



**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™**

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# 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.



## 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.

Give yourself a competitive advantage!



## 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.

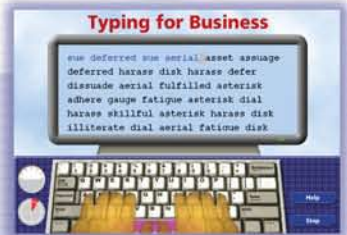
Get organized & save valuable time!



## 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.

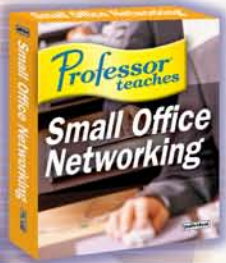


## Computer Networking

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.

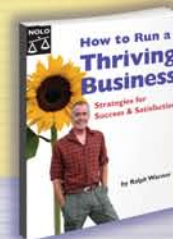


## Business Coaching

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.

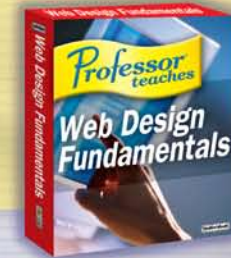
Boost sales, reduce expenses & increase profits!



## 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™

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DVD Install Disc Inside



Also compatible with Windows® Vista™ & XP



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## 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

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