

# Software Reviews

## REVIEW SCORING

InfoWorld reviews only finished, production versions of products, never beta test versions.

Products receive ratings ranging from unacceptable to excellent in various categories. We multiply the rating in each category (Excellent = 1.0, Very Good = 0.75, Good = 0.625, Satisfactory = 0.5, Poor = 0.25, Unacceptable = 0.0) by the weight assigned to that category to derive a numeric score. We then add the numeric scores, divide the total by 100, and round the quotient down to one decimal place to produce a final score for each product.

Final scores should be judged as follows:

**10 — Excellent 9-10: —**  
Tops in its class.

**Very Good 7-8.9**  
Meets all essential criteria and offers significant advantages

**Good 6-6.9**  
Meets essential criteria and includes some special features

**Satisfactory 5-5.9**  
Meets essential criteria

**Poor 3-4.9**  
Falls short in essential areas

**Unacceptable 1-2.9**  
Fails to meet minimum standards

## INDEXES

Indexes appear in the first issues of January, April, July, and October. For back issues, specify dates and send \$2.95 per issue to InfoWorld Customer Service, P.O. Box 5994, Pasadena, CA 91107. Please allow six weeks for delivery.

Target Editions are sent only to volume buyers of target products.

Also Included  
In This Section

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• **Info-XI .....75**

## Word Perfect 5.0

# New Word Perfect Is Once Again King of the Hill

## Word Processor Has More Features, Improved Performance

By John Lombardi Review Board

With myriad users pawing the ground in expectation of Word Perfect 5.0, Word Perfect Corp. has met their hopes and regained the product's dominance of the high-powered word processing market. The release of Version 5.0 represents a major improvement over Version 4.2 and includes a host of new features, significant improvements in performance, and redone documentation. Flexible, strong, and quick, Word Perfect 5.0 is once again the program of choice for office and professional word processing.

### FEATURES:

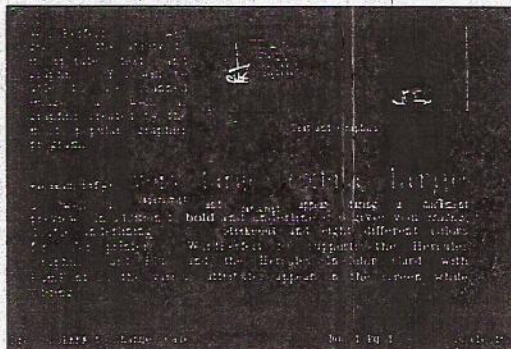
Word Perfect 5.0's feature list matches and often exceeds other word processors with only a few exceptions. This edition features a powerful series of enhancements for laser printers, fonts, and desktop publishing projects. Complementing these improvements, Word Perfect now creates multiple newspaper-style columns with ease. It also includes a multiple-view preview feature that shows the printed document at two magnification levels.

Graphics handling has become hot competition in word processing, and Word Perfect enters with a nice list of capabilities, including a memory resident screen-grabbing program and the capability to import a wide range of graphic formats from other packages, including Lotus 1-2-3, PIC, Autocad, Dr. Halo, GEM, Mac Paint, and Windows Paint. Images can be sized, rotated, reversed, cropped, or labeled with captions.

A 30-image clip art library comes with the program. Word Perfect inserts graphics images anywhere on the page, flows text, places images across columns, and can even frame them with line art.

Keyboard macros also hone Word Perfect's competitive edge. What used to be simple keystroke shortcuts has evolved into a miniprogramming language, and a variety of activities can now be automated using macros and the macro editor. Word Perfect's macro language competes with and exceeds most competitors with variables, string comparisons, sub-routines, case statements, chaining, if-else statements, error handling, a step function, and a wait command.

The cursor's speed and shape can be changed. Most word processing features can now be used



Word Perfect has augmented its ability to integrate text and graphics. It can now include graphics and produce newspaper-style columns.

when embedded codes are being displayed. Automatic references to pages, figures, or other coded numbers work across documents consolidated into a master document for batch printing, and a comparison feature displays changes in different versions of a document. Style sheets combined with a style library permit easier management of complex document setups.

For details on the testing methods and scoring criteria used in this review, see the Office/Professional Word Processing product comparison, March 28.

### PERFORMANCE:

Basic correspondence and memo tasks are easily accom-

plished with improved line numbering (by the inch), a wide range of redefinable tabs, and column or rectangle cut and paste functions. Though search and replace generally retains capitalization, a word spelled with all capital letters is replaced with only the first letter capitalized. The vendor says this has been fixed in all shipping copies.

This version features an excellent sorting module, but the math feature is still cumbersome to use. Block operations have not changed, except that the block definition is now cancelled after every block action. The program will only perform formula-type hyphenation automatically, and dictionary hyphenation must be purchased for \$15. Overall, cor-

respondence rates very good.

The thesaurus and speller are great writing aids, and the speller will count words in a document without spell-checking. The spell checker and thesaurus rate very good.

The mail-merge feature is powerful, but inserting proper symbols (field/record numbers, etc.) is confusing and awkward for occasional users. However, there are a variety of functions that include user-prompted information. We rate Word Perfect mail-merge capability good.

The outline formatter included all expected capabilities and could easily be used within a document. Outlining scores good.

Indexing can be done through multiple documents with multiple styles. The table of contents feature is versatile and handy, and we rate indexing and table of contents very good.

We could not distinguish between footnotes and end notes in a document except by revealing embedded codes. Overall, however, we rate the footnotes category good.

Revision tracking now includes a document summary screen. While it shows the creation date, no revision date is shown. Redlining can be seen on the screen, although it can be confused with boldfacing or underlining (on color monitors different colors can be selected for different features). Revision tracking scores good.

The most dramatic Word Perfect enhancements involve font management and graphics. Word Perfect 5.0 offers powerful control over fonts, matching sophistication and choice with ease of use.

Almost everything related to printer selection, setup, and font selection can be handled within the program. Fonts can now be chosen by name instead of number. Bitstream supplies a free font installation kit sent to registered users on request that includes three fonts. This is due to be available in late June.

Style sheets are useful and designed well, with a glossary of styles easily recalled within a document. Fonts and styles score very good.

The new graphics features in Version 5.0 perform quickly and effectively. Word Perfect can incorporate encapsulated Postscript and HPGL files, provides text wraps, supports a large selection of graphics formats, and the preview feature displays graphics. Word Perfect

### WORD PERFECT 5.0 • BENCHMARKS

	Word Perfect 5.0	Microsoft Word 2.0	Word Perfect 4.2
<b>File</b>			
Load	1.9	1.4	1.5
Save and continue	3.7	4.1	5.6
Import ASCII	1	1.1	18.3
Export ASCII	8.4	55.3	22.5
Import DCA	19.9	58.7	20.9
<b>Cursor movement</b>			
Top to bottom	1.9	0.5	2.9
Manual scroll	44.9	94.1	97.7
Reformat	19.6	10.8	25.9
<b>Search</b>			
Last word	1.7	2.2	2.7
Replace	6.1	14.4	5.5
<b>Append document</b>	1.2	0.7	0.8

All times in seconds.

All tests conducted on an 8-MHz IBM AT (640K of RAM with EGA).

\*Import times varied from 6.2 to 15.3 seconds.

\*Could not globally alter all rulers. This time included stripping out all margin sets, creating and applying a style sheet.

\*Could not globally alter all rulers. Chart indicates total time to alter each ruler manually.

rotates, crops, reverses, or grabs a screen image at any place in the text or across columns.

While Word Perfect handles graphics admirably, we would like to see it become more flexible. We rate graphics handling very good.

Speed has improved overall from Version 4.2 and exceeded its competitors in many tests. We rate speed very good.

In addition to graphics file support, ASCII, and DCA, Word Perfect 5.0 is compatible with DIF, Wordstar, and Multimate formats. We rate compatibility very good.

#### DOCUMENTATION:

Word Perfect has completely new documentation. The manual has a short getting-started section, an alphabetically organized reference guide with cross-

references, and an appendix with a variety of technical discussions about character sets, installation options, and error messages. It also has a complete index and glossary. The manual's style is much the same as in previous versions, with clear explanations but few examples.

In addition to the main reference manual, Word Perfect supplies a Word Perfect Workbook, an instruction manual with illustrations of a variety of applications.

Unfortunately, there is no printer manual to accompany the superior printer customization program included with this package. The manual will be available this summer for \$19.95. The instructions and help screens with the program are good only if you're a printer whiz. Also, the documentation does not indicate clearly how to access the tutorial.

On-screen documentation has been improved to match the complexity of the new version. Extensive and very helpful, the Word Perfect help system makes frequent references to the manuals.

The excellent Workbook, complete manual, and outstanding on-line documentation earn this program a very good rating for documentation.

#### EASE OF LEARNING:

Word Perfect has always been relatively easy to learn and teach. Given its lack of a rigid structure, users can quickly become comfortable with it. The program is forgiving of errors, provides easy exit from false starts, offers full on-line help, and contains an interactive on-line tutorial program that covers simple and complex operations. However, some users are intimidated by the sheer size of this feature-rich program. We rate ease of learning very good.

#### EASE OF USE:

Another traditional Word Perfect strength has been its capability to adapt to a wide range of needs. Occasional and professional word processors alike find this program equally easy to use.

In addition to its flexibility and unstructured approach to word processing, Word Perfect includes a variety of

aids. Menu items can be selected by their first initial as well as by their number, keyboards can be redefined, initial settings can be rearranged and modified, and style sheets automate complex document formatting.

There is also a "soft keyboard" feature that allows any key to be redefined, and using an optional driver you can redefine the help key as F1 and cancel as ESC. The font management system eases the often complex and tedious use of laser printers, and the help system eliminates the need for reference to the manual, even for occasional users who forget the meaning of the various functions.

Further aids are diagnostic files designed to help identify printer peculiarities related to fonts or character sets.

In short, we believe Word Perfect to be very easy to use and tops in its class. We rate ease of use excellent.

#### ERROR HANDLING:

Word Perfect includes data protection features such as a timed backup, optional auto-saving to a backup file, and a quick save option that saves a file without formatting. You can also edit a copy of the source file instead of the original. The undo command recovers from three levels of deletes.

The only significant flaw we discovered is a bug in saving files in ASCII or Word Perfect 4.2 format. Known as Text In/Out, this operation saves the files well but does not update the directory on disk. Consequently, if you want to re-edit the file, you can't find the data because the file is listed with zero bytes stored. However, if you exit the program, Word Perfect updates the directory and the file can be retrieved. The vendor claims this will be fixed in an upcoming release.

A minor difficulty results when you try to use the Screen Grabber (which allows you to capture screen images) program with Sidekick. Version 1.56A. No matter how these two TSR programs are loaded, calling the Screen Grabber freezes the machine and keyboard. Although the manual indicates that conflicts between the grabber and other TSR's may occur, it would help to indicate known TSR incompatibility

problems. Normal errors are handled competently by Word Perfect, and error messages are explanatory and clear.

We rate error handling very good.

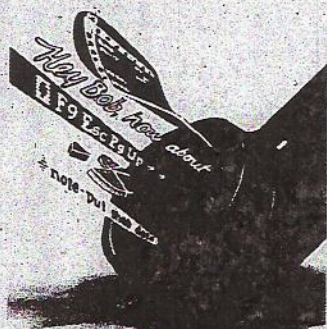
#### SUPPORT:

Support policies include toll-free, unlimited support 11 hours a day during the week and four hours on Saturday. An unlimited money-back guarantee; a newsletter, information about a Word Perfect user group, and an electronic bulletin board are all included.

Word Perfect support policies are among the best in the industry. We rate support policies excellent.

In general, Word Perfect offers strong technical support that is among the best anywhere, with more than 250 people on the technical support staff. The recent introduction of Version 5.0, however, has swamped toll-free lines in Utah, and we had to call more than 10 times before getting through, although the vendor says this problem is being worked on in cooperation with AT&T. Once we reached the company, support was supe-

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Unattended file transfer at 115,200 bps between 5 1/4" and 3 1/2" microcomputers with background print on remote printer.

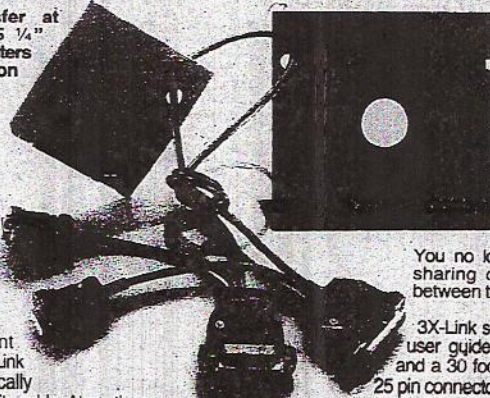
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**CALL TODAY!**

## Grandview

## Rich Outliner Adds Extensive Word Processing

By John Walkenbach Contributing Editor

rior. The support staff was technically competent and helpful and they showed interest in our problems, took time to answer questions, and willingly discussed known problems. However, because of our trouble getting through, we rate technical support poor.

## VALUE:

At \$495, Word Perfect is an excellent value. No more expensive than its competitors, a superior performer, and as full-featured as any program on the market, Word Perfect 5.0 is an excellent value in office/professional word processing.

John Lombardi is provost of a major university and author of five books. He has been working with computers since 1967.

Grandview, an information manager from the makers of Thinktank and Ready, might be described as a glorified outliner, since everything you do in it is based around an outline. But that would hardly do this product justice. Grandview organizes

and uses both structured and free-form data by offering, in addition to one of the most robust outliners around, extensive word processing capabilities and a method of categorizing and retrieving information contained in your outlines. Grand-

view is an impressive product that becomes more useful the more you use it.

## FEATURES:

Grandview is based around an outliner and has all the features normally found in such prod-

ucts, including expandable and collapsible headlines and a full assortment of commands to make reorganization of the entries fast and efficient. You have complete control over labeling styles for your outline (including roman numeral, le-

Wait

INFO  
WORLD

## REPORT CARD

## SOFTWARE

## WORD PERFECT

VERSION 5.0

Criterion	(Weighting)	Score
<b>Performance</b>		
Correspondence	(40)	VG
Speller/thesaurus	(40)	VG
Mail merge	(30)	G
Outlining	(25)	G
Table of contents and indexing	(20)	VG
Footnotes	(25)	G
Document tracking	(15)	G
Fonts & style sheets	(25)	VG
Graphics integration	(25)	VG
Speed	(125)	VG
Compatibility	(30)	VG
<b>Documentation</b>	(100)	VG
<b>Ease of learning</b>	(125)	VG
<b>Ease of use</b>	(150)	E
<b>Error handling</b>	(75)	VG
<b>Support</b>		
Support policies	(25)	E
Technical support	(25)	P
<b>Value</b>	(100)	E
<b>Final score</b>		<b>7.9</b>

E=Excellent; VG=Very Good; G=Good; S=Satisfactory; P=Poor; U=Unacceptable.

## PRODUCT SUMMARY

**Company:** Word Perfect Corp., 1555 N. Technology Way, Orem, UT 84057; (801) 225-5000.

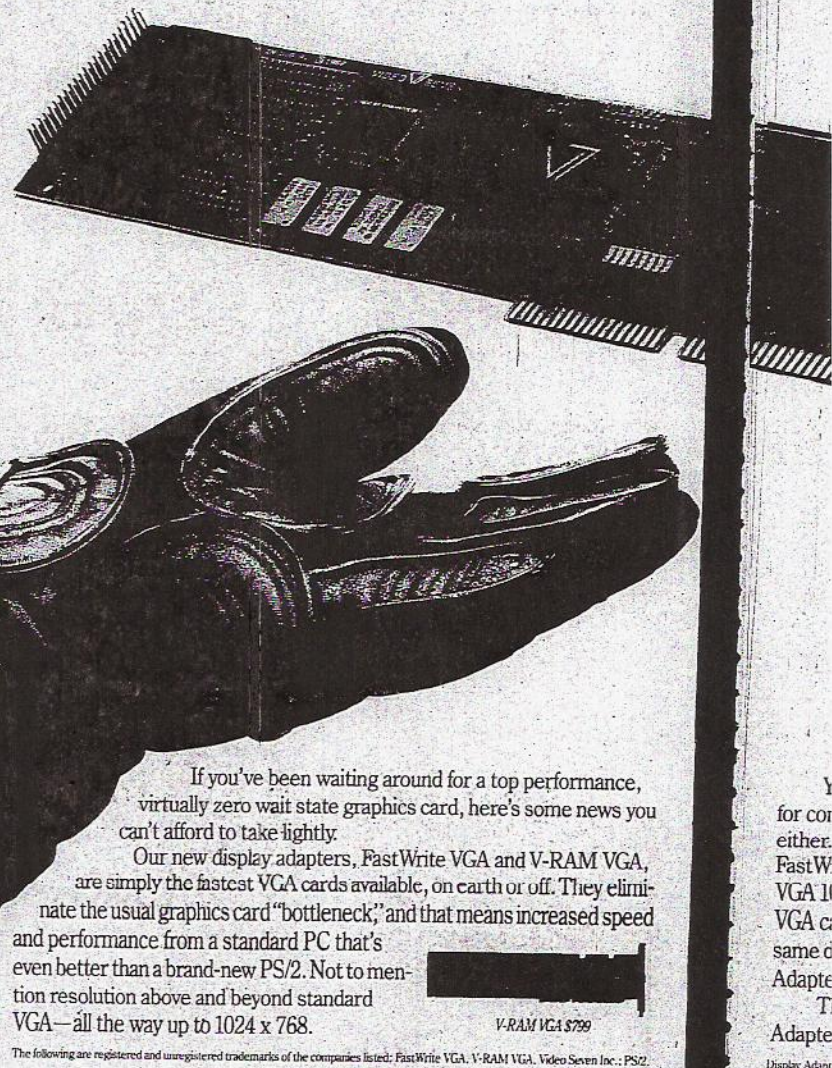
**List Price:** \$495.

**Requires:** IBM PC or compatible; 384K; DOS 2.0 or later; hard disk recommended.

**Pros:** Powerful features and fine performance; easy to learn and use; great font and graphics support.

**Cons:** Somewhat complex; no printer program manual; overloaded telephone support.

**Summary:** Powerful, full-featured, and graceful, Word Perfect 5.0 offers an outstanding combination of power and ease of use. Particularly useful for complex text management tasks, and complicated documents, Word Perfect works equally well for short memos and casual correspondence.



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