Welcome Microsoft Word in A New Version for Windows

This dazzling graphical word processor will be a top-notch competitor for Ami, Word Perfect.

By JOHN LOMBARDI CONTRIBUTING EDITOR

CHAPTER 2: SPELLING, HYphenation AND PAGINATION

Welcome to your new word processor! Word is a powerful tool for creating and editing documents. It offers a wide range of features that make it easy to create professional-looking documents. Here are some of the key features of Word:

- **Spell Checking:** Word provides a spell checking feature that automatically checks your documents for spelling errors. This feature is particularly useful when you are writing in multiple languages or using technical terms.

- **Hyphenation:** Word allows you to hyphenate words automatically, ensuring that your documents are consistent and professional. You can control hyphenation settings to suit your needs.

- **Pagination:** Word automatically pagination your documents, ensuring that they are neatly laid out and easy to read. You can choose from a variety of page layout options, including landscape and portrait formats.

With these features, you can create documents that are not only professional-looking but also error-free. Whether you are writing a report, a letter, or a book, Word is the perfect tool for the job.

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**Review Responses**

This new version of Word is a significant improvement over its predecessor. It offers a wide range of features that make it easy to create and edit documents. The spell checking feature is particularly useful, and the automatic hyphenation and pagination features ensure that your documents are consistent and professional. Overall, this is a top-notch word processor that is sure to satisfy the needs of both novice and experienced users.
REVIEW

Microsoft Word for Windows

Microsoft Word for Windows is a superior graphical office/professional word processor with highly integrated user interface and features that are consistent with other standards and specifications. WordPerfect, although tight and occasionally irritating, is a highly attractive word processor. This is a very good product for Windows users, especially if you are an Ami Professional user looking to upgrade to Windows.

DOCUMENTATION:
Word for Windows comes with six manuals (the main manual is in hardback, which is very useful for a software manual), a complete on-line help system, and a tutorial. A pocket guide provides a summary of commands and procedures. A printer guide explains supported features of the various printers, and a basic skills guide shows how to make Windows work if you're new to this operating environment. You get a document listing a wide range of common applications and processes (templates, etc.) and a Glossary. With Word Perfect, you have instructions for switching from other word processing programs such as DisplayWrite, Multimate, WordPerfect, and WordStar. Finally, a user reference guide provides an alphabetical listing of all commands and functions with good explanations and examples. All in all, the documentation is well done, easy to read, generally complete, nicely indexed, and sufficiently splatted with examples. However, the absence of a technical reference manual is a disadvantage, since you can't begin to fully explore the power of macros without it. We rate documentation very good.

EASE OF LEARNING:
Given the complexity of this product, Word for Windows is relatively easy to learn to use. While the graphical user interface — with its icons, ribbons, and menus — helps orient the new user, although it may be a little intimidating to the uninitiated, the program tutorial and various manuals must be reviewed before trying to operate the system. It takes at least half an hour to install the program, assuming you have Windows up and running. Most users will need another hour of experiment before turning it over to others. The style sheets are easier to learn in Word than in Ami Professional, although Ami Pro does go the extra yard to show styles in their dialog boxes (such as paragraph, bullets, footnotes, etc.). Mastering sophisticated formatting, use of styles, and other work with Word for Windows' more powerful features will take many hours of concentrated effort, but it is well worth the time spent. Given the complexity and power of this program, we rate ease of learning very good.

EASE OF USE:
Reasonable levels of competency for any given mix of daily work will take perhaps a day or two of experience to master. The more complex the mix of tasks and the more demanding the formatting specifications, the longer full competency will take. Significant expertise accumulated over several weeks or months will be required to take full advantage of some of the more advanced features, such as complex macro programming, elaborate font–letter–aperture–alignment–linked–documents–documents–with–many–cross-references–footnotes–indexes–table–of–contents–and–lists. Even so, the many facilities available to speed work — whether through use of speed keys, macros, mouse, or custom–or–customized–key–sequences — can make this a very useful–to–use–program. Features such as the easily identifiable style–option–lithophane–icons (presentation, italics, etc.) are more effective than they would be if they were in menus, as in Ami Professional. If you are still using the text–based version of Microsoft Word, you will find this program quite different in its interface but similar in its functionality. If you knew the Macintosh version, you will find many similarities in the interface as well. We rate ease of use very good.

ERROR HANDLING:
Word for Windows does a reasonable job of preserving data integrity. While there is no automatic timed backup as Ami Professional has, a timed backup feature will remind you to save your work at any four intervals, in either case, your data sheets are easier to learn in Word than in Ami Professional, although Ami Pro does go the extra yard to show styles in their dialog boxes (such as paragraph, bullets, footnotes, etc.). Mastering sophisticated formatting, use of styles, and other work with Word for Windows' more powerful features will take many hours of concentrated effort, but it is well worth the time spent. Given the complexity and power of this program, we rate ease of learning very good.

PRODUCT SUMMARY
List Price: $495.
Requires: IBM PC/XT or compatible, 640K of RAM, EGA, VDA, Hercules, or Windows–compatible graphics modes; hard drive 1 to 2 megabytes of RAM recommended; Microsoft Windows/386 or Windows–X for text–based version included; mouse recommended but not required.
Summary: Microsoft Word for Windows is a superior graphical office/professional word processor with highly integrated user interface and features that are consistent with other standards and specifications. WordPerfect, although tight and occasionally irritating, is a highly attractive word processor. This is a very good product for Windows users, especially if you are an Ami Professional user looking to upgrade to Windows.
REVIEW RESPONSES

Epson Waring

I recently purchased an Epson LQ-510 printer. It was my mistake that I did not do a proper checkout of the printer before I purchased it. The two stores that I visited did not have any on the floor so they could not provide a demonstration. I went ahead and purchased it anyway, because of the Epson name. Never again.

After I had worked with it for a couple of days, I realized that it was not printing on lines one and two of the first page, and the Top of Form was being set at line three of the page. After checking with my dealer, who did not know whether it was a hardware or a software problem, I wrote to Epson. According to Epson, the printer has a lower-priced print mechanism to save on costs. This will require me to go through every piece of software I use to adjust the top-of-form setting to compensate for this problem. I have always considered being able to set TOF at one line an industry standard, and this is the first time I have run across a printer unable to do it. For an entry-level printer, it is going to cause a lot of problems, especially to new users.

C. Fred Cochrane
Epson

Direct vs. Retail Price

Your otherwise excellent review of VGA boards in the December 11 issue (Page 69) highlighted what appears to be an "apples-and-oranges" situation in your evaluation methodology. The point made was that in most respects the VGA boards were similar in features, support, and other attributes — but the factor that merited a higher-weighted score was price. So the Aha! Systems VGA Wizard received a final score substantially higher than that of its nearest competitor.

What you failed to consider was that the $195/$229 list price for the Aha! Systems product was also the "street price," since I was told by the company that it only sells direct to customers, and not through discount mail-order houses. On the other hand, while the list price for the ATI VGA Wonder was correctly listed at $149/$189, one can buy it mail-order for about $125/$149.

Hei Gerananim
Weston, MA

Good point. Most systems of all kinds sell for roughly the same discount from list price. Our policy has therefore been to quote and score on list price as the only consistent yardstick, and as a good approximation of resale price. The exception, however, is products sold direct, where list price is also street price.

Beginning with the 386SX computers, product comparison of this issue, we will take this fact into account when rating value, by comparing between products available through channels that discount from list, and those sold direct for list price only. — Editors

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