

Product Descriptions Part 2

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License & Royalty-Free Hi-Res. Photographic Images Various Collections by Aztech

The following information applies to all the image collections from Aztech. The images may be used for any purpose, whether for video display, print media broadcast, or otherwise, and whether for commercial or personal use, as often as you wish, with no further license fees or royalties payable except where the primary value of the product you are creating is the images themselves. The images may also be morph'd or modified as you see fit, subject to the condition that the image is not used in an immoral way (please see our license for more complete details). All these images may be imported by almost all image handling applications available on Macintoshes, PC's, and many Unix platforms. The images are on an ISO 9660 disc, typically in two resolutions on the same disc: (a) 32-bit non-compressed, color-corrected, color-separated (CMYK), 300 dpi TIFF format giving a 150 line screen (avg. over 10 MB each!), and (b) 24-bit non-compressed, RGB, 72 dpi TIFF (avg. 1.2 MB each).

SpaceViews™ From NASA II features over 50 license and royalty-free photographs from the U.S.' National Aeronautical and Space Administration's vast archives. These images were hand-picked from tens of thousands of images by NASA's archival agency. This collection represents the absolute finest, most exciting, colorful and most sought-after images of NASA's various historic enterprises. Each image is annotated with a very detailed description, written by members of NASA or its archival agency. Included are spectacular shots of the 1969 moon landing, various spacecrafts, satellite launchings from the Space Shuttle, incredible full and partial shots of various planets in the solar system, space walks, and various space equipment. Specs. areas first described above.

WaterMarks & Ghosted Images I & II is the first in Aztech's ArtEffects series of image collections specifically created for graphic designers. This collection contains 25 (only 25? - check the image size) easy-to-use, very high quality multimedia and print-ready image files. These images have been optimally manipulated using advanced design techniques to provide ideal backgrounds for text overlay applications. All the work has been done for you - no need for expensive photo manipulation software or the requisite skills. Each image is stored at 8 3/4" x 11 1/4" (ie. lettersize with bleed) in three resolutions: (1) 32-bit non-compressed, color-separated (CMYK, about 22 MB each!) print-ready TIFF, (2) 24-bit RGB non-compressed TIFF, and (3) 8-bit grayscale TIFF.

Abstract & Graphic Backgrounds I & II comprises 100 license and royalty-free photographs by top photographer Paul Smith. These unique images are a combination of original conceptual perspectives and graphic art as seen through the lens of Paul Smith's camera. The content is designed to induce a variety of atmospheres and represent metaphorical characteristics in abstract and interesting ways including ethereal, turbulence, whimsical, strength, impact, progressive, birth, mystical, decisive, practical, etc. Aside from their mood-setting qualities, these images may also serve other graphic design functions including backgrounds, textures, thematic scenes, and individual component objects. Specs. are as first described above.

Visual Rhythms I & II comprises 100 rare and unusual photo images by top professional photographer Paul Smith. These unique images focus on content of a repetitious nature: a string of boats, a bed of roses, bamboo poles, panes of glass, stone brick patterns, etc. The images serve a variety of graphic design functions including backgrounds, textures, thematic scenes, and individual component objects. Specs. are as first described above.

Underwater Realms contains 100 photo images by expert underwater photographer Joel Auerbach. The images range from exotic, multicolored fish and other animal life, to incredible coral formations, underwater lighting effects, and shipwrecks. Specs. are as first described above.

Gems And Other Semi-Precious Stones contains 100 license and royalty-free* photo images by photographer Al Copley. Mr. Copley has visited many museums and galleries to provide these hand-picked images of precious and semi-precious gemstones including the diamond, ruby, quartz, amethyst, agate and many others. All the images are annotated with a brief description.

Floral Tapestry contains 100 license and royalty-free* photo images by photographer Douglas Guthrie. This collection comprises a mixture of tight shots and background settings of wild flowers including the Rose, Daffodil, Iris, Daisy and many more. Each image is annotated with its technical name.

BodyShots (low resolution) contains over 300 license and royalty-free photographic images of professional male and female models in a wide variety of different business situations. These images range from business people shaking hands and conducting an overhead presentation to typical office situations like reading a financial newspaper, answering the phone or an in-office meeting. All the images have been shot on white backgrounds so that any background image maybe dropped in. Choose from hundreds of backgrounds supplied with each Home@Office module. For the more advanced desktop publisher, this collection also includes "clipping paths" and "alphachannels" which may be used with these images to create a truly seamless overlay of the image on any background you choose. For those interested in the technical aspects, and unlike all the other collections above, these images are supplied in four file formats: 24-bit (millions of colors) RGB TIFF with alpha channel and clipping path at 72 dpi, 8-bit greyscale (256 shades of grey) TIFF at 150 dpi, 8-bit Windows .BMP at 72 dpi, and 8-bit Macintosh PICT at 72 dpi.

TIP: Don't let the different file formats confuse you. For most cases, you will find that almost all applications support 24-bit RGB TIFF files so this is where you should begin if you want color images. Use the 8-bit greyscale TIFF if you will print out in black & white only. Use ConversionArtist or Hijaak Pro to convert the RGB files to greyscale before you print. This will save you a great deal of printing time later on.

[Multimedia Reference Encyclopedia](#)

[Hutchinson Encyclopdia by Attica Cybernetics](#)

This title is a state-of-the-art world viewpoint reference work with unrivalled coverage of the world's peoples, events, societies, sciences, arts, history and nations. It is updated annually with video, animation, photographs, illustrations, audio, text and thousands of "hypertext" links.

* Over 28,000 articles, 2,200 images, 275 audio clips, 175 maps, 250 tables

* Over 7,000 biographies, 9,000 hyperlinks, many videos

* Full search, browse and indexing

* The print version has been in publication for over 40 years

Everything from video footage of Elvis Presley and WWII aircraft carrier attacks to historical and

geographical maps to photo images and sound are contained in this massive reference work.

(English only application and manual included on disc)

Windows 95 Tutorial

Peter Norton's Personal Training for Windows 95 by PTS

This disc is a step-by-step interactive Windows 95 tutorial. It is an easy-to-use, self-paced step-by-step tutorial that leads you through feature introductions and hands-on exercises as you grasp each new skill. Endorsed by Peter Norton, developer of The Norton Utilities, it features automatic installation, video, animation, graphics, and screen capture features. Topics include Windows 95 Basics, Beyond The Basics, and Windows 3.1 Upgrading. This is NOT a simulator. This program works inside Windows 95 to provide a powerful online quick reference as well as practice lessons.

(English only application and manual included on disc)

Using The Internet, Tutorial

The Internet For Everybody by CD Solutions

This CD contains over 1.5 hours of a video introduction to the Internet. Is the Internet for real? Is it of value to me? How do I navigate through cyberspace? Learn to use the Internet and find out the easy way to answer these questions and many more. The Quicktime For Windows-based (included) tours and instruction are hosted by international computer and Internet expert, Dick Rubenstein. Mr. Rubenstein takes you through actual Internet sessions and shows what to type, what you should see and generally how to act online. He takes you through tours using the viewpoints of actual Internet users and their specific interests. Explore the Internet after learning about "highway" tools like Gopher, MUDS, Telnet, Lynx, E-mail, world wide web, jumpstation, global network navigator and more.

(English only application and manual included on disc)

Optical Character Recognition

TextBridge 3.0 by Xerox Corporation

TextBridge works with most scanners and fax modems to quickly convert typewritten, photocopied, faxed or pre printed documents into a format your computer will understand. Scanning a typewritten document is not enough. The computer treats the scanned image as a picture, not a set of discrete characters. TextBridge translates the typewritten image into typewritten discrete characters that can then be manipulated by most word processing, desktop publishing, presentation and document image management applications. Of course it is entirely compatible with the Home@Office's Pressworks and Virtual Word. It may sound difficult but TextBridge is very easy to use and extremely accurate.

Aside from the millions of types of obvious documents that can be scanned and OCR'd like business letters and product information sheets, TextBridge can handle more exotic documents like historical documents, wills, magazine articles and resumes.

TextBridge recognizes mixed typefaces, multi columns, old, degraded or somewhat dirty text and ignores graphics. The software reliably recognizes text from 6 point to 72 point. Text can

be recognized from such sources as typewriters, typesetters, and facsimile machines as well as impact, inkjet and laser printers. It allows you to isolate sections of a document as well as view, confirm and correct words while recognition is in progress. The software actually learns from your corrections virtually eliminating recurring errors. For more advanced functionality, you can use the "application server" to seamlessly integrate TextBridge right into your word processor, e mail or spreadsheet by putting it right onto your pull down menu.

TextBridge will also convert recognized text to more than 25 word processing and desktop publishing file formats. (Note: If you have a requirement for a file format not supported by TextBridge, have TextBridge output to one of the popular formats and then use Hijaak Pro (in the Page Pizazz Cube) or Conversion Artist (in the Publisher Cube) to make the conversion.

The TextBridge application is available in Home@Office in five languages: English, French, German, Spanish and Italian.

TextBridge, however, will recognize documents composed in 11 different languages: English, French, German, Spanish, Italian, Dutch, Portuguese, Norwegian, Finnish, Swedish and Danish. But remember that the application itself (that is, the menus, online help, textfiles, etc.) is only available in the former five languages cited.

(English French, German, Spanish and Italian applications and manuals included on disc)

Document Management & Markup IMAGinE Viewer by Imagination Software

The IMAGinE Viewer is a powerful, flexible, expandable application for viewing and processing images by overlaying "post it like" notes, yellow marker like highlighting and other features without modifying the original document. This application can be used in combination with Xerox's TextBridge application (also part of the Home@Office series) as the first stage in creating and managing the myriad types of electronic documents in your business.

Built on the industry leading imaging "VBX" (Visual Basic custom control) called IMAGinE, the IMAGinE Viewer has view, print, and annotations capabilities, an interface that is fully customizable by you, true multi engine support and complete control over the document management process.

Should this application meet some of your business needs, you will be pleased to know that it can be upgraded to support a vast array of facilities and features including board level scanning and printing, image cleanup, barcode recognition, OCR (see TextBridge elsewhere in this document), ICR (handwriting recognition), mark sense, forms processing, forms overlay, zone definition, and workflow batch processing. IMAGinE supports multiple "engines" in over 20 categories of imaging functionality.

(English only application and manual included on disc)

Business Forms *BizForms by Jetform Corporation

BizForms is an instantly usable, personalizable business forms and stationery application for every kind of business need. Included are a total of 50 variations which together comprise more than 20 different types of forms. Type of forms are addendum, announcement, performance appraisal, front, back and combo brochure styles, business card, calendar,

credit memo, customer complaint report, envelope, expense report, fax cover sheet, invoice, memorandum, monthly planner, packing list, proposal, purchase order, repair order form, time sheet, to do list, and travel request form.

Also included are 30 different standard logo designs. The whole operation of creating and personalizing every business form you require is a simple four step process. And it is all point and click operation using the fully graphical user interface. You need to type in your company name, address and other particulars only once. Even the current date is automatically inserted each time you print out or display a form.

TIP: Design your own logo using 1st Design (Artworks Cube) and import it into BizForms. BizForms automatically positions your logo onto every form with a single click.

(English only application and manual included on disc)

[Typing Tutorial](#) [Multimedia Typing Instructor by Individual Software](#)

If you are going to be creating a wide variety of documents for your business or project then you may find it worth the investment in time to learn or improve your typing and data entry skills. And there is absolutely no better product than the Multimedia Typing Instructor (MTI). Individual Software guarantees you will improve your typing skills.

This typing tutor uses incredible high resolution 3D color graphics, video and sound to create an amazing, instructive and entertainment environment in which to learn to type.

MTI employs certified typing methods, personalized practice sessions, timed tests and graphical progress reports. To make the learning process fun and interesting, a whole traveling adventure environment has been created. You begin at the airport's Main Terminal and then travel to Australia, Japan and other exotic destinations as your skills improve. For example, the terminal's Information Booth registers your passport, sets options and establishes your skill level. The in flight movie assists you with keyboard key locations and demonstrations on posture, hand placement, stress reduction, rhythm development 10 key techniques and much more. The Magazine Rack allows you to practice solo with interesting material from best selling books, short stories and magazine articles. Each step of the way you can determine your strengths and weaknesses by keys and fingers. Enhanced graphics chart your progress over many lessons. And for a break you can play Flotsam Fighter and Sea Adventure to enhance your keyboard skills without the usual practice routine.

(English only application and manual included on disc)

[Business Contracts](#) [Agreement Builder by Jian Software](#)

Agreement Builder is a compilation of 25 "boilerplate" contracts and agreements for everyday business use. They are designed to help you create and enter into contracts that are understandable by all who read and sign them. Jian Software has stripped out the "legalese", simplified the language, clarified the purpose, terms, dates, names, items, and all of the other important information.

It is important to realize and accept that these contracts are just a "shell" or boilerplate. You must still add in, modify, or delete aspects that don't work for your situation AND it is highly recommended that you seek the advice of professional counsel before signing the

contract.Agreement Builder is designed to reduce the expense of having a lawyer draft a "standard" contract from nothing.

The contracts are word processing files, not an actual software application. Therefore, when you install Agreement Builder, there will not be an icon associated with the contracts. Simply open your word processor or desktop publishing application and look in the directory where the contracts were installed. The contracts are all stored, as a minimum, in the Microsoft Word for Windows file format (version 2.0, 2.0a, 2.0b and 2.0c). If your application won't recognize this file type then look for other file formats on the CD that are readable by your application.

Each contract has a template divided into two parts. The first part is a cover memo which covers the important facts: who the contract is with, the effective date and subject matter and the general terms. The second part is the contract itself which includes comments that explain the purpose of certain sections and assist you in customizing the template to meet your specific needs.

The 25 contracts are:

Document

Size

Topic

COMLEASE.DOC

48,698

Commercial Lease

COMSUBLS.DOC

51,604

Commercial Sublease

CONSIGNM.DOC

15,566

Consign Merchandise Agreement

CREDIT.DOC

22,684

Credit Agreement

EMP_ACKN.DOC

14,010

Employee's Acknowledgment of Employer's Rights in Work Product

EMP_TERM.DOC

14,522

Employment Termination and Severance Agreement

EMPLOY1.DOC

19,020

Employment Agreement

EMPSTOCK.DOC

22,126

Employee Stock Bonus Plan and Agreement

EQUIPMLS.DOC

38,528

Equipment Lease

EXC_DIST.DOC

101,233

Exclusive Distribution Agreement

FOREIGN.DOC

33,919

Foreign Sales Representative Agreement

GEN_PART.DOC

29,452

General Partnership Agreement

INTLDIST.DOC

100,636

International Distribution Agreement

INTLLICN.DOC

43,666

International Licensing Agreement

LTD_PART.DOC

40,587

Limited Partnership Agreement

MANU_REP.DOC

14,970

Manufacturer's Representative Agreement

NEG_INFO.DOC

18,925

Letter of Intent for Negotiation and Information Exchange

NON_DISC.DOC

9,837

Non Disclosure Agreement

NONDIST1.DOC

99,081

Non Exclusive Distribution Agreement

PRODLICN.DOC

48,239

Product Licensing Agreement

SALES.DOC

11,379

Sales Agreement

SALESREP.DOC

45,190

Sales Representative Agreement

STOCKOPT.DOC

51,845

Incentive Stock Option Plan and Agreement

TRADASSN.DOC

14,317

Trademark Assignment

WORKHIRE.DOC

33,716

Work For Hire Agreement

(English only application and manual included on disc)

EconoCAD is a powerful Computer Aided Design application with extremely easy to use point and click drafting tools. Included to help you get started are over 150 floor plans and more than 500 drafting symbols (so you don't have to create any) comprising:

architecture

borders

cabinet
christmas

electric

electronic
furniture

hydraulic

map
miscellaneous

pipng

zoo

You can print large drawings even on narrow carriage printers and small plotters. There is full clipboard support so you can cut and paste to and from other applications such as desktop publishing (Pressworks), page layout (1st Design) and even photographs, if you wish. There is a vast complement of editing tools and you can zoom in on the most minute detail.

With EconoCAD you can create a List Of Materials from your drawing, calculate the center of gravity and area, and rescale your drawings at any time. It also supports the import from or export to the .DXF file format which makes all your drawings compatible with just about every drawing and CAD application available (including Autodesk's AutoCADTM).

TIP: Use EconoCAD to lay out your new home office or your first business office. Map out where you will place your furniture, computer equipment, fax machine, telephones, telephone wiring, electrical wiring, local area network wiring, storage space, washroom(s), office walls or partitions, and more. Don't rent more space than you need.

(English only application and manual included on disc)
