



TIP

» **Volume:** Allows you to install and use the software on more than one computer. The simplest type of volume license simply specifies how many computers you can install the software on. For example, you may purchase a 20-user version of a program that allows you to install the software on 20 computers. Usually, you're on the honor system to make sure that you don't exceed the quantity.

Set up some type of system to keep track of this type of software license. For example, you could create a Microsoft Excel spreadsheet in which you record the name of each person for whom you install the software.

Volume licenses can become considerably more complicated. For example, Microsoft offers several different types of volume license programs, each with different pricing, features, and benefits. Table 17-1 summarizes the features of the more popular license programs. For more information, refer to www.microsoft.com/licensing.

» **Subscription:** A *subscription* isn't really a separate type of license but rather an optional add-on to a volume license. The added subscription fee entitles you to technical support and free product upgrades during the term of the subscription, which is usually annual. For some types of products, the subscription also includes periodic downloads of new data. For example, antivirus software usually includes a subscription that regularly updates your virus signature data. Without the subscription, the antivirus software would quickly become ineffective.

Note that many types of software that were traditionally offered under retail, OEM, or volume licensing plans are evolving toward subscription plans. Vendors such as Microsoft (for its Office 365), Adobe (for its Creative Design Suite), and Autodesk (for its AutoCAD family of products) are moving in that direction, as are many others.

TABLE 17-1 Microsoft Volume License Plans

Plan	Features
Open License	Purchase as few as five end-user licenses.
Open Value	Purchase as few as five end-user licenses and receive free upgrades during the subscription term (three years).
Select License	This is a licensing program designed for companies with 250 or more employees.
Enterprise	This is an alternative to the Select License program that's designed to cost-effectively provide Windows, Office, and certain other programs throughout an organization of at least 250 employees.