

ABILITY OFFICE COMBINATION:

| Ability Office | Basic | Professional |
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| <p>➤ Ability Write gives you everything you need to prepare, edit and present better-looking letters, reports, quotations, memos, mailings and newsletters</p> <p>Apart from the features that you would expect any good word processor to have - 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, clear and helpful interface, interactive rulers, intelligent drag and drop editing, short-cut menus for easy text revision, the capacity to include graphics, spreadsheets and charts, and many other essential features - Ability Write also has the unexpected:</p> <ul style="list-style-type: none"> • Mail merge to Microsoft Access files, even if you don't have Ability Database • Industry-standard "look and feel" • User-defined selecting, sorting and querying of mail merge data from within Write • A multi-lingual facility • Table creation with full editing capabilities, including splitting or merging of cells • Full import of Microsoft Word documents, even those containing tables and images • Printing of non-consecutive pages or ranges • Creation of PDF files from Write documents • Recent Files and Folders sidecar menus to help you locate and open folders and files quickly • Creation of special text effects through Write FX • Macros - use VBScript, OLE automation and programmable forms • Styles, templates, frames, call-outs, captions, and columns • Advanced fields capability to allow direct linking to spreadsheets and databases, including live sharing and changing of information across applications | Yes | Yes |
| <p>➤ Ability Spreadsheet is the perfect tool for managing all your numerical data, whether business accounts, home finances, complicated calculations or homework problems. To help you make sense of your figures, Ability has incorporated all the essential features users would expect from their spreadsheet, as well as a range of advanced features – some of them unique to Ability Spreadsheet – to make working with numerical data as easy and clear as it gets:</p> <ul style="list-style-type: none"> • Industry-standard "look and feel" • Multi-sheet workbooks connected by cross-sheet formulas to help you Organize and connect your data • Each workbook can contain up to 255 worksheets of 256 columns by 65,536 rows • Labour-saving tools such as AutoSum, AutoStats, AutoSpell, and AutoList • Over 240 predefined functions, grouped into useful categories: mathematical, financial, trigonometric, logical, statistical, date and time, | Yes | Yes |

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| <p>text, and document information</p> <ul style="list-style-type: none"> • Microsoft Excel compatibility • Recent Folders and Recent Files sidecar menus to make finding files and folders quick and easy • A PDF Creator to create PDF copies of your spreadsheets – these can then be emailed • A comprehensive range of charts, with 41 styles grouped into 11 categories: Column, Bar, Line, Pie, XYScatter, Area, Financial Stocks, Strata, Radar, Bubble and Vector • Headers and footers • Row and column freezing to preserve the display of titles (on-screen and at print time) • User-definable page breaks • Print-to-fit auto-scaling • Spreadsheet templates to enable you to use your specially designed spreadsheets again and again • Advanced cell formatting, including merging and splitting of cells, cell comment boxes, double-line cell borders, and custom format styles • Tool tips to display cell formulas • hyperlinks to call up web page • Macros - use VBScript, OLE automation and programmable forms • Browsing and editing of database files, including Microsoft Access files, from the spreadsheet by using unique database functions • Live sharing of data between database and spreadsheet through unique Edit Source option: allows database data to be modified from spreadsheet and spreadsheet data to be modified from database without your having to locate and open the remote file • Querying of database fields inserted into spreadsheet: apply sorts, selections, column orders and queries created in database, or create your own directly in spreadsheet • Insert text-effects using WriteFX (as in Ability Write) • Cells can be formatted for fonts, borders and colours directly from the toolbars • Multiple non-sequential cell selection, allowing quick and flexible formatting of selected areas of the spreadsheet • SQL querying to extract data from many standard databases • These are some of the main features of Ability Spreadsheet. There are plenty more to help you with all your numerical tasks. | | |
| <p>➤ Ability Presentation is the perfect tool for creating professional slideshow presentations, using a range of visual and text effects to make sure your message is delivered with maximum impact. You can make your presentations as simple or as complicated as you need with Ability's user-friendly design interface and plenty of wizards to ease you through to expert-looking presentations in a few clicks.</p> <p>Here are some of the more important features of Ability Presentation:</p> <ul style="list-style-type: none"> • uses the same file format as Microsoft PowerPoint (.ppt) • use vector drawing to create simple drawings and AutoShapes • insert/import pictures and other objects • edit and format text through text boxes, without the need to use Write or | No | Yes |

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| <ul style="list-style-type: none"> other word processors • include charts • pace your presentations by setting timings to control the procession of your slides • export presentations as PDF • compatibility with Microsoft PowerPoint guarantees that PowerPoint users can see and use your files (and vice versa) • Ability Presentation and Microsoft PowerPoint use similar interfaces • These are some of the key features of Ability Presentation. There are many more to help you effectively communicate your message. | | |
| <p>➤ Ability Database is a powerful data management system that is perfect for storing and analyzing structured data or information, including address books, inventories, customer and product lists, medical records, and any other data that can be usefully tabulated.</p> <ul style="list-style-type: none"> • Each Ability Database essentially consists of these elements: • basic data Tables, which are designed using a variety of Field types, including Numerical, Date/Time, Character, and many others • the data entered by the user into the Records that make up a table • a way of viewing a table, either as a Grid, a Form, or a Report • special tables called Relations, which are constructed from other tables that have one or more fields in common • actions that can be performed on tables, known as Queries: sorting records into various orders by using a Sort Order, selecting records of particular interest with a Filter, rearranging, hiding or showing fields (columns) using a Columns View • queries can be named and saved and used whenever you need them • construction of complex queries from <i>combinations</i> of sort orders, filters and column views • Using Database Manager, Database's central command area, you can create and display all of your database objects – tables, forms, reports, relations, filters, sort orders, column views, queries – in one convenient tree structure. This is similar to the structure of Windows Explorer and can be expanded or contracted by clicking on the appropriate + or – . • Here are some more of the features that make Ability Database such a powerful data management tool: • Recent Folders and Recent Files sidecar menus to make locating and opening files easier and quicker • compatibility with Microsoft Access data tables – based on the same database engine Microsoft use for Microsoft Access • single-click querying for simple filters, sort orders and column views • queries can be used in Spreadsheet and Write files in conjunction with merge fields – unique to Ability Office • quick and easy browsing of tables and forms • basic auto-forms and auto-reports created with a single click • design more complex forms and reports in Design Mode • insert database fields, lookup summary fields, formula fields, table grids, and other objects into forms and reports • single-click switching between tables, forms and reports • wizards that take care of creating tables, reports and mailing labels | No | Yes |

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| <ul style="list-style-type: none"> • full SQL-statement editing • unlimited number of records per table • Macros - use VBScript, OLE automation and programmable forms • Print to PDF to enable you to create a PDF file from any table, form, report, relation or query • classic toolbars to make many tasks as easy as a single click of your mouse • There are many more features in Database to help you with your data management tasks. | | |
| <p>➤ Ability Photopaint is a photo and image editor that will instantly feel familiar, both in its interface and functionality, to users of Adobe Photoshop. Its fundamental components are paint tools, color palettes, brushes, selections, special effects filters and layers. Using these features together, you can apply the right color, or range of colors, in the right place to get the effect you</p> <ul style="list-style-type: none"> • Filters apply special effects to your image (or selection within an an image). There are nearly 100 different effects – classified into groups: • blur and sharpen • stylize • edge detect • tiles • distort and noise • light effects and effects <p>Brushes and Paint tools are used to apply color and other effects:</p> <ul style="list-style-type: none"> • a variety of sizes and shapes • can be used with any color or opacity • modes determine how the applied color interacts with an image’s existing color • a Brush Editor enables users to design their own brushes • Paint tools include Pencil, Paintbrush, Airbrush, Eraser, Duplicate, Pattern Brush, Blur, Sharpen, Emboss, Dodge, Burn, Smudge, Historic Brush <p>Selections are used to isolate the parts of an image the user wants to work on:</p> <ul style="list-style-type: none"> • a wide range of selection tools, including Lasso, PolyLine, B-Spline, Lasso, Ellipse, Rectangle, Single Line, and Magic Wand • selection editing tools to help fine-tune selections already applied: Border, Similar, Expand/Contract, Transform <p>Layers are used to divide an image into several separate superimposed sections, thereby ensuring that work on one layer will not affect the image on another layer:</p> <ul style="list-style-type: none"> • Layers can be reordered, added and deleted • added images can be inserted as new Layers • blending modes, which are reversible, determine how the layers interact • opacity sets the degree of transparency, hence allowing the user to see through higher layers to those below • one layer can be used as a mask for another • merge any two or all of the layers (perhaps to send as a printable file to a printing shop, a friend or another company) | Yes | Yes |

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| <ul style="list-style-type: none"> • In addition to these fundamental features, Ability Photopaint also provides the following: • compatibility with major file formats • Red Eye Reduction • Recent Color toolbox • extensive library of Gradients, including Linear, Bilinear, Radial, Square, Conical Symmetric, Conical Asymmetric, Spiral Clockwise, and Spiral Anti Clockwise, and the ability to design your own gradients • creation of PDF files • Recent Folders and Recent Files sidecar menus to ensure easy locating and opening of files. • connect to TWAIN-compatible scanner • compatible with all Digital Cameras • Image Enhancement tools, such as Brightness/Contrast, Hue/Saturation, Color levels, and Histograms • Vector Drawing Tools use vector paths to create objects that can be treated independently of the rest of an image. Using drawing tools such as lines, rectangles, ovals, polygons, stars, curves and freehand, it is easy to create precise, autonomous objects, while Text tools enable you to insert text objects. Although Vector objects are part of the image, in that they are "superimposed" on it, they are placed on a special layer of their own and are freely editable in a variety of ways (for color, shape, and other qualities), as well as being easy to scale, move, rotate, and stretch as whole objects. Furthermore, vector objects can be rearranged within the image by using a range of alignment and grouping tools. None of this is possible with standard pixel-based image editors. • Plug-ins usually behave in the same way as built-in filter and therefore enable you to apply as many color, or other, effects as there are plug-in designs out there. Since many design studios and freelance designers make their plug-ins available on the web, you should have no problem finding the ones that are right for the job you're working on. To be usable with Photo paint Studio the plug-in must be Adobe Photoshop-compatible, which is nearly always the case anyway. • These are some of the features of Ability Photo paint that help you get the effects you want. There are many more for you to explore and play with. • | | |
| <p>➤ Ability PhotoAlbum is a user-friendly image organizer that lets users store and easily locate their digital photos and other images, supporting all the common formats. Whenever you make a download of any product, Ability PhotoAlbum is always included free of charge. It cannot however, be purchased separately.</p> <p>This application features a multi-window interface, displaying 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 a selected folder or album.</p> <p>The inclusion of the Image Toolbar provides uncomplicated, single click access to much of the photo-editing power of Ability PhotoPaint. Users can select multiple images or whole 'albums' and view the images as a full screen 'slide show'.</p> | Yes | Yes |

PhotoAlbum includes:

- Image titles and captions can be recorded as properties
- Print Wizard which allows easy selection of 1, 2, 4 or 16 images per page
- Batch conversion with resize
- Utilised by other Ability programs for image selection to ease locating required image