Microsoft Office Partner Program

• Introduction

The Microsoft Office Partner Program is designed to increase the synergy between Office and selected ISV products. It will achieve this goal by making it relatively easy for ISV's to implement selected features which look and feel like their MS counterparts. By purchasing products which include this feature set, customers can have confidence that they are creating a productive and harmonious work environment in which many of the core skills they learn in one application (eg, Office) will transfer directly to other products (eg, AutoCad). Thus, customers receive the benefits of a synergistic computing environment, and MS and participating ISV's receive the benefit of increased sales.

• Feature Set

The initial offering of the Partner Program focuses on 18 core features, which are briefly described below. The elements needed to implement these features will be provided for both Windows and Macintosh. See "Feature Details" below for additional information about each feature:

Feature Name	Description
Toolbar Buttons	Standard buttons which appear on MS toolbars (eg, Print File)
3D DLL	Creates MS's standard 3D "look"
Shortcut Menus	Context sensitive menus that appear on right mouse click
Tab Dialogs	Tab-like screens used to organize information in dialog boxes
ACME Setup ToolsTable d	riven setup and associated UI elements
Spell Checking Tools	Common Speller API's
Start Up Screen Tools	Templates and guidelines for creating MS's attractive new screens
File Converters	Tools which convert files into RTF. A description of RTF file format.
File I/O Dialog Boxes	The standard MS application dialogs used to open, save, and find files.
Sort Dialog Box	Used to sort data (per Excel spreadsheets, etc)
UIDG Compliance Check	Guidelines controlling the appearance of various visual elements.
Drag & Drop	Standard method for dragging objects within (and across) applications.
Printing Dialog Boxes	Standard MS interface for printing documents.
Text Editing Guidelines	MS's commands for navigating within, selecting, and editing text
Help Guidelines	MS's standard Help "look" and content
Find & Replace Dialog	Used to locate (and optionally replace) an object within a file.
Menu Guidelines	Standards regarding the names and location of menu items
Mail Support	API's & UI needed to send mail (via MS Mail) from within an app.

· Pricing: Program A -vs - Program B

These features are made available through two alternate programs: Program A and Program B. Under the terms of Program A, partners receive the entire toolset (ie, all features) in return for a payment of one imposum. Program B participants, on the other hand, select a sub-set of features from the Program A list, and they pay a lump sum for the particular features they choose (see "Terms" below for additional information). The following table summarizes the price which partners must pay to participate in these programs:

Feature Name	Program A Price	Program B Price
Toolbar Buttons	N/A	\$2,500
3D DLL	N/A	3,000



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Shortcut Menus	N/A	2,500
Tab Dialogs	N/A	4,000
ACME Setup Tools	N/A	8,000
Spell Checking Tools	N/A	4,000
Start Up Screen Tools	N/A	1,000
File Converters	N/A	5,000
File I/O Dialogs	N/A	1,000
Sort Dialog Box	N/A	1,000
UIDG Compliance Chk.	N/A	5,000
Drag & Drop	N/A	2,000
Printing Dialogs	N/A	2,000
Text Editing Guidelines	N/A	1,000
Help Guidelines	N/A	1,000
Find & Replace Dialog	N/A	1,000
Menu Guidelines	N/A	500
Mail Support	N/A	1,500
Total Cost	\$15,000	\$46,000

• Feature Details

Toolbar Buttons

Bitmaps for the following toolbar buttons will be provided.

Bitmap Image	Description
	File New
	File Open .
	File Save
6	Print
D.	Print Preview
5	Spell Checking
T)	Cut
1	Сору
	Paste
I	Copy Format
10 F	Undo
<u>₽</u>	Redo
N ?	Help
19	Bold
Z	Italic
Q	Underline
	Text Alignment

Also included:

- 1. Guidelines for including Zoom, Font, and Font Size controls.
- 2. Guidelines for organizing buttons per standard MS toolbar,
- 3. Guidelines for developing additional buttons (color, size, appearance, use of text, etc)
- 4. Guidelines for implementing each button's functionality so it is similar to the standard behavior of MS apps.

• 3D DLL

Partner receives:

- 1. CTL3D.DLL, which implements the standard MS 3D "look".
- 2. Documentation which explains how to use CTL3D.DLL.
- 3. Guidelines for creating custom controls whose look is compatible with the 3D standard.

· Shortcut Menus

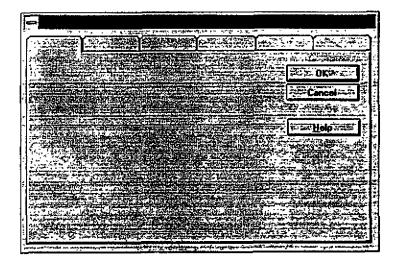
Partner receives:

- 1. A DLL (yet to be created) which pops up the shortcut menu on right mouse click.
- 2. Guidelines for composing menus (ie, which items to include, determining the order in which items appear, use of shortcut keys, etc)

• Tab Dialogs

Partner receives:

1. A family of bitmap templates of the following general form:



2. Guidelines and sample code illustrating how to use the templates to implement tab dialogs.

ACME Setup Tools

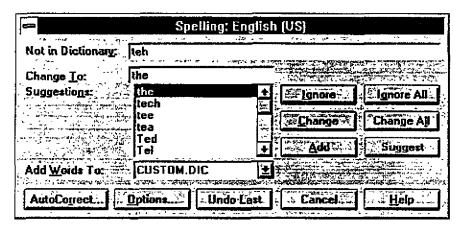
Partner receives:

- 1. ACME executables and related files needed to create a table-driven setup program.
- 2. Guidelines which explain how to use ACME to create an MS-like installation program.

• Spell Checking Tools

Partner receives:

1. A copy of the standard MS Spell Check dialog box, per below:



- 2. A copy of the Common Speller API (CSAPI) DLL.
- 3. Guidelines for using the CSAPI DLL and for creating and extending the standard dialog box.

• Start Up Screen Tools

Partner receives:

1. A generic start up screen template derived from the following model: