SoHo templates from Claris for Macintosh and Windows

This first series of business templates focuses on the needs of the small office and offers an insight into the improvement in productivity that is achievable using ClarisWorks. More than this they also illustrate the professional management, administration and presentation opportunities that this powerful integrated package offers to a new and growing business. The result is a professionally personalised 'identity' which impacts systematically and effectively on the everyday success of a business.

The ClarisWorks SoHo templates are grouped into three sections covering: presentation and display; balance sheets, loans and insurance; databases, letters and invoices. Each section has clear instructions which describe each template, its purpose and how it has been constructed. Advice on creating new templates and modifying the existing template is designed to meet the needs of the busiest operation and yet encourage those who are desperate to add an individual creative touch to their office output.

In the Presentation and Display section, 'borders' templates provide examples to ensure a professional look to fliers and display. Organisational charts are also made simple and straightforward and flow chart templates illustrate the way in which business schedules and procedures can be quickly and easily contextualised to a specific client or customer need. This section is completed by two important business needs. First a series of presentation templates ready and waiting for the inclusion of specific presentation material and offering a number of background alternatives. Secondly a set of sample 'graphs' which provide a ready-made format for the presentation of spreadsheet data. Data can be entered ready for graphing and then titles, names and categories modified for an impressive and meaningful presentation.

A further section deals with balance sheets, loans and insurance. For example, the chequebook template is designed to be used by either businesses or private individuals. It returns the state of an account on the day that the template is opened.   This template will also take the date from the computers in built clock and make adjustments to the balances from any regular payments, deposits or known outstanding transactions. Also included is an 'insurance value' template which allows a business to quickly gain an insight into the value of its contents and the likely return based on the annual depreciation formula that insurance companies use. Loan repayment and payroll templates are also included in this section providing easily accessible data input and output, organisation and printouts for these time-consuming but necessary activities. The section is completed by a cashflow, profit and loss and balance sheet templates. Finding time and having the tools and resources to plan ahead, understand and control the financial reality of decisions is now within easy reach of any small business.

The final section of templates covers databases, letters, invoices and delivery notes. Typical of these is a contacts database and clients and orders database. This last database will enhance office productivity and provide business opportunity. The Clients and Orders database and the 'Overdue letter' template is designed to give access to the power of ClarisWorks for storing data, breaking down and presenting that data in meaningful formats, and generating mail merge letters from searches on the data.The template will allow for easy input of client details and for input of order details. It will produce an invoice from the database, and will keep track of payments and debts.

The powerful features of ClarisWorks for Macintosh and Windows offering seamless integration of word processing, spreadsheet, draw, paint and database is even more evident with this easy to use set of small office templates. Take a small step back and watch your business opportunities and administration move forward in tune with information age.

For further information, please call Claris on 0181 756 0101