

ClarisWorks Templates for Small Business for ClarisWorks 4.0 Macintosh

The templates include:

- ▶ Contacts
- ▶ Spreadsheets, loan repayments and cheque balancing
- ▶ Many word processing and draw templates

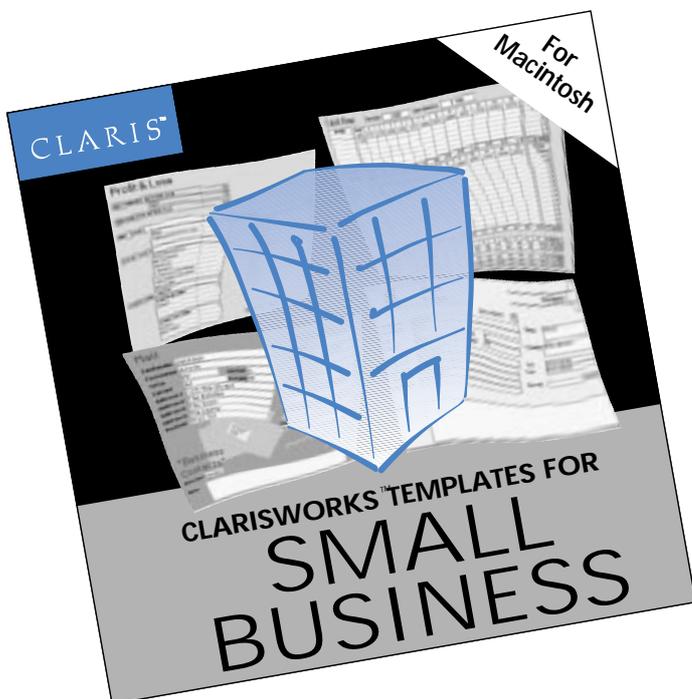
Running a small business isn't easy whether you have two or twenty employees. There are always a million details to stay on top of – priorities to juggle, customers to talk to and money to manage. ClarisWorks™ Templates for Small Business help you manage the economics of looking after your establishment. The Small Business pack includes a variety of templates for your company for creating presentations, balance sheets, tracking loans and insurance, profit and loss, and databases for clients and orders. You simply replace template text with your own information to create impressive results.

ClarisWorks Templates for Small Business feature an electronic address book for you to organise contact information about business associates. A mail merge template can automatically insert these names and addresses to create custom letters.

ClarisWorks 4.0

ClarisWorks, seamlessly integrates word processing, spreadsheet, charting, database and communications environments. ClarisWorks is extraordinarily lean and compact and is built for fast performance without taking up a lot of space on your machine.

Claris. Simply powerful software.™



ClarisWorks Templates for Small Business

for ClarisWorks 4.0 Macintosh

Now even the most complicated home computer tasks are made quick and easy. Customise these templates with your own information. You'll be using your computer to do things you may not even have thought possible with Claris Templates for Small Business.

TERU

Commissioned by Claris, the templates were originally developed under the supervision of senior researchers at the Technology Education Research Unit (TERU), Goldsmiths' College, University of London. TERU is at the forefront of national and international research and development in technology education. The unit works directly with curriculum agencies, schools, business and industry to generate and disseminate its knowledge, skill and understanding.



CLARIS™

MINIMUM MACINTOSH CONFIGURATION:

ClarisWorks Templates for Small Business are designed to be used with the following equipment :

- ▶ Macintosh with 68020 processor or higher, or Power Macintosh
- ▶ 14" colour monitor
- ▶ System 7.0 or later software
- ▶ ClarisWorks 4.0 for Macintosh
- ▶ 4MB RAM and 2.5MB free hard disk space

Claris International Inc.
1 Roundwood Avenue, Stockley Park, Uxbridge
Middlesex UB11 1BG
Tel: (0181) 756 0101

Distributed in the UK by:

Computers Unlimited.
The Technology Park, Colindeep Lane
London NW9 6DU
Tel: (0181) 200 8282

For Retail contact:

GEM Distribution Ltd.
Lovet Road, The Pinnacles, Harlow
Essex CM19 5TB
Tel: (01279) 822822

© 1995 Claris Corporation. All Rights Reserved. Claris, ClarisWorks and Simply powerful software are trademarks of Claris Corporation. All other product names are trademarks or registered trademarks of their respective owners.

B-CWTemp/B-1195-001