application to another.

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PRODUCTIVITY IN WINDOWS

Organize and expand your desktop into 9 screen-size workspaces. Imagine, having 9 monitors and the ability to switch between them.

WideAngle is an essential tool for migrating from a character based user interface (DOS) to a graphical one. It offers a unique XRAY feature that makes your windows transparent. You can see every window and icon on your desktop. Instantly locate, activate and close any application.

With *WideAngle,* nothing is hidden from you! List Price: **$129.95**

Find or consolidate information quickly and efficiently with *Dragnets'* full text search and retrieval capability. It locates files by what's in them rather than just by cryptic file names. It can find the file or information you need even if you don't know the files' names or its whereabouts on the hard disk.

With *Dragnet* you get a comprehensive set of file viewers for Word Processing, Spreadsheet, Database and Graphic file types. They can be used to investigate files without launching the parent application. It also provides boolean and wildcard content-based searching capabilities for flexible information retrieval. When you're in a jam, *Dragnet* lets you find it all — fast! Now available at a lower list price: **$99.95**

Manage your hard disk information utilizing the only graphical file management utility with low overhead multiple indexes and sequential and boolean search capabilities.

AttiTools powerful features of: 'drag-and-drop' file and directory management; comprehensive file viewers; program launching; and graphical display of disk utilization; keeps you on your toes, and able to manage even the toughest deadlines! List Price: **$129.95**

For more information call: **1-800-736-4198**
International fax: 603-882-4936

Attitash Software™

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Nashua, NH 03063

PREVENT SCREEN BURN-IN WITH AFTER DARK 2.0

SHIPMENT EXPRESS SERVICE

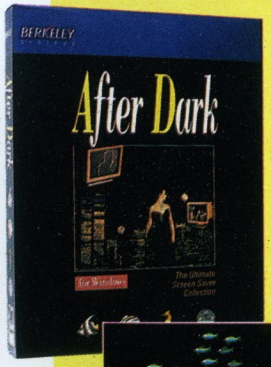
New Version!
Now over 40 displays and Digitized Sound

After Dark has over 40 incredible displays to prevent screen burn-in. You get Flying Toasters, famous fish, screen-gobbling worms, and many more! Use your company logo as screen saving art or leave messages. Includes screen-locking password protection in Windows or DOS. Set a password so only you can wake up your screen or configure After Dark's two-level system with a master password to allow access by System Administrators.

The SystemIQ task manager monitors system activity, to maximize performance while running After Dark.

AFTER DARK FEATURES:

- **Over 40 screen-saving displays**
- **DOS "black out" screen blanking**
- **Screen-Locking Security System**
- **Logo, Message and Slide Show display**



What the experts are saying:

"More than 35 displays, each more intriguing than the last."
-PC World

"After Dark is one of the all-time neatest programs I have seen. If you have Windows, you simply have to have this program."
-PC Computing

"Quite simply the most elegant and entertaining way of enhancing your screen's life yet devised."
-Windows User

Price: $35.00

BERKELEY SYSTEMS

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Berkeley, CA 94709
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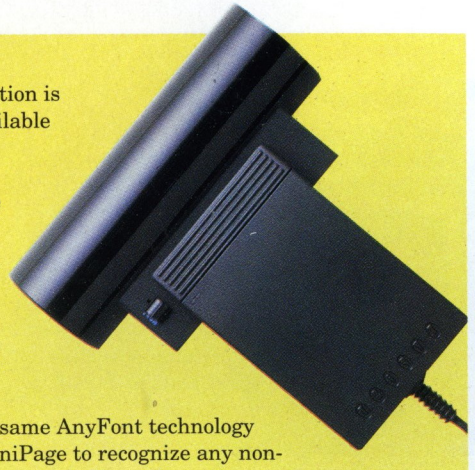
THE ULTIMATE TYPING MACHINE FOR WINDOWS USERS



The Typist Plus Graphics solution is complete - the finest OCR available and complete image editing software. This Macintosh, Windows and DOS compatible hand-held scanner can read text and numbers directly into your wordprocessor, spreadsheet or DTP application. And now Typist can scan and edit images with The Graphic Editor.

Typist Plus software uses the same AnyFont technology as Caere's award winning OmniPage to recognize any non-stylized fonts from 6 to 72 points (including column formats and spreadsheet numbers). Scan hundreds of words per minute at true 300 dpi resolution to achieve maximum accuracy.

The new Graphic Editor software creates full-tone - 256 shades of gray images in software (only available on Macintosh and under Windows for the PC). The Graphic Editor lets you scan and enhance photos, artwork and illustrations using intuitive image processing tools in either grayscale or black and white. Caere's proprietary LaserGray technology optimizes your output for laser printers to let you print halftones that look like photographs.

Manufacturer's Suggested Retail Prices:

PC **$595**

Macintosh **$695**

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APPOINTMENT BOOK, TO-DO LIST, POCKET SECRETARY, AND MORE—ALL IN ONE.

SHIPMENT EXPRESS SERVICE

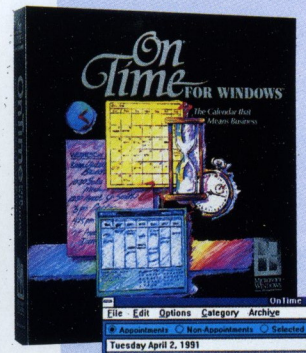
OnTime® for Windows

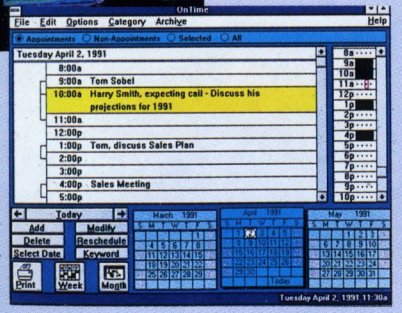
Just about any business management book will tell you that the best way to get ahead is to use your time wisely. And now you can unlock valuable time management secrets with OnTime for Windows.

- **Plan your time with an easy-to-use lifetime calendar and to-do list manager**
- **Remember critical dates and events**
- **Print pocket-size calendars and to-do lists**

This comprehensive program is a combination appointment book, to-do list, pocket secretary, desktop planner, tickler file, and alarm clock. Use it at your desk to plan your time and prioritize your work. Then print handy calendars to take with you.

You can see your time availability and conflicts at a glance. So you can concentrate on deciding how to best use your time—not the mechanics of keeping track of it.





The lifetime calendar lets you enter dates and events all the way through the year 2079. Simply click on any blocked out time and immediately see the details of the appointment.

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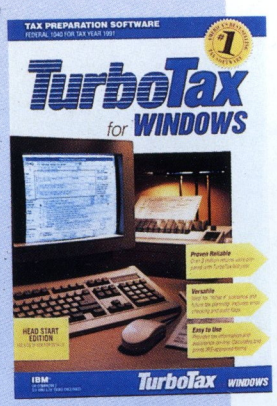

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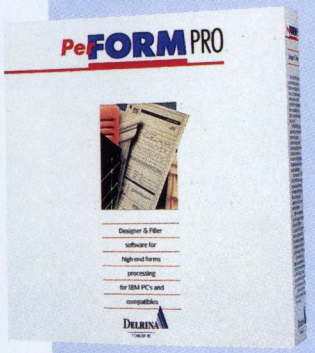

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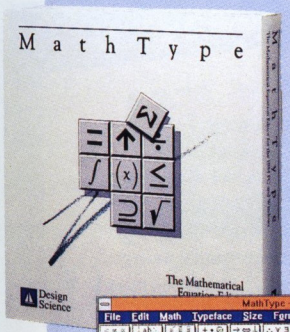

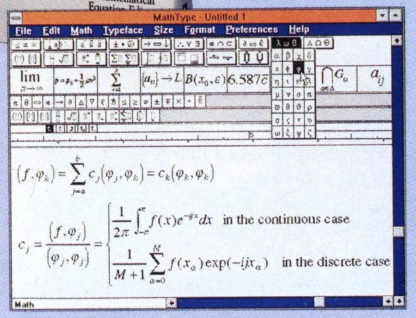

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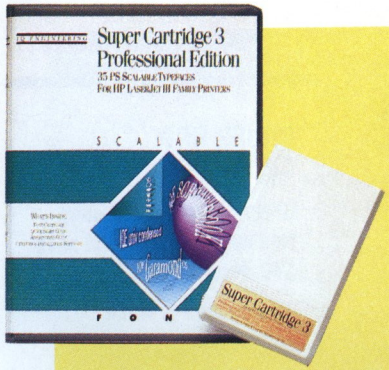

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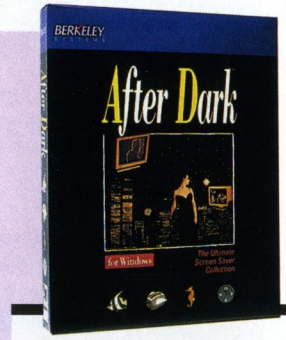

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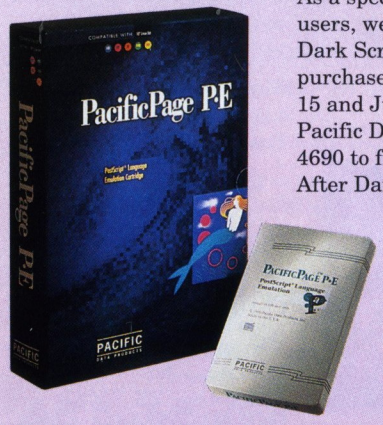

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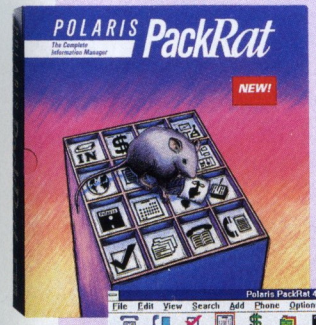

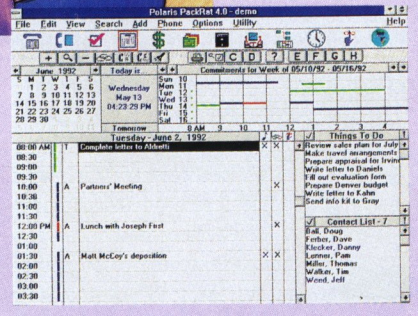

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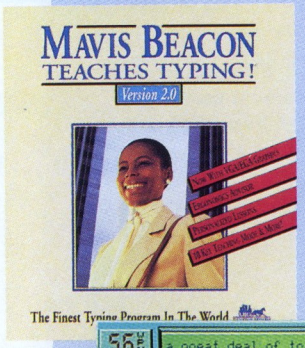

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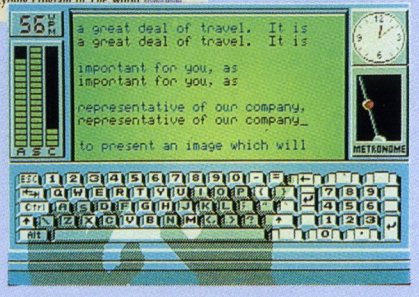

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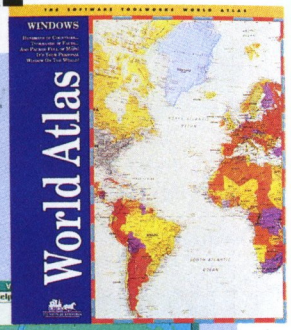

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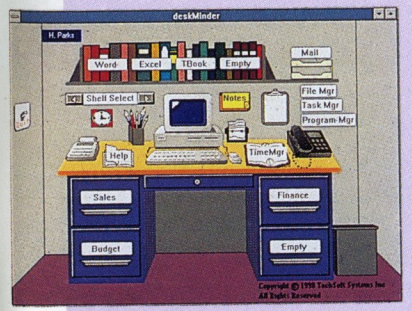

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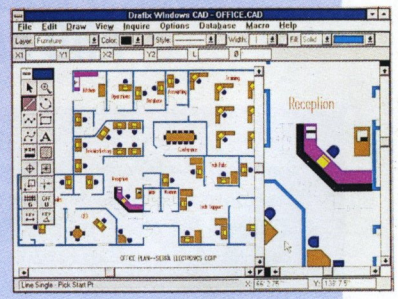

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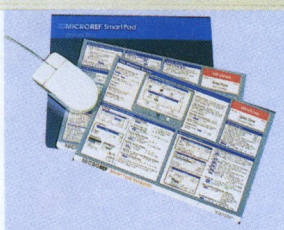

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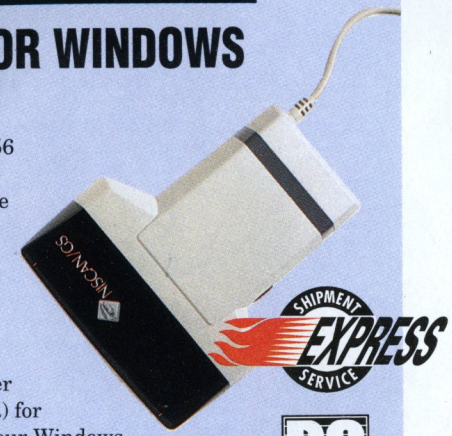

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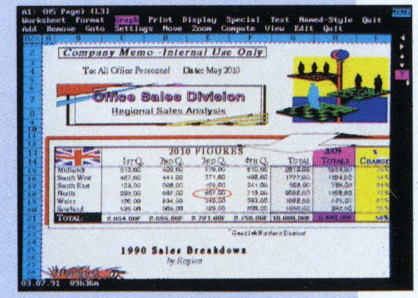

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