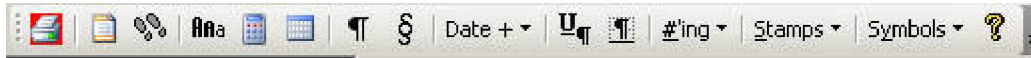


## Power Tool Bars

O2 Consulting Group's Power Tool Bars make you productive by placing common tasks just one or two clicks away, rather than having to wade through menus and dialog boxes trying to accomplish what should be a quick everyday chore. Power Tool Bars not only save time and frustration in your everyday work, it makes training users quicker and easier and it makes all users more productive.

Each individual Power Tool Bar feature is helpful in saving a few seconds or minutes, but combined all together and used over a period of time they save hours in a month and days in a year. You can purchase any of the toolbars "as is" or have one or more customized to your requirements.

Example -- Microsoft Word Document Productivity

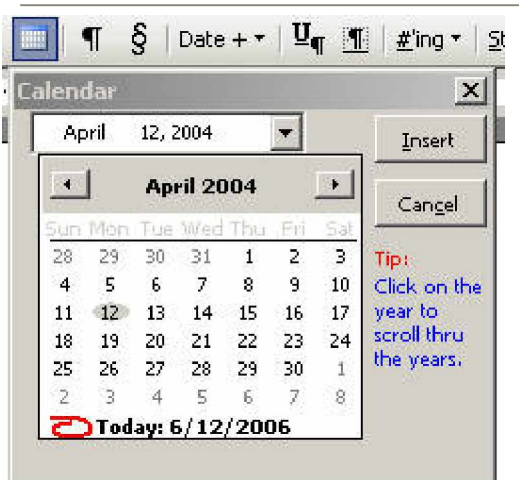


Features from right to left:

- Print Current Page
- Header/Footer View/Edit
- Footer View/Edit
- Case Change
- Calculator
- Calendar
- Paragraph Symbol
- Section Symbol
- Date plus any number of days
- Underline last line of current Paragraph
- Underline current sentence from margin to margin
- Numbering
- File, Copy, Draft, Confidential and other Stamps and Watermarks
- Common Symbols e.g. Copyright, Trademark, International Currencies, and many more...
- About O2 Power Tool Bars

More Details:

### Calendar



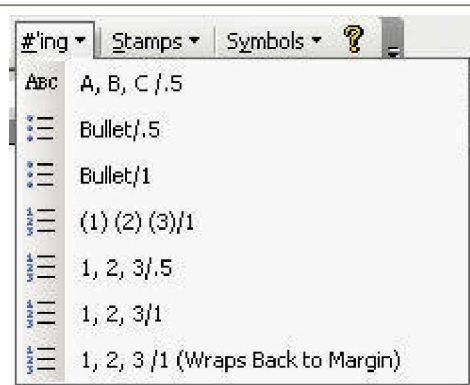
Lookup any date and insert into your document.

### Date Plus



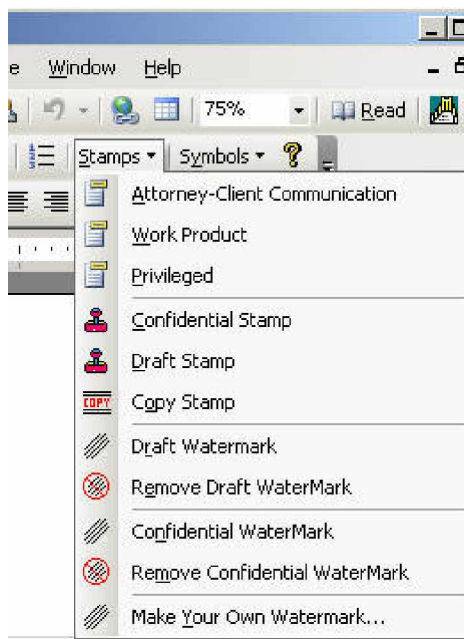
Insert a future date into your document with out having to do the calculation yourself.

### Numbering

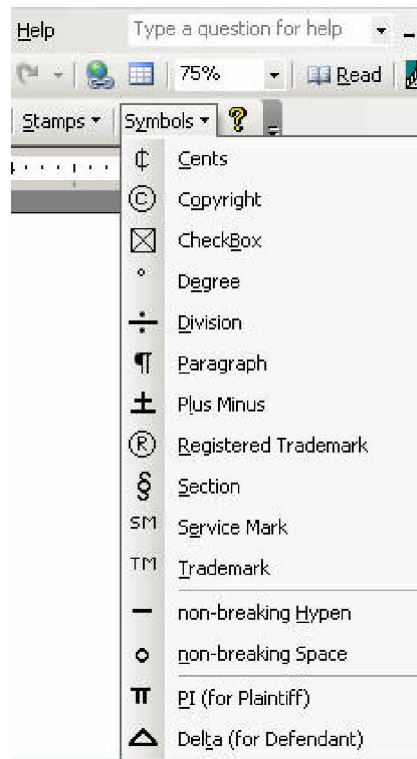


The simplest and least expensive numbering solution available, because it does not have to be any more complicated.

Stamps and Watermarks

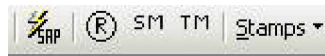


Symbols

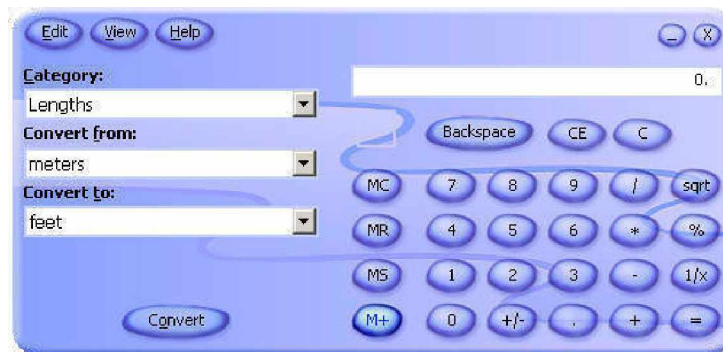


Again any of the Power Tool Bars can be customized to your needs. Features can be added, removed or moved, even up to the main horizontal tool bar for fastest access to frequently used functions. More complex menus can be organized into sub-menus.

An example of a customization for a firm which often uses the trade and services mark symbols:



And for a calculator we install the new Microsoft Conversion Calculator, which has all the features of the standard and scientific calculators plus it converts currencies and standard units of measure.



*For over eleven years, O2 Consulting Group has helped firms like yours keep their document processing tools and procedures at the highest, proven levels of sophistication.*

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