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Ability Office Business

Seven fully featured applications in one affordable, powerful and above all compatible office suite, specifically designed for the needs of businesses everywhere. Get straight to work via Ability Office's completely familiar user interface. Load from and save to MS *.doc, *.xls, *.ppt and *.mdb files, Adobe® PhotoShop *.psd files, plus all other mainstream graphical formats with Ability Office Business – the cost-effective and easy-to-use alternative to MS Office®.

■ Write

Gives you everything you need to prepare, edit and present better-looking letters, reports, quotations, memos, mailings and newsletters. Write has all the features that you would expect from any top quality word processor – spell checker and thesaurus, bulleted and numbered lists, a wide range of file formats for export and import, headers and footers, numerous paragraph and font options, interactive rulers, intelligent drag and drop editing, short-cut menus for easy text revision, the capacity to include graphics, spreadsheets and charts, plus a whole host of other essential features.

■ Spreadsheet

The perfect tool for managing all your numerical data, whether business information, home finances, complicated calculations or homework problems. To help you make sense of your figures, Ability has incorporated all the essential elements users need from a spreadsheet program, as well as a range of advanced features – such as pivot tables and macros – to make working with numerical data as easy and clear as it gets.

■ Database

A powerful data management system that is perfect for storing and analysing structured data or information, including address books, inventories, customer and product lists, medical records, and any other data that can be usefully tabulated.

■ Presentation

The ideal application for creating professional slideshow presentations, using a range of visual and text effects to make sure your message is delivered with maximum impact. Make your presentations as simple or as complicated as you need with the combination of Ability's user-friendly design interface and rich creative feature set enabling the production of the highest quality presentations..

■ Photopaint

A feature-rich photo and image editor that will instantly feel familiar, both in interface and functionality, to users of Adobe® Photoshop. Its fundamental components include paint tools, colour palettes, brushes, selections, special effects filters and layers, delivering you the ability to create the exact graphical effects and edits required.

■ Photoalbum

This user-friendly image organiser lets users store and easily locate their digital photos and other images, with all major graphical formats supported. Featuring a multi-window interface, Photoalbum displays a clear outline of folders, albums and favourites, file lists with property pages, and choices of full screen or thumbnail views of all pictures in any selected folder or album.

■ Draw

Object design and layout software utilising vector objects, enabling you to create your own vector-based designs for use as logos or clip art.



As a major added benefit, universally accepted Adobe® PDF files can be created with one click from within all relevant applications, allowing secure delivery of original documents and making it quick and easy to publish documents online.



Ability Office Home

For the home user, Ability Office Home offers six core applications. Perfect for working from home, allowing files to be edited and exchanged with those back in the office, and absolutely ideal for students and schoolchildren.

Includes:

- Write ■ Spreadsheet ■ Presentation
- Photopaint ■ Photoalbum ■ Draw



Ability Graphics

Photos & Presentations



A complete graphics, photo-editing and presentation suite for the home or office. Edit, improve and catalogue all types of images, including photos uploaded from digital cameras and images imported from standard scanners.

■ Photopaint

A powerful yet easy-to-use photo and image editor that is compatible with Adobe® PhotoShop *.psd files and all other major image formats. The intuitive user interface gives instant access to a number of essential tools, such as colour palettes, brushes, selections, special effects filters and layers – in fact, everything you'll need to retouch and restyle your photographs, or create and edit the highest quality graphics.

■ Presentation

Whether you're designing a professional-looking presentation or simply putting together a slideshow of photos, it's all so easy to achieve with Ability Graphics. The familiar and user-friendly interface, wide range of visual and text effects immediately enable your creativity. Compatible with MS Powerpoint® *.ppt files and a must for home users, schoolchildren, students and professionals alike.

■ Photoalbum

No more time wasted hunting for that photo or image on your hard drive. Photoalbum is an electronic album that catalogues and manages all your photos and other graphics images on your PC, letting you locate the ones you need within moments. Featuring a simple multi-window interface to display your folders, albums and favourites, with a choice of fullscreen views, thumbnail views or even rolling slideshows.

■ Draw

Draw is a vector-based line drawing application. Use the inbuilt drawing tools to access lines, rectangles, curves and more, or go freehand and create your own designs. Ideal for creating your own logos and clip art, planning room layouts, or adding effects to photographs and presentations.



Ability Internet Security



A complete and reliable security solution, offering total online protection against all types of threats with a special emphasis placed on identity theft and cyber-crime. All features are automatic, allowing users to enjoy the Internet with complete peace of mind.

■ Full protection against malware

Based on Panda Security's award-winning technology, Ability Internet Security is proven to protect. Its advanced antivirus, antispware, antiphishing and antirootkit technologies combine with a robust and fully configurable firewall to keep your system safe online.

■ Automated backup, including free online storage

Safeguard your files against accidental loss or damage with Ability Internet Security's automated backup utility. Choose to back up to local media or securely online (with 1GB of free online storage). You need never lose any of your important information.

■ Optimised PC system performance

Ability Internet Security's Optimisation routine cleans out all unnecessary components (removing cookies, temporary files, items in the recycle bin, etc.) and defragments the hard disk, maximising the performance of your computer.

■ Identity protection

If you shop or bank online, all your most sensitive data, such as account names and numbers, addresses, credit card numbers, needs particular protection. The inbuilt Identity Protect feature lets you know at any time when this type of data is about to be issued from your computer. You are in control at all times.

■ Restrict access to inappropriate websites

If you're worried about your family's use of the Internet, or your employees wasting valuable time visiting non-work related websites, Ability Internet Security has the solution. Its content control feature lets you select what type of web pages each user of a computer can view, with a range of custom filters. You decide how the Internet should be used.



Ability Business Planner



Setting up or expanding your business, but not sure where to start? Specifically developed for entrepreneurs and start-ups by small business owners and experts, Ability Business Planner will guide you through every step of the business planning process with "plain English" hints, tips and advice based on proven business practice.

■ Financial projections

In just minutes, Ability Business Planner helps you build a comprehensive set of financial projections, complete with reports and charts, so you'll not only know if your idea will make money, but when it will make money.

■ Business Planning Simplified

Unlike using spreadsheets, you won't have to deal with complicated calculations, create formulas, or design and build reports or graphs – Ability Business Planner does it all for you, creating P&Ls, Cash Flow Plans, Balance Sheets and more. Simply enter your text and combine it with your financials to produce the ultimate winning business plan.

■ Wide selection of pre-written templates

Ability Business Planner includes over 1,000 business plan excerpts and 25 complete sample business plans ready to edit. Simply choose from the pre-written templates to get your business plan completed with the minimum of effort.

■ Recommended format

Ability Business Planner prepares your business plan using recommended formats preferred by banks and other lending institutions.



Ability Appointment Manager



Book appointments faster with Ability Appointment Manager scheduling software. The on-screen calendar lets you see what slots are available for both customers and staff, so you won't have to make customers wait in silence while you flip through a paper appointment book.

■ Efficient, fast and simple

Easily find available appointment times so you can book more business. Quickly add or locate customer details with point-and-click navigation, intuitive layout and day/week/month views giving you easy access to all information, and most importantly making sure you never double-book.

■ Waiting List

Maximise efficiency and slot customers into available openings with Ability Appointment Manager's waiting list, which lets you instantly see what pending appointment requests can be scheduled. All the information you need to confirm any appointments with your customer is at your fingertips, so you can accommodate more requests and so generate more business. The on-screen waiting list even reminds you to take action on expired appointment requests.

■ E-mail appointment reminders

Save your business money by e-mailing your customers appointment reminders, reducing the number of no-shows, short-term cancellations or rescheduled appointments.

■ Reports

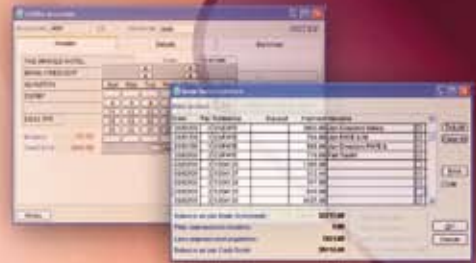
Produce reports to provide you the information you need about your business. Generate reports, track client history and more. Print or export your appointment calendar and reports in various formats, including PDF and HTML.

■ Flexible with multi-user licenses available

If more than one member of staff needs access to Ability Appointment Manager, simply upgrade to a multi-user license and allow others to create, schedule and edit appointments from any networked PC.



Ability Accounts Small Business



The easy-to-use accounting solution designed specifically for small and start-up businesses, enabling accounts to be done quickly, multiple bank accounts to be reconciled easily and VAT returns to be prepared in a matter of minutes.

■ Feature-rich yet easy to use

Ability Accounts is easy both to install and use. The comprehensive online reference guide walks you quickly and simply through tasks such as the production of invoices with automatic product pricing and VAT-inclusive options. A total of 33 easy-to-read preset reports are instantly available, showing you the financial position of your business at the simple click of a button.

■ Real-time integrated accounting

Ability Accounts delivers real-time and fully integrated accounting, with all relevant records being instantly updated as new data is entered. This allows immediate views of your financial position and the performance of your business, with further reporting on your customer, supplier and product records. It also ensures that all essential business information, such as bank balances and VAT liability, is always up to date.

■ VAT accounting

Ability Accounts fully supports both Cash Accounting and Invoice Accounting schemes for analysis of VAT reporting. It correctly handles thresholds and transition in either direction between the two basic schemes and can also accommodate other VAT options (Flat Rate scheme, Retail scheme, Annual Accounting etc.)

■ At-a-glance management overviews

Displays current balances for debtors, creditors, bank and VAT with drill-down to all underlying transactions.

■ Multi-User Capability

Upgrade to a multi-user license and allow concurrent users to view and update accounts information from any networked PC.



Ability Staff Files



Bringing maximum ease and efficiency to managing employee information and delivering a flexible Human Resource Information System to simplify the way you manage your staff records. Quick-tab navigation lets you track all your personnel information in one location instead of sifting through folders and filing cabinets.

■ Easily access all employee information in one place

Store personnel and employment information including names, addresses, home and work phone numbers and employment start date, and retrieve at the click of a button

■ Create reports and templates

Ability Staff Files has 23 predefined reports that correspond to employee information already entered in the program. Print professional-looking reports for individual employees, or a full staff report.

■ Publish and mail letters

Includes 34 letter templates. The Create/Edit and Publish Letters features allow you to create and send employee correspondence quickly and efficiently.

■ Keep track of holidays, accruals and time off

Ability Staff Files provides answers to questions such as "How many days holiday do I have remaining?" right at your fingertips. The Accruals tab tracks sick days, holidays taken, and any other user-defined time accruals, showing hours accrued, hours taken, and balances remaining.

■ Keep personal information and documents safe and secure

Scan and save electronic copies of paper documents – passports, applications, CV's, photos etc – for later retrieval within Ability Staff Files. Safeguard all your critical employee data – staff evaluations, records of training history and emergency details – with multi-level passwords providing either read-only or full data entry rights.

■ Multi-User Licenses Available

Does more than one person need access to Ability Staff Files? Upgrade to a multi-user license and allow others to view or edit employee information from any networked PC.

Welcome to Ability Software

Ability Software International (ASI) offers a complete range of fully featured and cost-effective software for all types of businesses. Whether you're just starting out or looking to expand your business, ASI delivers the solutions to meet your requirements under one single brand you can rely upon.

Featuring a fully integrated and above all compatible Office suite with word processing, spreadsheet, presentation, database and more, together with other business-critical applications such as Internet Security to protect your data, Accounting to manage your finances, Business Planning, Appointment Scheduling and Staff File Management – ASI Ability offers a complete cohesive range.

ASI understands that maximising return on capital investment and managing cash flow are core objectives for any business and has produced a truly comprehensive range of products at a fraction of the price of the mainstream competition.

ASI software allows you to manage and automate crucial day-to-day business processes with a core range of applications, freeing you up to deploy your management time elsewhere. All titles have been specifically designed with the needs of small businesses in mind, require no specialist knowledge to get started and deliver all the functionality your business will need.



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