



20+



ESSENTIAL TOOLS TO GROW YOUR BUSINESS

- ✓ Billing & Invoicing
- ✓ Employee Policy Manual
- ✓ Brochures & Newsletters
- ✓ 2,100 Business Letters
- ✓ Legal Documents
- ✓ Employee Scheduling
- ✓ Contact Manager
- ✓ Web Pages
- ✓ E-Mail Campaigns
- ✓ Computer Training

... & more inside!

SMALL
Business
ADVANTAGE™

The Ultimate Collection of Business Tools™

**100% Genuine
Software Applications!**

No Trials or Limited Versions
Requiring an Upgrade Purchase!

Grow Your Small Business

- 1 Office Policy Manual**
Create a comprehensive employee handbook that sets employee expectations.
- 2 Company Logo**
Quickly create a memorable logo for your business cards, letters & Web site.
- 3 Letterhead & Business Cards**
Design & print great looking business cards & company letterhead.
- 4 Legal Forms & Contracts**
All the legal forms you'll need to start & run a small business in an electronic format.
- 5 Business Documents**
300 essential business documents & fill-in the blank wizards for fast results.
- 6 Business Planning**
Interactive business training helps you launch & run your business successfully.

Improve Office Productivity

- 7 Billing & Invoicing**
Create invoices & billing statements for professional service businesses.
- 8 Daily Planner**
Organize a calendar of appointments & company events.
- 9 Task List**
Prioritize & manage tasks & important deadlines. Check off completed items.
- 10 Employee Scheduling**
Organize, manage, & communicate employee work schedules.
- 11 Typing Instruction**
Improve your keyboarding productivity in the workplace & save time.
- 12 Excel Training**
Quickly create spreadsheets & analyze data for critical business decisions!
- 13 Computer Networking**
Everything you need to know to set up a small business computer network.

Increase Sales & Profits

- 14 High Impact E-Mail Campaigns**
Launch professionally-designed e-mail campaigns to customers in minutes.
- 15 Newsletters & Brochures**
Complete desktop publisher for flyers, catalogs, brochures, newsletters, & advertisements.
- 16 Contact Manager**
Stay in touch with customers, colleagues, & partners. Print envelopes & labels.
- 17 Business Letters**
2,100 professionally-written letters & e-mail phrases for every business situation!
- 18 Tax Deductions**
Easy guides, tips, & instructions on tax deductions that lower your business taxes.
- 19 Business Coaching**
Learn to start & run a thriving business from leading business owners.
- 20 Web Page Design**
Learn to develop a professional, search-optimized website & save thousands of dollars.

SMALL
Business
ADVANTAGE™

The Ultimate Collection of Business Tools™

Grow Your Business

Everything you need to start & run a small business.



Today's entrepreneurs possess a wide range of skills that enable them to achieve high-impact results across all departments – human resources, marketing, accounting, legal, and technology. *Small Business Advantage™* helps you tap your own potential to grow your business, using fewer resources. Save time and money and get professional results!

Office Policy Manual

Write an *Employee Handbook* that sets employee expectations about your company culture, working environment, office policy, and standards.

- ✓ Train new hires more quickly & professionally.
- ✓ Avoid confusion & reduce potential conflicts.
- ✓ Set workplace guidelines & reduce legal risks.
- ✓ Reduce the misuse of Phone, E-mail & Internet.

Communicate the vision of your business!



Company Logo*

Successful branding starts with professional logos. Quickly create custom logos for your company business cards, letters, website, and more.

- ✓ Design your own logos from 50+ templates.
- ✓ Quick & easy to use—no design experience required!
- ✓ Professional logos & high-quality resolution.

*Program is a 100% genuine application—not a trial or limited version.



Give yourself a competitive advantage!

Letterhead & Business Cards

When you are growing your business, you'll need professional business cards and stationary fast.

- ✓ Design & print business cards in minutes.
- ✓ Pre-designed templates for all business types.
- ✓ Convenient design tools, fonts, colors & graphics.



Legal Forms & Contracts

Why spend thousands on attorney fees? Save time, money, and effort by creating important legal forms, documents and contracts yourself.

- ✓ Prepare documents for board members & shareholders.
- ✓ Write partnership agreements to expand your markets.
- ✓ Protect your intellectual property & copyrights.



Business Documents

Documents for all areas of your business: sales, marketing, billing, staff management, shipping, customer service, and more.

- ✓ Write detailed employee evaluations & reviews.
- ✓ Raise capital. Apply for grants & borrow money.
- ✓ Hire employees, contractors & consultants.

300 Legal Forms, Contracts & Business Documents

- Business Planning & Management
- Credit & Collection
- Finance & Accounting
- Contractors & Consultants
- Sales & Marketing
- Internet & Technology
- Operations & Logistics
- Legal Agreements

Business Planning

Interactive training offers comprehensive instruction for launching your business, managing daily operations, and running your business more smoothly.

- ✓ Write a powerful business plan.
- ✓ Share your vision with investors, partners & employees.
- ✓ Get started quickly with samples & advice.

Achieve better results across all departments.



The Ultimate Collection of Small Business Tools

The tools you need to grow your business, improve office productivity, and increase sales.

Improve Office Productivity

- ✓ Billing & Invoicing
- ✓ Daily Planner
- ✓ To-Do List
- ✓ Employee Scheduling
- ✓ Typing Instruction
- ✓ Excel Training
- ✓ Computer Networking

Increase Sales & Profits

- ✓ E-Mail Campaigns
- ✓ Contact Manager
- ✓ Business Letters
- ✓ Tax Deductions
- ✓ Company Logo Design
- ✓ Web Page Design
- ✓ Newsletters & Brochures



More Inside

Improve Office Productivity

Save time & money! Get organized & increase productivity.



As a small business manager, you know how important it is to run an efficient, well-organized office. *Small Business Advantage™* includes everything you need to organize business contacts, invoices, schedules, and project tasks. Plus, get the essential training you need to develop valuable computer skills.

Billing & Invoicing

Powerful billing software creates invoices and statements for tasks and time-based billing projects. Invoicing is easy and automatic.

- ✓ Create invoices & billing statements.
- ✓ Flexible for all professional service businesses.
- ✓ Get paid regularly & track employee hours.



Create great-looking invoices in minutes.

Daily Planner

Organize your calendar of appointments, events, calls, and meetings for you and your entire team. Quickly add repeating events, such as regular meetings and weekly tasks.

- ✓ Stay in control of your schedule.
- ✓ Plan all important company meetings & events.
- ✓ Simply drag & drop appointments to reschedule!



Employee Scheduling

Organize, manage, and communicate employee shifts and work schedules for small teams. Eliminates spreadsheets or paper-based systems.

- ✓ Define work schedules including start & end times.
- ✓ Group employees into work teams by category.
- ✓ Easy to read color-coded schedule conflicts.



Task List

Finish projects on time. Prioritize and manage tasks, set due dates, sort by priority, and check off items as they are completed.

- ✓ Get organized & accomplish more in less time.
- ✓ Categorize & view your complete task list.
- ✓ Prioritize activities that expand your business.

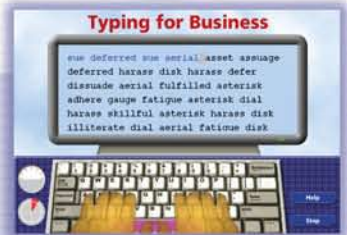
Get organized & save valuable time!



Typing Instruction

Improve your productivity in the workplace. Save time and effort when you improve your typing speed and accuracy.

- ✓ Build essential typing skills quickly & easily.
- ✓ Learn to touch type with lessons & practice tests.
- ✓ Designed especially for busy professionals.



Excel Training

Learn Microsoft® Excel to create spreadsheets, analyze data, and share information for critical business decisions!

- ✓ Inserting Images, Tables, Charts & Formulas.
- ✓ Entering & Editing Data & Changing Cell Alignment.
- ✓ Using AutoFilter, Financial Functions & Number Formatting.

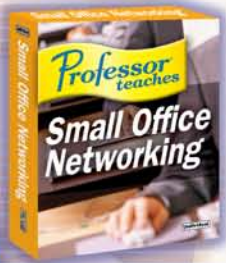


Computer Networking

Setting up a small office network is easier than you think — just a few clicks away. Learn to share printers, devices, and files and improve team coordination!

- ✓ Installing Cables, Devices & Cards.
- ✓ Using Wireless Networking.
- ✓ Configuring Operating Systems.
- ✓ Adding Internet Connections.

Develop skills & improve business productivity!



Improve Productivity

Increase Sales & Profits

Tools that give your business the competitive advantage!



As a small business owner, you may not have the marketing staff or sales tools you need to take your business to the next level. **Small Business Advantage™** provides everything you need to create Web pages, launch e-mail marketing campaigns, write professional letters, and design newsletters and brochures.

High Impact E-Mail Campaigns

Create agency quality e-mails with professionally designed e-mail marketing templates. Customize with your company's logo, colors, and photos.

- ✓ Create & send premium-quality e-mails!
- ✓ Drive traffic & increase your web sales at no cost.
- ✓ Easy-to-use templates - no experience required!



Newsletters & Brochures

Create professional-quality presentations using templates and graphics for flyers, signs, envelopes, brochures, labels, newsletters, and more!

- ✓ Flyers & Signs
- ✓ Address Labels
- ✓ Brochures & Catalogs
- ✓ Invitation Cards
- ✓ Restaurant Menus
- ✓ Letterheads
- ✓ Newsletters
- ✓ ID & Name Badges
- ✓ Postcards & Envelopes
- ✓ Advertisement



Advertise products & services to increase sales!

Contact Manager

Build stronger relationships with customers, colleagues, and partners. Store all names, addresses, and other information in one convenient location – always at your fingertips.

- ✓ Centralize key contact & customer information.
- ✓ Simply drag-and-drop to schedule appointments.
- ✓ Print address books, envelopes & mailing labels.



Business Letters

Win customers, increase sales, and improve customer service with powerful, pre-written business letters and e-mail phrases for every business situation!

- ✓ 2,100 business, sales, legal & customer service letters.
- ✓ Professionally-written with ideal words, tone & approach.
- ✓ Advanced search helps you find the perfect phrase.

Create all the marketing collateral you'll need!



Tax Deductions

Increase your profitability by paying less in taxes! Identify and maximize the business tax deductions you're entitled to – quickly, easily, and legally.

- ✓ Deduct home office, healthcare & start-up expenses.
- ✓ Reimburse travel, vehicle, entertainment & equipment costs.
- ✓ Includes step-by-step instructions & concise guide.

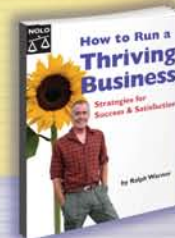


Business Coaching

Learn to start and run a thriving business from leading business owners. Achieve professional success and personal satisfaction.

- ✓ Discover business philosophies & insider advice.
- ✓ 20 important strategies give you a competitive edge.
- ✓ Essential business advice! Launch & run your business more effectively.

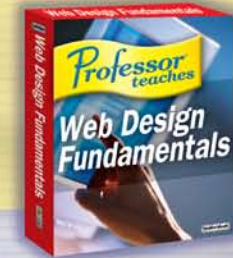
Boost sales, reduce expenses & increase profits!



Web Page Design

Learn to develop a professionally-designed website and save thousands. Discover the secrets of great web pages and make your eCommerce dreams a reality!

- ✓ Design, showcase & sell your products & services.
- ✓ Domain registration, e-mail campaigns & Web hosting.
- ✓ Google & Search Engine Optimization (SEO).



Increase Profits



SMALL Business ADVANTAGE™

The Ultimate Collection of Business Tools™

DVD Install Disc Inside



Also compatible with Windows® Vista™ & XP

SMALL Business ADVANTAGE™

The Ultimate Collection of Business Tools™



Technical Support & Customer Service: (925) 734-6767 or www.individualsoftware.com/support
Individual Software Inc., 4255 Hopyard Road, #2 Pleasanton, CA 94588-9900

©2010 Individual Software Inc. and its licensors. All rights reserved. Professor Teaches, and the Individual logo are trademarks of Individual Software. All other trademarks or registered trademarks are the property of their respective holders. Portions of the content ©2010 Belltech Systems; ©2010 KMT Software; ©2010 Nolo; ©2010 WriteExpress Corporation; ©2010 BQE Software, Inc.; ©2010 BizTree Inc.; ©2010 Laughingbird Software. All rights reserved. This product contains links to the World Wide Web owned and operated by 3rd parties. These 3rd party linked sites are not under the control of Individual Software and Individual Software is not responsible or liable for any content, goods or services, promotional discounts, level of service or any other offers made from any 3rd party linked site. USE OF THIS PRODUCT SUBJECT TO THE RESTRICTIONS AND THE LIMITATION OF WARRANTY UNDER THE AGREEMENT CONTAINED ON THE SOFTWARE HEREIN.

Customer Satisfaction Guarantee: Individual Software guarantees that this product meets our highest quality standards. Our FREE technical support is a demonstration of our commitment to Customer Satisfaction. Additionally, if, for any reason within 30 days of purchase, we cannot ensure that the software will work on your system, we will gladly replace the software, exchange it for another product or refund your money.



SMALL Business ADVANTAGE™

The Ultimate Collection of Business Tools™

SYSTEM REQUIREMENTS

- Pentium® PC or Higher
- Microsoft® Windows® 7, Vista, or XP
- DVD-ROM Drive
- 20 - 200 MB Hard Drive space available per application
- 800 x 600 16 Bit color display
- Sound card
- Speakers or headphones
- Mouse

Software Requirements:

- E-Mail Requires Microsoft Outlook®
- Office Policy Manual Requires Microsoft Office®



Also compatible with Windows® Vista™ & XP