

**Canon**

# Over 1,000 Time-Saving Office® Templates

**EXCEL**

## Estimating Start-Up Capital

Item/Service	% of Total	Source of Funds
Monthly Costs		
Rent, 20,000 sq. ft.	10,000	Owner
Utilities (water, gas, electric)	1,000	Owner
Insurance	1,000	Owner
Marketing	1,000	Owner
Salaries	1,000	Owner
Supplies	1,000	Owner
Transportation	1,000	Owner
Travel, including meals and lodging	1,000	Owner
Interest	1,000	Owner
Contingency	1,000	Owner
Start-up costs (professional fees, legal, etc.)	1,000	Owner
<b>Total</b>	<b>30,000</b>	<b>Owner</b>
One-time Costs		
Professional fees (legal, accounting, etc.)	10,000	Owner
Equipment (computers, printers, etc.)	5,000	Owner
Marketing (signage, brochures, etc.)	2,000	Owner
Inventory (initial stock of goods)	10,000	Owner
Legal and other professional fees	1,000	Owner
Insurance (initial premium)	1,000	Owner
Transportation (initial fuel, tolls, etc.)	1,000	Owner
Travel (initial meals and lodging)	1,000	Owner
Supplies (initial stock of goods)	1,000	Owner
<b>Total</b>	<b>30,000</b>	<b>Owner</b>
<b>TOTAL START-UP CAPITAL REQUIRED</b>	<b>\$60,000</b>	<b>Owner</b>

## Coast Marine

### Policy Update

**POWERPOINT**

## Interior Design Association

### Surface Recommendation

**WORD**

## Portfolio Allocation

Tom Schwaner

## MARKET UPDATE

### Stock Stocks - The Clean the Watch

After a long time of watching the stock market, it's time to take a closer look at the market. The market is currently in a state of flux, and it's important to stay on top of the latest news. This report will provide you with the latest information on the market, and help you make informed decisions.

### True Fed & Interest Rates

The Fed's latest move to raise interest rates is a key indicator of the economy's health. This report will provide you with the latest information on the Fed's actions, and help you understand the impact on the economy.

### Month's Best Performers

Company	Symbol	Price	Change
Microsoft	MSFT	40.00	+1.00
Apple	AAPL	30.00	+0.50
Google	GOOG	20.00	+0.25
Amazon	AMZN	10.00	+0.10
Yahoo	YHOO	5.00	+0.05

**One-Click  
Photo Editing  
and  
Easy Web  
Publishing**

**PROFESSIONAL**

# OfficeReady™

Works with Microsoft® Office 97, Office 2000 and Home Essentials

Word, PowerPoint®  
and Excel Never  
Looked So Good!

Effortlessly Import  
and Edit Photos  
in Word

Publish Documents  
to Your Free Web Page  
in Seconds

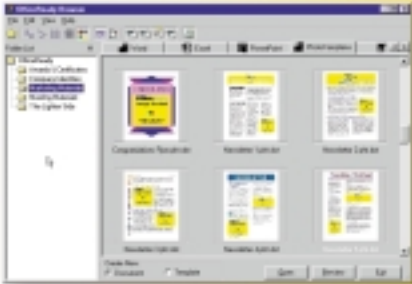
**DESIGNED FOR  
MICROSOFT  
OFFICE**



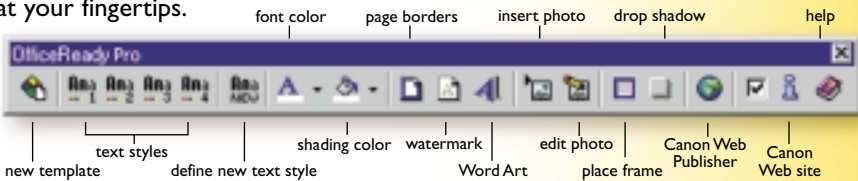
# OfficeReady™ Professional – When You Really Care About Your Image.

OfficeReady's collection of professionally-designed templates, combined with advanced photo and Web publishing features, provide you with the total Microsoft® Office productivity solution. For busy home and small offices – and busy people everywhere – OfficeReady Professional supplies a variety of time-saving templates from awards to forms, correspondence to meeting and marketing materials, memos, personal planning – you name it. OfficeReady Professional makes integrating photos into Word documents simple, making it an ideal companion to your digital camera or scanner. Ready to improve your image around the office? Concerned about making the right impression? OfficeReady Professional is ready when you are!

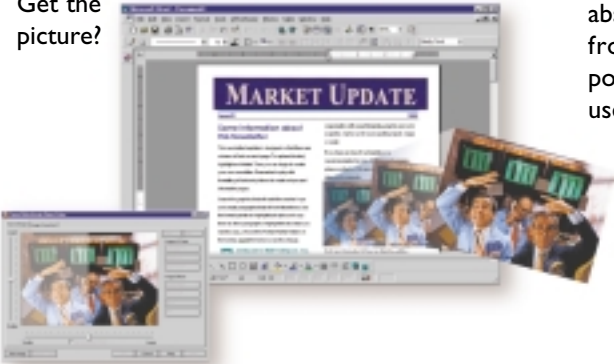
**1 Find the Right Template – Right Now!** The OfficeReady Template Browser lets you finally see what you're looking for. This remarkable tool, with its large previews and categorized folders, will help you find the template you need – then automatically open the right application: Word, Excel or PowerPoint.



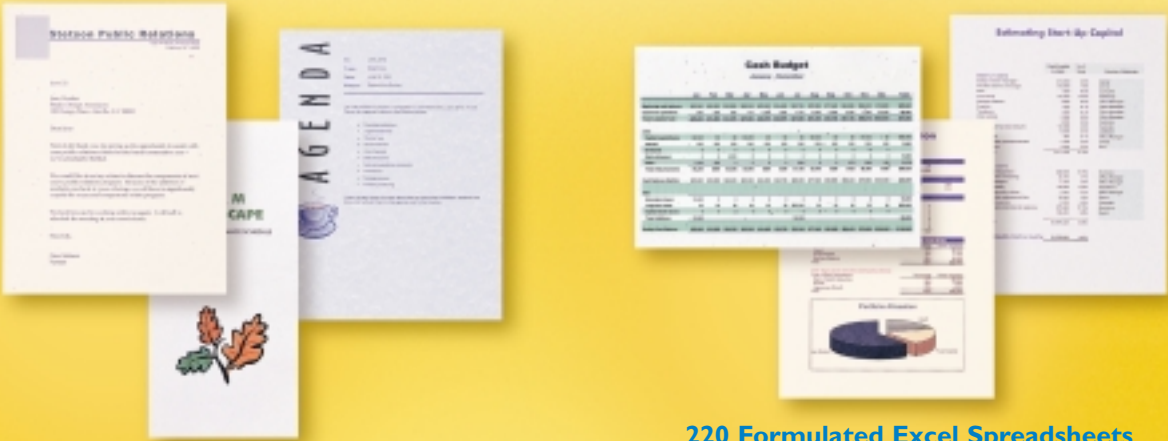
**2 Customize Documents – Instantly!** Quit searching through complicated Office pull-down menus and use the OfficeReady Toolbar instead. This terrific productivity tool is always available, no matter which Office application you're working in. The OfficeReady Toolbar is always at your fingertips.



**3 Put Photos into Word Documents – Effortlessly!** Importing photos into word documents is now totally painless. Just choose any of 150 photo templates. Click on the OfficeReady toolbar to call up the integrated photo editor. Import, crop and retouch your photo. It's so easy. Get the picture?



**4 Print. Fax. E-mail. Publish to the Web.** OfficeReady Professional templates are actual Microsoft Office documents, spreadsheets and presentations. There is absolutely no difference from a functional standpoint. It's simply easier to use!



## 400 Dynamic Word Templates

Instantly open and personalize any of the 400 Word templates, from memos and corporate stationery to marketing materials and personal documents.



## 250 Unique PowerPoint Templates

Create professional presentations and sales materials with any of 250 impactful designs. Presentation pairs provide a richly colored screen version with a complementary printer version, allowing faster printing and substantial ink savings.



## 220 Formulated Excel Spreadsheets

Just insert numbers in the correct cells and let OfficeReady Professional do the calculations. Instantly compute investments, cash flows, personal finance and sales and marketing figures. Plan your retirement. Plan your child's college tuition fund. Decide whether to buy or lease a car.



## 150 Photo-Ready Word Templates

Take your Word documents to the next level with any of the 150 photo-ready templates. OfficeReady Professional's pre-designed templates allow you to instantly import and edit photos. Add photo impact to newsletters, flyers, invitations, product bulletins, corporate identity materials and more.

## Post or E-mail Documents Instantly with Canon Web Publisher

Instantly post your documents to the Web or send as an e-mail attachment. Just select the Publish to Web button on the OfficeReady toolbar and your work will be posted in seconds. Canon provides up to 5MB of FREE space on the Canon Web Publisher site so you can add multiple files for viewing by colleagues and customers, friends or family.



## OVER 1,000 MICROSOFT OFFICE® TEMPLATES

- 400 Microsoft Word templates
- 220 formatted/formulated Excel templates
- 250 unique PowerPoint templates
- 150 photo-ready Word templates

## PHOTO-READY WORD TEMPLATES

- Enhance business or personal documents with photos
- Easily import and edit with just a few clicks
- Customize with drop shadows, frames and more

## EASY PHOTO EDITING

- One-click editing features
- Eliminate red-eye
- Correct lighting problems
- Adjust color and contrast

## HUNDREDS OF PERSONAL AND PROFESSIONAL TEMPLATE CATEGORIES

**Word:** Awards & Certificates, Business Forms, Company Identities, Correspondence, Fax Covers, Job Search, Marketing Materials, Meeting Materials, Memos, Reports

**Excel:** Basic Business, Business Management, Company Finance, Human Resources, Personal Finance, Personal Planning, Real Estate, Sales & Marketing

## MICROSOFT POWERPOINT

- Coordinated presentation pairs – printer and screen versions
- Special collection of Millennium-themed templates
- Create your own templates with the SlideMaster Wizard

## THE OFFICEREADY TOOLBAR

- Access the new template browser
- Automatically change type styles
- Add or change colors
- Extensive photo editing buttons
- Add borders, frames and Word Art
- Add clip art or company logos
- Add a watermark for a classic look
- Access the Help index

## INSTANT WEB PUBLISHING

- Instantly post your documents to the Web with Canon Web Publisher
- FREE space (5MB) on the Canon Web site
- Post documents for viewing by colleagues and customers, friends or family

# We Supply the Style. You Supply the Substance.

**Pre-designed photo-ready templates allow you to add and edit photos**

**Enter data into specified cells**

**Pre-formulated cells make automatic calculations**

Features	OfficeReady	OfficeReady Professional
Word Templates	350	400
Photo-Ready Word Templates	NO	150
Excel Templates	180	220
PowerPoint Templates	100	250
Photo Editing	NO	YES
Instant Web Publishing	NO	YES

## CANON – A HISTORY OF INNOVATION



1934

The **Kwanon**, Japan's first focal-plane-shutter camera, is produced in prototype form.



1972

The **NP-70**, the world's first plain-paper copier with the liquid-dry system.



1975

The **AE-1** camera with a built-in micro-computer.



1981

Canon develops the first **Bubble Jet** printing technology.



1993

The **CLC 800**, the world's first automatic-duplexing color laser copying machine.



1996

**ELPH**, the world's smallest APS camera.