

# WordPerfect® OFFICE 12

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Reviewer's Guide

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# Introducing WordPerfect® Office 12

## The powerful, feature-rich office alternative

WordPerfect® Office 12 is a feature-rich office productivity suite that offers powerful functionality at a competitive price. Complete with word processing, spreadsheet, presentation and address book applications, it is an excellent alternative to higher priced office productivity suites.

With WordPerfect Office 12, you get a high level of compatibility that streamlines workflow by allowing you to share files with users working with other office suites, particularly Microsoft® Office. Much of the development effort for this release has focused on suite-wide enhancements to compatibility that make it the world's leading alternative to Microsoft Office.

WordPerfect Office 12 translates into great value for businesses and organizations of any size. Boost office productivity with new tools, such as the Workspace Manager or Compatibility toolbars, that provide easy, one-click access to features and functionality.

With support for open standards, such as XML, WordPerfect Office 12 also features the ability to generate PDF documents without purchasing Adobe® Acrobat® or other PDF-generating tools. An outstanding value, WordPerfect Office 12 offers competitive retail pricing and flexible licensing options.

# Key features and enhancements

WordPerfect® Office 12 is a feature-rich, value-priced, highly compatible office productivity suite. Much of the development effort for WordPerfect Office 12 has focused on suite-wide enhancements to compatibility that make it the world's leading alternative to Microsoft® Office. Complete with word processing, spreadsheet, presentation and address book applications, WordPerfect Office 12 translates into great value for businesses and organizations of any size.

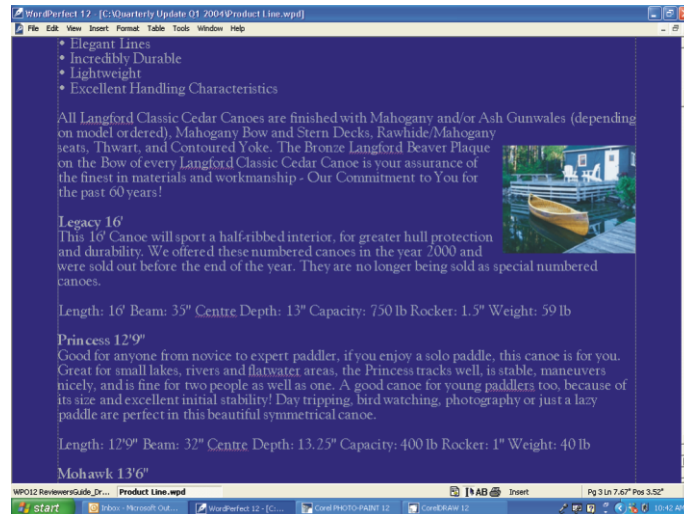
**New Workspace Manager:** The new Workspace Manager lets you easily choose between legacy WordPerfect, WordPerfect 12, WordPerfect Legal and Microsoft Office workspace modes. If you recently switched from Microsoft Office, you may not be familiar with the keystrokes, menus and toolbars of WordPerfect Office 12 applications. While there are many similarities between the two suites, you may find it easier to simulate the Microsoft® Word workspace until you are more accustomed to working in WordPerfect.



*The New Workspace Manager lets you easily choose between legacy WordPerfect, WordPerfect 12, WordPerfect Legal and Microsoft Office workspace modes.*

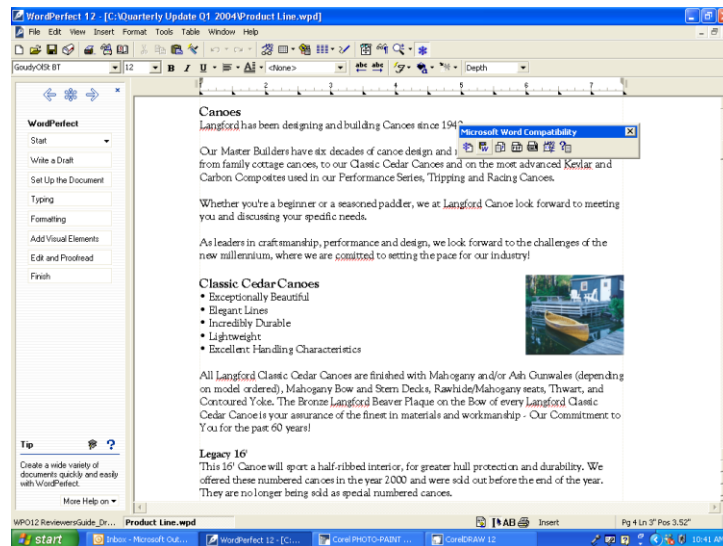
The unique capability to simulate other office applications makes switching to WordPerfect Office 12 easy and dramatically reduces training costs and ramp-up time—all significant barriers to switching from Microsoft Office to other office productivity products.

In addition to offering Microsoft® Excel, Word and Microsoft® PowerPoint® style workspaces, WordPerfect Office 12 also includes one-click access to the classic WordPerfect 5.1 style workspace, the WordPerfect legal workspace and Lotus® 1-2-3® style workspace. Your options will vary depending on the application.



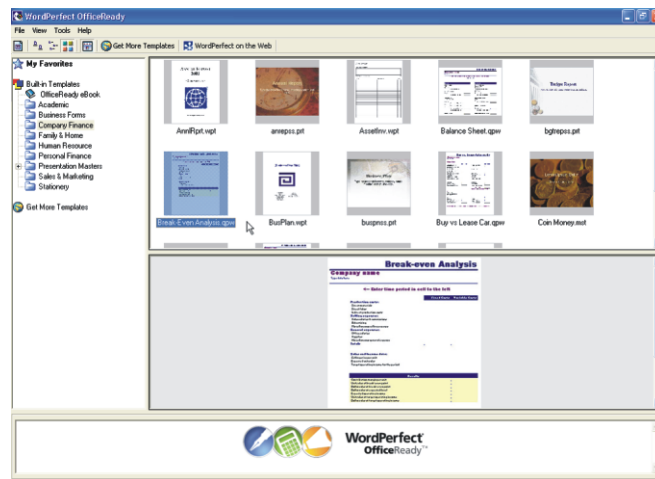
*Longtime WordPerfect users will remember the classic blue screen from version 5.1.*

The Microsoft Office workspace puts WordPerfect Office 12 features, including toolbars and menu items, exactly where you would find the Microsoft Office equivalent. It also applies Microsoft Office keyboard shortcuts to WordPerfect Office 12 features—allowing you to quickly access the tools you need. This inherent flexibility is particularly beneficial if you want to create your own keystrokes and templates to suit your work environment or workflow.



*WordPerfect 12 features the unique ability to simulate workspaces, such as Microsoft Word.*

**New WordPerfect® OfficeReady:** New to WordPerfect Office 12 is the WordPerfect® OfficeReady Browser. With this feature, you can easily organize, preview and access your WordPerfect Office 12 templates in one easy-to-use browser. The WordPerfect OfficeReady browser ships with 40 additional WordPerfect Office 12 templates and you can easily find many more by using the browser to find WordPerfect Office 12 templates online.



*The New WordPerfect OfficeReady Browser lets you access, organize and preview your WordPerfect Office 12 templates.*

### Give it a Try

- 1 Insert **WordPerfect Office CD 2** into the CD drive.
- 2 Click **WordPerfect OfficeReady**.
- 3 Follow the instructions in the Setup wizard.

**Enhanced compatibility with Microsoft® Office:** Based on customer feedback, Corel has made significant compatibility enhancements to WordPerfect Office 12 so you can share information with Microsoft Word, Microsoft Excel and Microsoft PowerPoint easier than ever before. In addition to the option of workspace switching, WordPerfect Office 12 preserves the formatting of your Microsoft Office files and also includes a conversion utility to assist you in batch converting large numbers of Microsoft Word or legacy WordPerfect files, as well as other file formats, to WordPerfect 12.

### Give it a Try

- In **WordPerfect 12**, press the **Conversion Utility** button  on the **Compatibility** toolbar.

**New Compatibility toolbars:** Now you can quickly publish your documents to PDF, HTML, XML, Microsoft Word, Microsoft Excel and Microsoft PowerPoint with the click of a button. WordPerfect Office 12 now has a new toolbar that captures all the common file publishing formats in one easy location.



*The New Compatibility toolbars provide easy, one-click access to popular document publishing formats.*

### Give it a Try

1 In **WordPerfect 12** or **Quattro Pro 12**, click **View ► Toolbars**.

2 From the **Toolbars** list, enable the appropriate check box:

- In **WordPerfect 12**, choose **Microsoft Word Compatibility**.
- In **Quattro Pro 12**, choose **Microsoft Excel Compatibility**.

**Note:** In **Presentations 12**, compatibility options are accessible from the default toolbar.

**Microsoft® Outlook® integration:** WordPerfect 12 allows you to use a Microsoft® Outlook® address book in WordPerfect. For example, you can choose an individual name from the Outlook contact list when creating routing slips for document tracking or creating envelopes and labels. You can also use Outlook for mail merging documents.

### Give it a Try

1 In **WordPerfect 12**, click **Tools ► Settings**.

2 Click **Environment**.

3 In the **Environment Settings** dialog box, click the **General** tab.

4 Enable the **Use Outlook address book/contact list** check box.

**Support for scripting languages:** WordPerfect Office 12 supports three scripting languages—PerfectScript™, Microsoft® Visual Basic® for Applications and ObjectPAL (Object Paradox Application Language). PerfectScript is a macro system and scripting language developed specifically for WordPerfect Office applications, to help users create macros, recordings and scripts. ObjectPAL is a powerful, object-based, event-driven, visual programming language tightly integrated with Paradox®. Microsoft Visual Basic for Applications lets developers build custom business solutions by automating and integrating off-the-shelf software applications to meet specific customer needs. Scripts and macros



developed in either language from earlier versions of WordPerfect Office remain fully functional.

**PerfectExpert™:** PerfectExpert™ lets you create complex documents quickly, using professionally designed templates that you can customize. For example, PerfectExpert can guide you through a detailed project, such as creating a resume, or it can guide you through a smaller task, such as inserting a clipart image. WordPerfect Office 12 includes a number of templates. For even more selection, a variety of other templates are available for download from the Web.

#### Give it a Try

- In **WordPerfect 12**, **Presentations 12**, or **Quattro Pro 12**, select the **PerfectExpert** icon from the toolbar.

Or


- In **WordPerfect 12**, **Presentations 12**, or **Quattro Pro 12**, choose **Help ► PerfectExpert**.

**Note:** A check mark next to the PerfectExpert command indicates that it is enabled. The PerfectExpert panel displays in the left side of the document window.

**New WordPerfect® Wireless Office:** Powered by ZIM, the new WordPerfect® Wireless Office Suite gets you mobile with three wireless products that give you anytime, anywhere access to Microsoft Outlook e-mail, calendar, reminders and more. ZIM SMS Office enables two-way communication ensuring you stay on top of constantly changing information whether you, or others, are on the go. ZIM SMS Mail is a wireless e-mail offering that works with any POP3 e-mail account, regardless of what e-mail client software you use. ZIM SMS Chat is an exciting software application that enables instant two-way chats between computer and mobile phone users via SMS text messaging.

#### Give it a Try


When you've installed **ZIM SMS Office**, a toolbar will appear in your **Outlook** window.

- Click the **Apple**  button for instructions on getting started and for a review of basic functionality.

**Outstanding support for open standards:** WordPerfect 12, Quattro Pro 12 and Presentations 12 all feature XML and HTML publishing capabilities. In addition, WordPerfect 12 has an XML editor that helps you edit, retrieve, validate and save documents created with SGML or XML. Quattro Pro 12 includes XML import and export capabilities. WordPerfect Office 12 provides ideal XML tools for most businesses, satisfying the need to automate data processes with a simple, easy approach to XML-document creation.

### Give it a Try

#### To publish a document to XML

- From **WordPerfect 12**, **Presentations 12**, or **Quattro Pro 12**, click the **Publish to XML**  button on the **Compatibility** toolbar.

#### To create a new XML document using the WordPerfect 12 XML Editor

- Choose **File** ► **New XML Document**.

**Publish to PDF:** With WordPerfect 12 and Presentations 12, publish documents and slideshow presentations to PDF format without purchasing Adobe® Acrobat® Distiller®. The PDF publishing capabilities of WordPerfect Office 12 are very versatile—allowing you to publish documents to PDF format so they are optimized with consideration for document quality, file size, and intended use. You can retain hyperlinks, generate bookmarks, embed fonts and optimize images according to specific needs. Today, WordPerfect Office 12 has the most robust PDF features available in any office suite.

### Give it a Try

1 Do one of the following:

- Click the **Publish to PDF**  button in the **Compatibility** toolbar.

Or

- Click **File** ► **Publish to PDF**.

2 On the **General** tab of the **Publish to PDF** dialog box, choose one of the following options from the **PDF Style** list box:

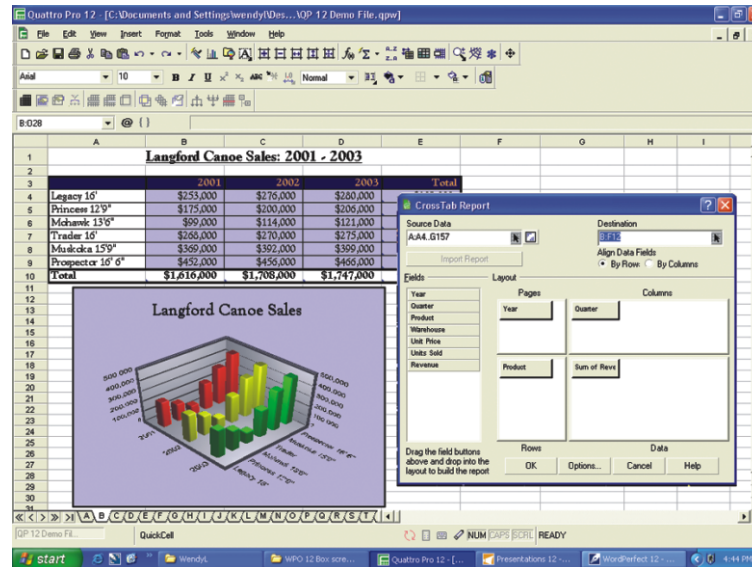
- **Highest Quality** – Creates a high quality PDF suitable for commercial printing and copying
- **Smallest File** – Creates the smallest possible PDF file at a quality suitable for Web viewing and downloading
- **Standard desktop printing and viewing** – Creates a PDF suitable for general viewing or printing on a laser or desktop printer

3 Choose the drive and folder where you want to save the file.

4 Type a filename in the **Filename** box and click **Save**.

**CrossTab Reports:** In Quattro Pro 12, CrossTab Reports let you summarize large amounts of data from both spreadsheets created with Quattro Pro 12 and external databases. An excellent alternative to PivotTables from Microsoft Excel, CrossTab Reports let you analyze, organize, and summarize data in notebooks and databases. You can constantly

update CrossTab Reports to provide accurate, timely information. In addition, you can connect two or more spreadsheets and produce a CrossTab Report to summarize the data.



*CrossTab Reports let you summarize large quantities of data from Quattro Pro 12 spreadsheets and external databases.*

### Give it a Try

In **Quattro Pro 12**, click **Tools** ► **Data Tools** ► **CrossTab** ► **Report**.

**Document routing:** WordPerfect Office 12 enables you to send a document for online review to several participants in a specified order. The convenient routing process lets you involve several participants at once, one participant at a time, and allows each of the participants to see the changes made during each previous review. When you route a document, it is inserted in an e-mail as an attachment. You must have Microsoft Outlook as your default address book for this option to work.

**HTML publishing:** WordPerfect Office 12 can publish word processing documents, spreadsheets and presentations to HTML for viewing on the Web. The new Compatibility toolbars provide easy, one-click access to Publish to HTML functionality. In Presentations 12, you can publish slideshows to HTML, using the Internet Publisher, which guides you step-by-step through the creation of a presentation for the Web.

**Give it a Try**

1 In **Presentations 12**, click **File** ► **Internet Publisher**.

2 Choose **Layout** from the menu on the left, or click **Next**.

3 Enable one of the following options:

- **Create a new layout**
- **Use an existing layout**

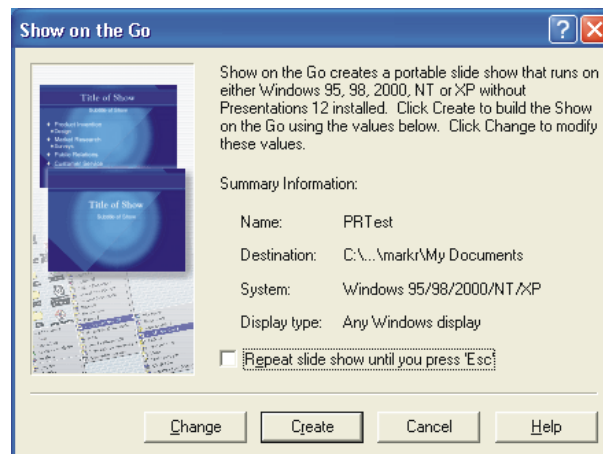
4 If you chose **Use an existing layout**, you must now select a layout from the list.

5 Follow the instructions in the Internet Publisher Wizard to set formatting options.

6 Click **Finish**.

**Note:** To save the slideshow layout for future use, in the **Save layout** dialog box, type a filename in the box, and click **Save**.

**Show on the Go™**: In Presentations 12, you can create a self-executing version of a slideshow that can be played on any computer that uses the Windows® operating system, even if it doesn't have Presentations 12 installed. The slideshow files and the Presentations application files necessary to run the slideshow are copied to the disk on which you create the portable slideshow.



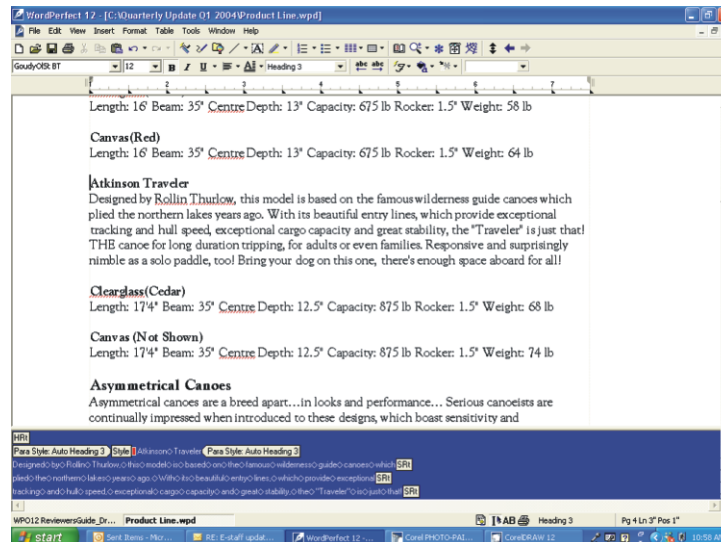
*In Presentations 12, Show on the Go helps you create self-executing presentations for the Web.*

**Give it a Try**

1 In **Presentations 12**, click **File** ► **Show on the Go**.

2 Click **Create**.

**Reveal Codes:** A feature unique to WordPerfect Office, Reveal Codes let you quickly format long or complex documents by viewing and editing formatting codes. Reveal Codes, which are inserted when you add text and formatting to a document, are hidden by default; however, you can display them in a separate window below the active document. You can also customize the display of Reveal Codes—for example, specify the font style and color, and several other formatting options—and you can print them.



*Unique to WordPerfect Office, Reveal Codes provide maximum control over document formatting.*

## Give it a Try

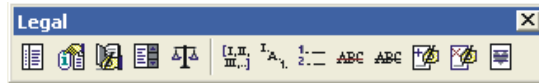
In WordPerfect Mode, you have two options for accessing Reveal Codes:

**1** In WordPerfect 12, click **View ► Reveal Codes**.

Or

**2** Press **ALT+F3**.

**Special legal tools:** WordPerfect has long been the defacto word processing application in the legal industry thanks to unrivaled tools and features geared specifically for the legal profession. WordPerfect 12 continues this tradition with such features as the Pleading Wizard, the Clipbook, the Concordance tool and support for EDGAR™ electronic document filing. To provide easy, one-click access to these tools, WordPerfect 12 includes the specialized Legal toolbar.



*The Legal toolbar provides easy, one-click access to specialty tools for the legal community.*

### Give it a Try

You have two options for launching the Legal toolbar:

- When you launch WordPerfect Office 12, select **WordPerfect Legal Mode** from the **Workspace Manager**.

Or

- 1 In any mode, click **View ► Toolbars**.
- 2 Enable the **Legal** check box in the **Available toolbars** list.

**Note:** You can hide the Legal toolbar by disabling the **Legal** check box.

**Competitive retail pricing and flexible licensing options:** WordPerfect Office 12 is a full-featured, easy-to-use office productivity suite that's available at a lower cost than Microsoft Office. Corel Licensing makes it easy to purchase the Corel software you need. We offer two flexible programs that help ease license administration, reduce software deployment time and lower your total cost of ownership. You'll also enjoy numerous other benefits, including home and laptop use.

	WordPerfect® Office 12	Microsoft® Office 2003
<b>Feature</b>		
File import/export filters	✓ More than 165	✓ More than 80
Publish to PDF without Adobe® Acrobat®	✓	
XML Integration	✓	✓
<b>Operating System support</b>		
Windows® Server 2003	✓	✓
Windows XP	✓	✓
Windows 2000	✓	✓
Windows NT® 4.0	✓	
Windows 98	✓	
<b>Formatting and usability</b>		
Reveal Codes for access to formatting codes	✓	
Corel® RealTime Preview – view formatting changes on the fly, before applying	✓	
Context-sensitive toolbars	✓	
Workspace Manager, Compatibility toolbars and keyboard shortcuts	✓	
<b>Macros</b>		
PerfectScript™ – scripting language	✓	
Microsoft® Visual Basic® for Applications	✓	✓
Paradox® (Education & Professional editions)	✓	
WordPerfect Wireless Office Suite	✓	
Template browser	✓	

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# What's in the Box?

## Main applications

**WordPerfect® 12:** An award-winning word processing application, WordPerfect® 12 delivers ultimate power and control over documents—allowing you to import and export Microsoft Word files with enhanced ease and speed. With WordPerfect 12, you can create professional-looking letters, articles, reports, proposals, books, legal pleadings, brochures—and much more. In addition, WordPerfect 12 provides the advanced features and flexibility of HTML, Cascading Style Sheets (CSS™), XML and PDF when publishing documents for distribution.

**Quattro Pro® 12:** This powerful spreadsheet application lets you organize, analyze, report, manage and share important data and financial information. Improved compatibility with Microsoft Excel files ensures that you can exchange spreadsheet information between Microsoft Excel and Quattro Pro® 12 with ease.

**Presentations™ 12:** Presentations™ 12 provides the tools you need to produce slideshows, project proposals, interactive reports, interactive demonstrations, multimedia presentations, flyers, signs, banners, PDF files, Macromedia Flash™ files for animated Web presentations—and more. Presentations 12 includes the self-contained presentation technology, Show on the Go™, that lets any PC user view your presentation without even having Presentations software installed.

**New WordPerfect® OfficeReady:** WordPerfect® OfficeReady lets you organize, preview and access WordPerfect Office 12 templates in one easy-to-use browser. It also includes links to 40 new templates and the option to access to many more by using the Internet.

**New WordPerfect® Wireless Office Suite:** Powered by ZIM, the WordPerfect® Wireless Office Suite uses two-way SMS text messaging and mobile phones to keep you connected with your office anytime, anywhere. Easily send e-mails and instant messages no matter where you're located.

**Paradox®:** Available in WordPerfect Office 12 Professional and Education editions, Paradox® is an easy-to-use relational database application that lets you store and retrieve data in a variety of ways. You can create professional-looking forms, charts and reports to display information stored in a Paradox database. You can also publish data in various file formats, such as Quattro Pro (QPW), Microsoft Excel (XLS), Lotus® 1-2-3® and dBASE (DBF).



## Supporting applications and utilities

**PerfectExpert™:** The PerfectExpert™ lets you create complex documents quickly, using professionally designed templates that you can change to suit your needs. It can guide you through a detailed project, such as creating a business plan, or through a smaller task, such as inserting a clipart image. The PerfectExpert provides galleries of professionally designed templates and the flexibility to alter the layout and content to match your needs.

**The Pocket Oxford™ Dictionary:** The Pocket Oxford™ Dictionary is an English language dictionary that gives you the ability to look up 30,000 definitions and phonetic spellings.

**Address Book:** This powerful tool lets you personalize and share contact information. You can add and customize information in the address book and search for specific entries. WordPerfect Office 12 supports multiple address books, including Outlook, MAPI and GroupWise®. For common tasks such as mail merges and envelopes, choose either the WordPerfect Office 12 or Outlook address book. The Outlook address book is required for document routing.

**Desktop Application Director™ 12:** Located on the application bar, Desktop Application Director™ 12 enables you to quickly and conveniently launch your WordPerfect Office 12 applications. You also have the option of adding files to Desktop Application Director 12 for fast, one-click access.

**Adobe® Acrobat® Reader®:** Adobe® Acrobat® Reader® lets you view, navigate and print PDF files across multiple platforms.

**Fonts, clipart and photos:** WordPerfect Office 12 offers an extensive collection of fonts, images and photos to help you enhance documents. The Scrapbook™ provides fast, easy access to folders of clipart images organized by category. You can search and preview images and then drag, or copy and paste the images to charts, slideshows, spreadsheets, research papers, or reports. The Scrapbook also lets you preview sounds and movies and create categories to organize images in your own way.

**WordPerfect® Office 12 User Guide in PDF format:** The WordPerfect® Office 12 User Guide is available as a PDF on CD. You can take advantage of the searching capabilities of Adobe Acrobat Reader to find and print specific pages as needed.

**Language Module:** The Language Module gives you access to writing tools in over 30 languages, including the spelling checker, thesaurus and Grammatik®, based on the languages you have installed. The availability of writing tools may vary with some languages.

## Minimum system requirements

- Windows® Server 2003, Windows XP (with SP1 Home or Professional Edition), Windows 98 SE, Windows NT® 4.0 (with SP6a), or Windows 2000 (with SP4)
- 64 MB RAM (128 MB recommended)
- 166 MHz (Pentium® III or equivalent processor recommended)
- 195 MB hard disk space for standard installation (maximum 399 MB)
- Add 197 MB hard disk space for Paradox® (Professional and Education Editions)
- CD-ROM drive
- Mouse or tablet

**Note:** Some features require Microsoft® Outlook®, or Microsoft® Internet Explorer 5.5 or higher.

### WordPerfect® Office 12 — a note on installation

When you install WordPerfect Office 12, you have the option to keep or replace existing versions of WordPerfect Office. For example, if you're using WordPerfect Office 10, you can replace it with WordPerfect Office 12. Remember that while this will save disk space, you will no longer have access to the older version of WordPerfect Office.

#### To keep older versions of WordPerfect® Office

- Enable the **Install WordPerfect Office 12 and keep older versions of WordPerfect Office** option.

#### To replace older versions of WordPerfect® Office

**1** Enable the **Select the version you want to upgrade** option.

**2** From the list, choose the version of **WordPerfect Office** you want to replace.

**Note:** If you choose to replace an older version, you can retain customized settings by enabling the **Keep my customized settings** check box.

### A WordPerfect® product to meet your specific needs

Component	Category	WordPerfect® Office 12 - Standard Edition	WordPerfect Office 12 - Student and Teacher Edition	WordPerfect Office 12 - Professional Edition	WordPerfect Family Pack 5
WordPerfect® 12	Word processor	✓	✓	✓	WordPerfect® 11 Light Version
Quattro Pro® 12	Spreadsheet	✓	✓	✓	Light Version
Presentations™ 12	Slideshow creation	✓	✓	✓	
Paradox®	Relational database management system		✓	✓	
Address Book	Contact management	✓	✓	✓	✓
Compatibility toolbar	Easy, one-click Publish to Microsoft® Office, PDF, XML and HTML	✓	✓	✓	
Workspace Manager	Switch workspaces	✓	✓	✓	
PerfectExpert™	Project guide	✓	✓	✓	✓
Language Module	Writing tools for 30 languages	✓	✓	✓	7 languages
XML tools		✓	✓	✓	
Drawing tools		✓	✓	✓	✓
The Pocket Oxford™ English Dictionary	Writing tools	✓	✓	✓	
Microsoft® Visual Basic® for Applications 6.3	Scripting tools	✓		✓	
User Guide	Printed	User Guide - 398 pages		User Guide - 398 pages	Getting Started Guide - 70 pages
	PDF version	✓	✓	✓	User Guide

**Note:** WordPerfect Office 12 – Teacher and Student Edition will be available June 1, 2004.

## WPO 12 - the cost-effective alternative

Leading software vendors have recently introduced the new concept of the “system” that makes desktop software functionality dependent on back-end applications running on the server. This concept leads to increased software, IT administration, and management costs since new, enhanced or extended features and functionality are available only when both desktop and server software are installed. Creating server-side dependencies forces server-side application purchases and necessitates additional IT administration and management of a much larger and more complex solution—a situation that does not align with today's buying trends.

### **Purchase motivators**

Cost and value have been identified as key motivators when purchasing an office productivity solution. Customers are buying what they need, when they need it and in line with their budgetary restrictions. The demand for office productivity tools will continue, and Corel is uniquely positioned to wholly provide the required functionality and feature set. In general, the need to extend the functionality through server-side additions to the software stack is not viewed as a priority by consumer and small-to-medium business (SMB) customers.

### **Office system is not a set of productivity applications**

Office “system” is an infrastructure that connects the desktop, the server, and other communications and wireless devices. Costs can soar quickly when considering this new advent from Microsoft. To take advantage of “system” capabilities, the following server-side applications would have to be running: Windows Server 2003 – \$1,000, SharePoint Portal Server implementation – \$5,500, Exchange Server 2003 – \$700, Live Communications Server – \$1,000, SQL Server 2000 – \$5,000, each individual license of Microsoft Office 2003 Professional Edition – \$499, in addition to significant IT administration costs.

Further, the additional features and functionality, such as OneNote and InfoPath, being offered by Microsoft Office 2003 are targeted at enterprise users. The target markets for WordPerfect Office12 are consumers, small- to medium-sized business (SMB), and the maintenance of existing government customers. Based on the workflow of the consumer and SMB market segments, WordPerfect Office 12 provides all the tools and functionality

in a single box—enabling you to immediately get up and running at a dramatically lower cost.

### **WordPerfect Office 12 - the cost-effective alternative**

Consider the fact that license pricing for WordPerfect Office 12 is drastically cheaper than Microsoft Office 2003—often by as much as 52%. At this price, a switch from Microsoft Office to WordPerfect Office 12 could save a 250-seat government organization more than \$42,000 US. (Based on government pricing in the State of Texas.)

## Retail pricing comparison

<b>Edition</b>	<b>WordPerfect®</b>	<b>Microsoft®</b>
Standard – Full	\$299.99 U.S.	\$399.99 U.S.
Standard – Upgrade	\$149.99 U.S.	\$239.99 U.S.
Standard – Education	\$99.99 U.S.	\$149.99 U.S.

## Licensing

Whether you work at an academic institution, a government agency or a corporation with offices worldwide, Corel Licensing makes it easy to purchase the Corel software you need. We offer two flexible programs that help ease license administration across your organization, reduce software deployment time and lower your total cost of ownership. Take advantage of Corel licensing and you'll also enjoy numerous other benefits, including multi-platform licensing, and home and laptop use.

### **Corel Transactional Licensing (CTL)**

Enjoy better discounts and cost-saving entitlements in one simple transaction when you purchase Corel products through CTL. This flexible program lets you make individual purchases as the need arises so you're only buying software your employees will use.

### **Corel Contractual Licensing (CCL)**

Take advantage of tailored licensing solutions with CCL. Specially designed for medium- and large-sized organizations, this flexible volume-licensing program lets you purchase Corel products on a contractual basis. The more you order, the more you'll save!

## Software Maintenance

Corel's software maintenance allows for:

**Backward licensing:** Run licensed software one version back from the current version at the same time as the current version. This translates into good value for organizations that want a department-by-department roll-out over time, or that don't want to deploy a new version all at once.

**Upgrade fulfillment:** For two years following the date of your purchase, you will receive the latest version of the software as soon as it is released.

**Support:** Receive one Premium support incident for every 20 Maintenance licenses purchased. This includes a toll-free number to call for assistance and a support account manager designated to work with you on any incidents.

**Multilingual licensing:** You'll receive software in the language designated for your region.

**Extremely liberal competitive upgrade list:** In most cases you will be able to purchase an upgrade plus Maintenance as opposed to a full version—thereby greatly reducing costs. Microsoft does not allow for competitive upgrades.

## Upgrade eligibility

Customers can upgrade from previous versions of WordPerfect® Office, Microsoft® Office, consumer products like Microsoft® Works and WordPerfect® Family Pack and other Corel products.

The following customers are eligible to purchase WordPerfect Office 12 at the upgrade price:

- Corel® WordPerfect 8, Corel WordPerfect Suite 8 (full, upgrade and education editions)
- WordPerfect Office 2000, WordPerfect Office 2002 (full, upgrade and education editions)
- WordPerfect Office 11 (full, upgrade and education editions)
- WordPerfect Family Pack 1 - 5
- Paradox® 8 - 10
- CorelDRAW® 11, (full, upgrade and education editions)
- CorelDRAW Graphics Suite 11, 12 (full, upgrade and education editions)
- Corel® Painter™ 8 (full, upgrade and education editions)

- Microsoft Office 2000 or higher (full, upgrade and academic editions)
- Microsoft® Works 7
- Microsoft Works Suite 2000 or higher

## Corel® and Microsoft®: a comparison of licensing programs

Corel	Microsoft
<p><b>Corel Transactional Licensing</b></p> <ul style="list-style-type: none"> <li>• Designed for corporations, organizations, businesses, governmental organizations, academic institutions of any size</li> <li>• No minimum purchase or ongoing purchase commitments required</li> <li>• Users may obtain as few as one license or as many as are required</li> <li>• Five (5) fixed volume discount levels are offered</li> <li>• Multi-platform licensing is offered according to availability</li> </ul> <p><b>Corel Contractual Licensing</b></p> <p>Designed for medium- to large-sized businesses/enterprises</p> <ul style="list-style-type: none"> <li>• Minimum signing to a 1-year licensing agreement</li> <li>• Five (5) fixed volume discount levels are offered</li> <li>• A minimum number of licenses must be purchased with a value of no less than \$25,000. These licenses can be made up of any combination of new licenses, upgrades, Maintenance, training, services, and support</li> </ul> <p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>• Flexible, cost-effective route to software support, upkeep and upgrade protection</li> <li>• Purchased in conjunction with product license, Maintenance is designed to ensure that software is kept sound, convenient, and up-to-date</li> </ul> <p>Offers the following entitlements:</p> <ul style="list-style-type: none"> <li>• Upgrade fulfillment</li> <li>• Support</li> <li>• Backward licensing</li> <li>• Multilingual licensing</li> </ul>	<p><b>Open License 6.0</b></p> <ul style="list-style-type: none"> <li>• 5 or more customer PCs</li> <li>• Up-front payment only</li> <li>• 2-year agreement term</li> <li>• Software Assurance (SA) optional</li> <li>• Target markets: small corporate, academic, charity and government</li> </ul> <p><b>Open License Value 6.0</b></p> <ul style="list-style-type: none"> <li>• 5 or more license minimum</li> <li>• Up-front payment, or, annualized payments</li> <li>• 3-year agreement term</li> <li>• SA is built in</li> <li>• Pricing based on reaching point levels (based on number of licenses needed over three year term)</li> <li>• Target markets: smaller organizations that need the benefits of annualized (spread-out) payments</li> </ul> <p><b>Select License 6.0</b></p> <ul style="list-style-type: none"> <li>• 250 or more PCs</li> <li>• Annualized payments</li> <li>• 3-year agreement term with option to renew for 1 or 3 years</li> <li>• SA is built in</li> <li>• Pricing based on reaching point levels (based on number of licenses needed / forecasted over 3-year term)</li> <li>• Target markets: medium- to large-sized corporations or academic institutions that have ability to forecast needs</li> </ul> <p><b>Enterprise Agreement 6.0</b></p> <p>Similar to that included in <i>Select 6.0</i> except:</p> <ul style="list-style-type: none"> <li>• Pricing based on total number of PCs</li> <li>• Centralized purchasing program</li> </ul>

# Corel corporate profile

With the introduction of CorelDRAW® in 1989, Corel helped to define computer-generated graphics. Since that time, the company has built a global reputation for excellence in software innovation and design, earning it the trust and loyalty of millions of users worldwide. With CorelDRAW Graphics Suite and WordPerfect® Office, Corel continues to provide customers with two of the world's most recognized software titles.

Understanding that visual images power the communication of ideas, professional designers, students and business users alike turn to CorelDRAW Graphics Suite to accelerate their productivity and amplify the impact of their work. The premiere graphics suite for Windows®, it delivers unrivaled value with three award-winning applications in one box: CorelDRAW for vector illustration and page layout; Corel PHOTO-PAINT® for professional digital imaging; and Corel R.A.V.E.™ for motion graphics creation.

Corel's award-winning line of graphics products also includes Corel Painter™, the digital sketching and painting tool of choice for fine artists, photographers, commercial designers and story-board artists, Corel® KnockOut, the Corel® KPT Collection and Corel® DESIGNER™, a set of precision tools for creating detailed technical drawings.

WordPerfect Office is Corel's office productivity suite. The company supports a high number of users worldwide who depend on the unique capabilities of WordPerfect Office—a feature-rich, value-priced suite that combines word processing, spreadsheet, presentation and address book applications. Widely deployed across government departments, legal firms and small-to medium-sized businesses, WordPerfect Office is compatible with popular file formats such as Microsoft® Office, PDF, HTML and XML - making it easy for users to share information with their colleagues and clients.

Every day, millions of users depend on Corel software to capture and communicate their ideas. Although these individuals may have different priorities, they share a need for powerful, dependable software that enables them to easily capture and share their ideas with others. Corel is dedicated to addressing these needs with exceptional software that is responsive, efficient and enjoyable to use.

With its headquarters in Ottawa, Canada, and regional offices in the United States, Europe and Australia, Corel works with an established network of International partners to serve its customers around the globe.





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