

Product Comparison

*Executive*Word
Processors*InfoWorld examines 11
easy-to-use word processors
for the busy executive.*

By John Lombardi, Review Board

the rapid explosion of high-powered and expensive word processing programs has created a market for less sophisticated, less expensive products that are easier to learn and use. Known in the trade as executive word processing programs, these systems generally offer a reduced set of features at a reduced price with a special emphasis on snazzy menus, elaborate help screens, and transparent printer support.

The theory is that executives need writing tools capable of good output and effective performance, but they don't require great sophistication or control. Executives may only use the product occasionally and cannot be expected to maintain familiarity with the complicated options in the professional packages.

In every case, executive products are less powerful and less expensive than their office/professional counterparts. Most lack footnoting, columns, or elaborate cross-referencing for tables or citations, indexing or tables of contents, thesauri, style sheets, outlining, or other facilities for large document preparation. However, for almost every feature available in the more powerful packages, in most cases at least one program in this group has that feature, although none has the complete professional list.

Many of the executive word processors can exchange files with the office/profession-

al packages, so document exchanges within offices can easily be accomplished. If your office primarily generates memos and basic correspondence and occasionally needs to use a mail merge feature, a reliable executive package will easily do the job. Even if you produce larger documents and can do without embellishments such as extensive footnoting or outlining, an executive package will handle very capably. Also, if you or your organization is new to computing, an executive package is a good way to get your feet wet with word processing, because it will introduce you to the concept smoothly and comfortably.

**DAC EASY WORD II,
VERSION 1.0**

Dac Software, a company famous for its low-priced, high-performance software, issued an update of its word processor about a year ago. Dac competes with other strong executive performers such as Q&A Write and Professional Write. At a list price of \$50, Dac is a bargain.

In the features competition, Dac holds its own with the basics plus significant enhancements. In addition to standard editing commands working with the document, Dac also handles a variety of on-screen formatting such as bolding, hanging indents, hard page returns, super- and subscripting, and automatic reformatting to new margins.

The program supports a wide range of printers and permits the addition of printer

features not explicitly supported by the program by editing printer tables. Large documents can be edited — more than 500 pages can be accommodated — since the program keeps only a small portion of the document in memory at any time.

You can have four windows open showing different documents or multiple copies of the same document. The windows can all show on-screen, or a selected window can be zoomed to full screen size. The program supports the insertion of any IBM extended character set key code and provides an ASCII chart showing what symbols correspond to which codes.

For correspondence work, Dac does an effective job. The four-window screen is an unusual advantage in a product at this price range, and the inclusion of a macro keystroke recorder is an additional plus, up to 26 macros per document subdirectory are permitted. Although it has an effective editor, its implementation of search and replace either searches for the word exactly as entered, or ignores all capitalization, which means the replacement word does not match the capitalization of the original word. Cursor movements include a jump-to-page operation, but tabs, converted to spaces in the text, can't be removed automatically. Dac has a decimal tab feature, and it can insert the system time and date into a document, and in headers or footers you can insert a code that will insert the current date at print time. Dac correspondence meets our criteria for a good score.

The Dac spelling checker is adequate at

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best; the dictionary will learn words, but the checker must be taught each capitalization of a word individually, and possessives must also be learned as separate words. Although learned words are offered as alternate spellings, the method for choosing alternative words is inadequate since it simply opens a window into the word list near where your misspelled word might be. The user can then browse around in search of an acceptable spelling. An automatic hyphenation facility separate from the dictionary supplements the speller. Spelling earns a satisfactory rating.

The Dac mail merge handles nicely, using a mail list system that looks like a flat-file manager, and there are fill-in forms, multilevel sorts and selection criteria, and even a list generator. A stand-alone utility comes with the pro-

gram that imports and exports comma-delimited ASCII files. The sophisticated file manager turns out to be much better than the more primitive word processor mail-merge capability, which can only handle simple user prompting as its most significant variable. The advanced file manager earns mail merge a good score.

While Dac supports the Laserjet, it does not handle sophisticated formatting involved in justifying proportionally spaced text, thereby leaving blank rivers throughout the text. Microspacing is left up to the printer, so justified proportional output is rarely possible. Font selection is clumsy at best, although the printer modification utility offers some capability to select fonts. Bold, underline, and a choice of fonts are possible with a Laserjet. We can rate fonts and styles no higher than satisfactory.

Dac contains no graphics features.

Dac does well in practically every speed category and earns a good score. Its compatibility, however, is limited since only ASCII files can be converted. A minor advantage is the capability to handle paragraph breaks that may be embedded in an ASCII file before translation. Nevertheless, we rate compatibility poor.

The Dac manual is well-organized and clearly written, although it could have a better index and more technical information. It is difficult to find out about the limits of the program: how large a document can it handle, how many records can the mail list file hold, what is the structure of a Dac ASCII delimited data file, and similar questions. Information on macros and their construction is less than clear and confusingly appears in

two different places in the manual.

On-line help is very effective, although it is menu-sensitive, not context-sensitive. When you call a menu, the help screens are the same for every function in that menu. Further, there is no index from which you can branch to any other help screen without going through a menu. A quick-reference card provides a useful summary of Dac commands and features, although it is printed in small blue type on glossy stock and in the wrong light is difficult to read. We rate documentation satisfactory.

With its very clear drop-down menus, strong on-line help system, and printed tutorial, Dac is easy to learn. About a half-hour is required to get up and running for simple correspondence, and you'll be completely up to speed in two or three hours.

Some minor difficulties plague its menu system. For example, in the file menu, when you make an incorrect selection from a submenu and back out with the Escape key, you are sometimes dropped completely out of the file menu rather than returned to the main file menu. Nonetheless, getting up to speed on Dac is no sweat, and we rate ease of learning very good.

Dac is almost as easy to use as it is to learn. Experienced users can dispense with most of the menus and use speed-key combinations (Alt plus a letter) for most common functions related to editing and formatting. Macros can be constructed and saved to disk for recall, and they can be built from existing text or from command or keystroke sequences.

The windows are effective for work requiring multiple documents to be on-line together. The help system provides adequate information, so experienced users rarely need the manual. The program has some system utilities that report the number of words, paragraphs, lines, and pages in the document as well as the amount of system memory used and remaining.

When reformatting on Dac, you have an option of deleting or retaining all current indentations.

The Dac's blocks are unforgiving, because once they are marked, you cannot escape without having to re-mark the block.

Macros must be saved in the same subdirectory as the document being edited or the current subdirectory must be changed to the one in which the macro resides.

Given these minor limitations to a program that is essentially very easy to work with, we rate ease of use on Dac very good.

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PRODUCT SUMMARY

DAC EASY WORD II

• VERSION 1.0

Company: Dac Software Inc., 17950 Preston Road, Suite 800, Dallas, TX 75252, (214) 248-0205.

List Price: \$49.95.

Requires: IBM PC or compatible; MS/PC-DOS 2.0; 256K of RAM; two floppy drives; hard disk recommended.

Pros: Fast, effective editor; large file size capacity; multiple windowing; inexpensive.

Cons: No graphics; error-handling problems.

Summary: A powerful, basic word processor with nice features and a great price, although some features could be implemented better.

simple errors are handled adequately. We rate error handling on Dac satisfactory.

Dac offers new users one free 10-minute telephone support call, which must be made within 60 days. It also offers an extended \$60 support plan that gives one hour of toll-free support. Also included in the plan is a newsletter.

The limited basic support policy is offset only slightly by the availability of extended support (even though it is somewhat limited). We rate Dac's support policies poor.

Our calls to the support line produced useful information on printers and, in general, good product knowledge. The staff was helpful and provided workarounds for problems. We rate technical support good.

Dac is an inexpensive product. Its features are many, its performance is strong, and its capabilities are extensive, although it has a few clunky feature implementations. Overall, Dac is a fine basic word processor priced attractively at \$49.95. We rate the Dac word processor a good value.

IBM DISPLAYWRITE ASSISTANT, VERSION 1.0

IBM's executive word processing entry belongs to the Assistant series, a group of executive-style programs for a variety of software tasks. Displaywrite Assistant offers convenient editing, menus, and features, all within the framework of the

Assistant series. Transfer of data among this group is easy to accomplish, and exchange of documents with the office/professional Displaywrite offers no major difficulties.

The Assistant series uses a common menu system or shell sharing a common setup for external devices such as printers, plotters, and pointing devices, even when one product does not support the device. Although the program supports a form of mail merge, it is not as effective as similar facilities in the other programs reviewed here. The full line of formatting commands, both on-screen and at print time, are workable and omit only items such as a page offset command. Unfortunately, proportional spacing is not supported.

Within the context of executive word

processing systems, Displaywrite Assistant's features are a strong complement of useful capabilities with some limitations.

As a correspondence tool, Displaywrite Assistant offers normal cut/copy and paste. However, when searching and replacing, it does not reproduce capitalization. Blocks cannot be centered. The wide range of tabs is a definite plus. Line spaces can be adjusted from single to triple spacing, and the status line shows when the cursor is on a hidden formatting command, and the commands can be deleted. Carriage returns must be deleted with the delete key and confirmed.

Displaywrite Assistant lets you move the cursor into the visible left margin even though you can't type anything

How We Tested Executive Word Processors

All of our word processors were tested on the same system, an 8-MHz IBM AT Model 339 with 640K of RAM, EGA, and a 30-megabyte hard disk.

This product comparison includes a completely new set of tests and benchmarks for executive word processors, with an expanded performance section of the report card and updated criteria for all categories. As a result, many scores changed from previous reviews and several are lower. This report card contains fewer performance categories than for office/professional word processors; omitted are outlining, tables of contents and indexing, footnotes, and document history sections. For all executive packages, score categories and weightings are based on the results of an InfoWorld survey of readers who are involved in the purchase of executive word processors.

PERFORMANCE

For all performance categories, we established a core set of requirements that constitute a satisfactory score. If any of the features in this core are missing or poorly implemented, points are subtracted from the score. Additional features constitute bonuses that can raise the score.

Correspondence — The core requirements in this category include copy/cut and paste, search and replace that maintains capitalization, basic cursor movement (screen up/down, jump to top/bottom of document, up, down, etc.), redefinable tab stops, and a status line indicating location in the document (page or line number). Additional features include columns cut and paste, line spacing, a full suite of tabs (left, decimal, right, etc.), hard and soft date insertions, redlining, document history, and macros.

Spelling Checker/Thesaurus — The core requirements in this category include the capabilities to spell check a document, ignore words when instructed, learn new words, and a 50,000-word dictionary. Additional features include multiple dictionaries (in addition to a single appended word dictionary), discretionary/global replacing, displayed word alternatives, a thesaurus, and the capability to check for repeated words (such as "and" and "and").

Mail Merging — The core mail merging requirements include the capabilities to merge data into a template, automatically reformat paragraphs to accommodate long variables, and stop at or skip over improper/incomplete records. Additional features include the capability to handle user-prompted information, named (as opposed to numbered) variables, conditionals, merges from other file formats, and redefinable field separators (comma or tab, etc.). If the program lets you choose between editing or an error message when an improper/incomplete record is encountered, that counts as a bonus.

Fonts & Styles — The core requirements include a choice of which printer font the document will be printed in, a selection of styles, including bold and underline/italics, a choice of pitch, and HP Laserjet compatibility. Additional features include permitting the user to alter the font family within a document, naming (rather than numbering) the fonts available, style sheets, WYSIWYG font display, page preview (if not true WYSIWYG), and Postscript support.

Graphics — The core graphics requirements

include the capability to do basic line drawing and to integrate .PIC files. Additional features include the support of additional file formats (such as EPS or PCX), WYSIWYG or a preview feature for graphics files, and selectable line weights.

Speed — Our speed scores are based on the results of a series of benchmark tests on all word processing packages. We have listed the actual times (in seconds) it took the products to achieve the various tasks. The field of tests was divided broadly into three types: translating or converting files from one format to another, saving and loading files, and editing files (e.g., search and replace). Scores represent a compilation of how each product behaved in all tests and how its results compared with other products of its type. To achieve a satisfactory score, the product had to perform quickly and efficiently in the majority of tests. For a good score, the word processor had to perform all tests quickly and generally exceed the mean time. For a very good, it had to exceed the mean time in all cases, and for an excellent it had to be significantly better than its mates in a majority of categories.

The following list briefly describes the individual speed tests:

File load: Time required to load a 15K test document.

File save: Time required to save the same 15K document.

Import ASCII: Time required to import an ASCII version of the test document. This file contained no formatting commands, and each line in the file ended with a carriage return-line feed pair.

Export ASCII: Time required to export (write to disk) the 50K test file to an ASCII file.

Import DCA: Time required to import the test file from reversible-DCA format.

Cursor movement, top to bottom: Time required to jump from the top of the document to the bottom and then back three screens (backing up three screens puts the cursor on the page preceding the last page). The backward scroll is intended to offset programs that are optimized to jump to the last line of the document.

Manual scroll: Time required to scroll through the document one line at a time (with the down-arrow key held down).

Reformat: Time required to reformat and repaginate the test document after reducing the text's width by 12 characters. Since our test document contains three sections, some word processors required that each section be reformatted individually. Some packages reformat automatically; the timing in such cases measures how long it takes to repaginate (establish page breaks).

Search for last word: Time required to search for the last word in the test document.

Search and replace: Time required to replace a series of characters appearing five times in the test document.

Append document: Time required to append a similarly formatted document to the end of our test document. Both documents are approximately 15K.

Spell checking: Time required to load the dictionary and spell check our test document. One word

that appeared frequently in our document was learned, and all others were ignored.

Compatibility — The core requirement includes the capability to import and export ASCII and DCA/RFT files. Bonuses are given for additional text-oriented file formats.

DOCUMENTATION

Documentation scores reflect the quantity and quality of both written and on-line information. At a minimum, documentation should describe the product and how to use it. Bonus points are awarded for a quick-start guide, on-line tutorial and help programs, a quick-reference card, and a written tutorial. Error messages can also affect documentation scores. Poor organization, missing information, or an incomplete index lower the score.

EASE OF LEARNING

Ease of learning scores depend on the user interface and the intuitive design of the products. Other factors that influence this score include the complexity of the program and the quality of documentation and tutorials. To earn a satisfactory score, novices must be able to learn a program.

EASE OF USE

Like ease of learning, ease of use is in large part a function of the program's design and evaluates how easy the average user would find the program to use once the basics have been mastered. An easy-to-follow menu system and command shortcuts are two features that can simplify using a program.

ERROR HANDLING

Error handling measures how the software preserves data integrity. To earn a satisfactory score, a program must prompt you to save files and shouldn't do anything to corrupt data or make it easy for you to lose information. An Undo command or an automatic or timed backup system can boost the score. Packages that offer basic error messages get a satisfactory score in this area. Bonuses are awarded for programs whose error messages clearly explain the problem or, ideally, offer suggestions on how to resolve the problem.

SUPPORT

Support is divided into two areas: support policies and technical support. In scoring for support policies, we begin with a satisfactory score and award bonuses for product usability warranties, money-back guarantees, a toll-free line, and corporate extended support; we subtract points when vendors do not provide technical support or limit the support to 30 or 90 days.

Technical support scores are based on the quality of service we actually received in the course of multiple anonymous calls to the vendor and the availability of knowledgeable technicians.

VALUE

Value scores reflect the price vs. the performance and features of each package tested, taking into account the competition.

there, which is a nuisance. The system time and date can be inserted, but only in headers and footers. While the program identifies words at the end of a line that need hyphenation, it must be done manually. In general, however, correspondence meets our criteria for a good score.

The spelling checker is effective with its quick action and large 125,000-word dictionary. The speller will learn words, but it treats capitalized words separately from lowercase words. Learned words are offered as alternatives, and the simple synonym finder often offers useful alternatives. We rate spelling checking good.

Displaywrite Assistant's mail merge is a basic, no-frills operation. Because the program is designed to work with others in the Assistant series, the word processor has no capability to make data files, delegating that task to external programs such as Filing Assistant and Personal Decision Series files, although DIF, Syk, and Dbase II formats are supported. Wherever possible, given the structure of the external file, Displaywrite Assistant uses named fields. Mail merging earns a satisfactory rating.

The minimal printer support for Displaywrite Assistant carries on an IBM tradition. A few printers beyond the IBM line are supported, and only some of the models receive attention. There is no support at all for HP laser printers and no support for proportionally spaced printing. The only redeeming feature is a printer definition editor, part of the Assistant shell, which allows industrious and technically proficient users to invent their own printer definition. From the editor you can apply bold, underline, super/subscript, and colors, if supported by the print-

er. Fonts and styles earn a score of poor.

Graphics integration is less than adequate since Displaywrite Assistant only inserts Graphic Assistant or Drawing Assistant files, not Lotus 1-2-3, PIC files. However, the program will create necessary white space in the text immediately so you can see on-screen how the graphic affects page breaks. A line-drawing function works well, but only supports one line

style. Graphics are poor.

Displaywrite Assistant's speed is acceptable, although the ASCII import and export is somewhat slower than others in this group. The reformat time proved to be a bit slower as well, because each ruler change required a restart of the reformatting routine. We rate speed satisfactory.

Displaywrite Assistant provides an effortless and automatic translation utility between its

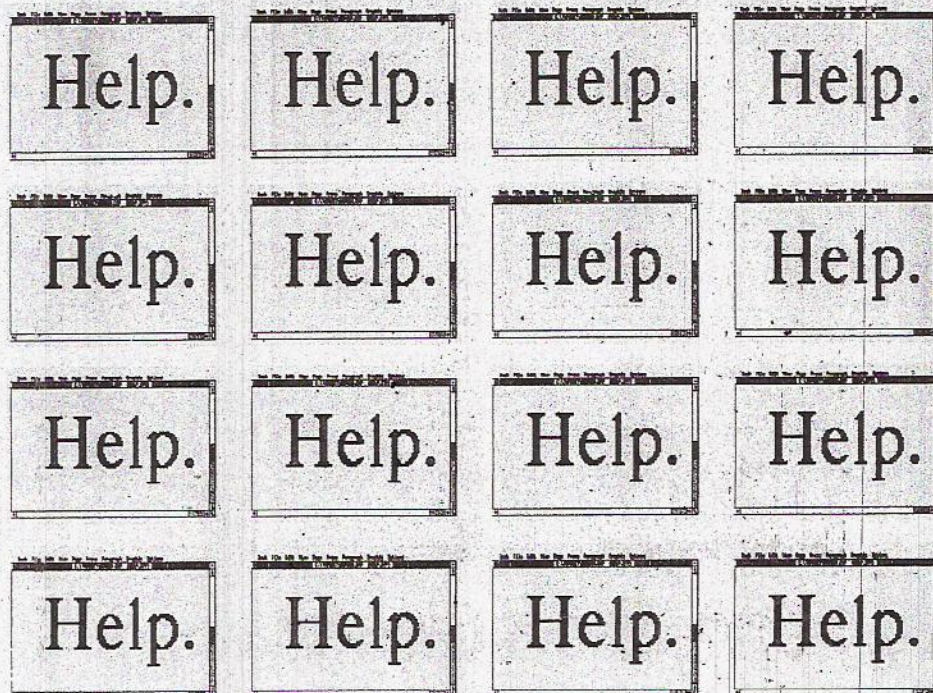
own file format and ASCII or DCA/RFT. In the case of RFT, when the document imported is too long for Displaywrite's tiny file size limit (32K), Displaywrite Assistant converts the document into a set of smaller files, each capable of being edited in the program. Compatibility rates satisfactory.

Documentation for Displaywrite Assistant comes in a standard, boxed three-ring binder. The information is complete,

but examples are mostly nonexistent. On-line help is basically useful and in most cases adequate. Documentation is satisfactory.

Installation and operation of Displaywrite Assistant is quick and relatively easy. Once you understand that the main menu is a shell for the Assistant series and there are options displayed that cannot be implemented for Displaywrite, most confusion disappears. The product's sim-

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PRODUCT SUMMARY

IBM DISPLAYWRITE ASSISTANT VERSION 1.0

Company: IBM Corp., Old Orchard Road, Armonk, NY 10504; (800) 447-4700 (for dealer information).

List Price: \$195.

Requires: IBM PC or compatible; MS/PC-DOS 2.0; 256K of RAM; two floppy drives.

Pros: Nice integration with IBM products; effective editing and printing with supported printers; good complement of features; relatively easy to learn and use.

Cons: Limited printer support; small data file size capacity; no company technical support; limited graphics capability; no capability to handle proportionally spaced fonts.

Summary: Displaywrite offers clean and effective editing and printing for routine correspondence, memos, and short documents. Its close integration with other IBM software products makes it an acceptable choice where this type of compatibility is required.

ple nature and the tutorial make it possible to begin producing simple work within an hour, although you'll need a supported printer for the quick time to be relevant. We rate ease of learning good.

Once the initial period of use is past, Displaywrite Assistant is easy to use, although its rudimentary mail merge facility can cause some difficulties since data files must conform to precise characteristics. The

small file-size limit also inhibits ease of use. About three hours of experience will bring a user up to full speed on this product. We rate ease of use good.

Error handling is satisfactory, with prompts for actions that would result in a loss of data because of an open file. The undo is only useful for block cuts. Error handling is satisfactory.

IBM's traditional nonsupport policy for software applies

to Displaywrite Assistant, with support offered only by mail or through dealers. If the package is bought through mail order, there is no dealer support at all. IBM does not provide technical support. We rate both support policies and technical support unacceptable.

Offices dedicated to IBM products may find Displaywrite handy. For most users, however, given its complement of features and solid performance balanced

by terrible technical support, support policies, and printer support, the \$195 Assistant represents at most a satisfactory value.

MS WINDOWS WRITE, VERSION 2.1

Included as one of the applications supplied with Microsoft Windows 286 and 386, Win-

dows Write offers a slick, Macintosh MS-Word-like word processing environment. With a host of interesting features, Windows Write can serve as an effective executive word processing system for users who have already invested in the Microsoft Windows/Presentation Manager system.

Key to Write's utility, the graphical interface and mouseable menus and pointers greatly facilitate the product's use, although it can also be used within a keyboard-only machine. Windows Write offers a reasonably complete collection of editing commands for manipulating text. Capable of editing very large files (we worked on one that was over 500K), Windows takes maximum advantage of the companion programs that form part of the Windows system. The calculator, notepad, clipboard, and paint programs all can exchange data or information with Write files.

As one would expect, Write excels at graphics-related items; its 'WYSIWYG' font management for laser printers is superb.

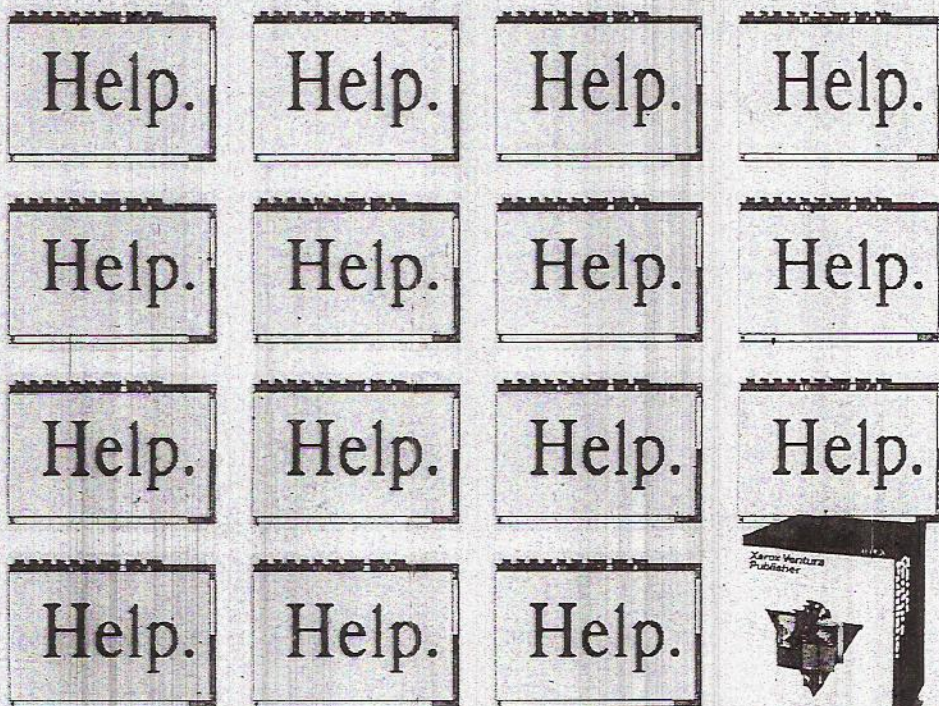
Windows Write makes no sense outside of the Windows environment. A very high-powered analog to the Word Perfect Executive menu system, Windows brings more utility and power to the support of Write than the application really needs.

Windows Write did well in basic correspondence tasks. The status line displays the page number only. Tab support is provided (redefinable left and decimal tabs), and search and replace mimics all but midword capitalization. Line spacing is adjustable. By running Write in

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XEROX

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PRODUCT SUMMARY

MICROSOFT WINDOWS WRITE VERSION 2.1

Company: Microsoft Corp.,
16011 N.E. 36th Way, P.O.
Box 97017, Redmond, WA
98073; (206) 882-8080.

List Price: \$99, Windows
286: \$195, Windows 386.

Requires: IBM PC or compatible computer; MS/PC-DOS 2.0; 512K of RAM (640K recommended); two floppy drives (hard disk recommended); graphics adapter card; mouse recommended; supports extended and expanded memory; Note: This product works best on fast computers with fast hard disks and extra memory.

Pros: Nice features; superior font management; excellent graphics integration; consistent interface with Microsoft Windows applications; outstanding laser printer support.

Cons: No spelling checker or mail merge; complex.

Summary: A slick graphical interface and superior printer support for fonts and laser printers distinguish this Windows application. This product is best for users who have a commitment and installed base of Windows-compatible applications or who already use Microsoft Word.

Office/Professional Word Processing Revisited

In our office/professional word processing product comparison last spring (March 28), we reviewed 12 high-end word processors. Since that time, there have been several major updates and two new products (Total Word and Sprint).

Here we compile and capsule word processors from the product comparison and individual reviews, including a report card with new scores for technical support. We discuss technical support only when our recent results differed from earlier ones. Error handling now consists of only one score (it used to include data integrity and error messages); three products' scores rose by one-tenth of a point as a result (Deskworks, Mass-11, and Multimate Advantage). The actual error-handling scores did not change.

For a full discussion of how we tested the products and what the scores mean, see "How the Word Processors Were Reviewed and Tested for This Product Comparison" (March 28).

DESKWORKS LEVEL II, REV. 3.A1. Deskworks is a big, reasonably powerful but not quite competitive product. As an editor, Deskworks performs about as well as IBM's Displaywrite 4.

Deskworks has a useful features list and handles large documents well. By no means a speed demon, its generally ordinary performance lowers its value. Deskworks is especially a reasonable PC choice for offices in which Harris-Lanier dedicated word processing systems are used.

Lanier Business Systems, a division of Harris Corp., 1700 Chantilly Drive N.E., Atlanta, GA 30324; (404) 329-8000; \$495.

DISPLAYWRITE 4. IBM's heavyweight word processor, derived from its dedicated word processing systems, is powerful, ponderous, effective, and best suited to long documents. It is still not a graceful product, requiring users to conform to its somewhat clunky operation.

IBM's printer support is awful, and

technical support from IBM is nonexistent. However, Displaywrite has a robust features list and does a good job of managing complicated document assembly tasks or mail list operations. Its facilities for these purposes compare with Multimate or Officewriter.

This product is a consideration for offices with strong support staffs and a major commitment to IBM hardware and software.

IBM Corp., Old Orchard Road, Armonk, NY 10504; (800) 447-4700 (for dealer information); \$495.

LOTUS MANUSCRIPT 2.0. Manuscript has a reputation as the program of choice among technical writers because of its highly structured editing mode suitable for complex documents. Based on an outliner, this method of editing takes some readjustment to think in sections and blocks, but the result is a highly polished system that handles complex structured text with great facility. There is an unstructured mode for smaller documents.

Manuscript 2.0 has most features expected of a professional word processing system, and integration with Lotus 1-2-3 and Symphony worksheets is smooth, providing hot links for automatic print-time updates of integrated worksheets. It also handles equations and tables superbly.

Within the context of professional word processing systems, Lotus Manuscript 2.0's features and performance place it just under Word Perfect or Wordstar 2000 for richness of features, and its special characteristics have no equal in the market. Manuscript's handling of structured documents is simply the best in the business.

Lotus Development Corp., 555 Cambridge Parkway, Cambridge, MA 02142; (617) 577-8500; \$495.

MASS-11 PC, VERSION 7B. Originally the word processor of choice for Digital Equipment minicomputers, Mass-11 has evolved into a sophisticated professional and scientific PC word processor. Organized like the other structured, menu-driven systems, such as Multimate or Officewriter, Mass-11 has a strong features set, outstanding laser printer support, and seamless integration into a DEC environment.

Targeted at complex word processing tasks including scientific formula entry, versatile graphics support, and line and box drawing, Mass-11 adds math capability, columns (both newspaper and parallel), footnoting, tables of authorities, keyboard macros, sorting, and other high-end features. Within this context, we consider Mass-11 to be a fine performer.

Mass-11 ranks about on par with Multimate or Officewriter, and its DEC compatibility is advantageous. It is not in a league with Wordstar 2000 or Word Perfect 5.0.

Microsystems Engineering Corp., 2400 W. Hassell Road, Suite 400, Hoffman Estates, IL 60195; (312) 882-0111; \$395.

MICROSOFT WORD 4.0. Microsoft Word has always had superb formatting: It is capable of producing the best output on any printer. Through style sheets and elaborate formatting specifications, a full description of a document can be developed and saved.

Derived from a typesetting model rather than a dedicated word processor, Word sees text through the typesetter's eye with precise control over the printed page. The disadvantages have been an unfamiliar terminology, complex commands, and clumsy operation when compared to competitors.

Version 4 addresses many of these

problems while enhancing the basic program, and the list of features is impressive: A snazzy thesaurus and spelling program enhance a group of writers' tools, and spreadsheets that come in Lotus, Excel, or Multiplan formats can be imported directly.

Its only serious performance drawback, nonautomatic pagination, may be of only minor concern to many users. In general, this is easily one of the top three performers.

Microsoft Corp., 16011 N.E. 36th Way, Redmond, WA 98052; (206) 882-8080; \$450.

MULTIMATE ADVANTAGE II, VERSION 1.0. A full-function word processor, Multimate Advantage II is a strong product with many features. It has good editing, outstanding printer support, and excellent manuals, and it is easy to learn and use. It handles most anything, including superb data file management and form letter or mail list processing. Multimate Advantage II fits well in Wang-oriented offices and those with repetitive correspondence or list processing requirements. It is less effective where large documents need to be prepared that require constant revision.

Its strong performance and features balanced by limited document-size capacity and error messages make this a worthy value overall.

Ashton-Tate, 20101 Hamilton Ave., Torrance, CA 90502; (213) 329-8000; \$565 for 5¼-inch version, \$595 for 5¼- and 3½-inch versions together.

OFFICERITER, VERSION 6.0. The young upstart, Office Writer's continuing bid to challenge Wang's dedicated word processing and Multimate's PC-based Wang clone is admirable. The product has improved with age as a professional product, and Version 6.0 offers a variety

GUIDE TO
REPORT CARD SCORES

InfoWorld gives ratings to finished production versions of products only, never to beta test versions.

Products receive ratings ranging from unacceptable to excellent in various categories. Scores are derived by multiplying the weighting (in parentheses) of each criterion by its rating, where:

Excellent = 1.0 — Outstanding in all areas.

Very Good = 0.75 — Meets all essential criteria and offers significant advantages.

Good = 0.625 — Meets essential criteria and includes some special features.

Satisfactory = 0.5 — Meets essential criteria.

Poor = 0.25 — Falls short in essential areas.

Unacceptable or N/A = 0.0 — Fails to meet minimum standards or lacks this feature.

Scores are summed, divided by 100, and rounded down to one decimal place to yield the final score out of a maximum possible score of 10 (plus bonus). Products rated within 0.2 point of one another differ little.

Average score for products in this category.

OFFICE/PROFESSIONAL WORD PROCESSORS • REPORT CARD								
	Deskworks Level II 3.A1	Displaywrite 4	Lotus Manuscript 2.0	Mass-11 PC 7B	Microsoft Word 4.0	Multimate Advantage II 1.0	Officewriter 6.0	
Performance								
Correspondence (40)	Satisfactory	Good	Good	Good	Very Good	Good	Good	
Speller and thesaurus (40)	Satisfactory	Poor	Good	Poor	Very Good	Satisfactory	Very Good	
Mail merge (30)	Satisfactory	Good	Very Good	Good	Very Good	Very Good	Very Good	
Outlining (25)	Satisfactory	Satisfactory	Excellent	Satisfactory	Very Good	Poor	Good	
Table of contents and indexing (20)	Poor	N/A	Very Good	Satisfactory	Good	Poor	Good	
Footnotes (25)	Satisfactory	Good	Very Good	Good	Very Good	Satisfactory	Good	
Document tracking (15)	Poor	Satisfactory	Very Good	Satisfactory	Very Good	Poor	Poor	
Fonts and style sheets (25)	Satisfactory	Satisfactory	Good	Satisfactory	Very Good	Good	Satisfactory	
Graphics integration (25)	N/A	N/A	Good	Very Good	Good	N/A	N/A	
Speed (125)	Poor	Satisfactory	Good	Good	Good	Poor	Good	
Compatibility (30)	Satisfactory	Satisfactory	Good	Good	Satisfactory	Excellent	Excellent	
Documentation (100)	Satisfactory	Good	Excellent	Very Good	Excellent	Very Good	Satisfactory	
Ease of learning (125)	Satisfactory	Satisfactory	Satisfactory	Satisfactory	Good	Good	Very Good	
Ease of use (150)	Satisfactory	Satisfactory	Very Good	Satisfactory	Very Good	Very Good	Good	
Error handling (75)	Satisfactory	Satisfactory	Good	Good	Very Good	Satisfactory	Good	
Support								
Support policies (25)	Satisfactory	Poor	Good	Satisfactory	Good	Satisfactory	Satisfactory	
Technical support (25)	Satisfactory	Unacceptable	Very Good	Satisfactory	Satisfactory	Satisfactory	Very Good	
Value (100)	Poor	Satisfactory	Very Good	Satisfactory	Excellent	Satisfactory	Good	
Final scores	4.2	4.7	7.0	5.6	7.4	5.5	6.2	

Product Comparison

of new features. Office Writer performs as easily as most products in this group, and it offers several advantages over Multimate, its primary competitor.

Because the program menus and keyboard closely emulate Wang terminals, it is the obvious choice in environments where dedicated Wang systems coexist with PC-based word processing. Office Writer handles editing and basic formatting well and includes a variety of high-powered features. Office Writer 6 lacks many bells and whistles characterizing top products like Word Perfect or Wordstar 2000, such as centering blocks and automatic case changing, but it is still a strong performer.

Office Writer 6.0 provides strong basic word processing capabilities, but it is less effective with longer documents or tasks requiring extensive formatting.

Office Solutions Inc., Customer Services Department, 49 Kessel Court, Madison, WI 53711; (608) 274-5047; \$495.

SAMNA WORD IV 2.0. Samna Word IV is also derived from the dedicated word processing model, and it competes with Multimate, Office Writer, and Displaywrite. Its features match high-end leaders like Word Perfect and Wordstar 2000. Highly structured and menu-driven, Samna offers good support for correspondence and forms processing, and the Plus version adds a competent integrated spreadsheet.

Feature-rich, Samna performs a variety of functions, although it is somewhat slow. In this competitive word processing market, the improvement pace is so fast that while Samna has improved and has plenty of features, its competitors have improved even more, causing Samna's relative position to slip a little. Samna Plus is a good choice if you have a user base familiar with the product, if you want an integrated spreadsheet/word processor, or if you do lots of

forms processing and printing. It is not recommended for long documents because of its slow speed or for complex formatting tasks using fonts.

Samna Corp., 5600 Glenridge Drive, Atlanta, GA 30342; (800) 831-9679; (404) 851-0007; \$695; \$595 for non-Plus version (word processing only).

SPRINT. Borland's Sprint dashes into the bitterly contested market with a superior editor, a powerful text formatter, and an innovative programming language for text processing. Sprint partially mimics the operations of popular word processors so that corporate staffs can standardize word processing with minimal retraining. Within the context of high-powered professional word processing programs, Sprint falls somewhere in the upper half. Flexible, with an impressive complement of editing commands, it still lacks a few fundamental features available in Word Perfect or Wordstar 2000. Also, Sprint divides editing and formatting into two steps much like word processors of the past, which is less convenient.

Sprint's special feature, shared with Xywrite III, is the word processing programming language. Sprint can be customized into almost anything you want that handles text.

Sprint is a good companywide standard that allows for individual user preferences. At just under \$200, Sprint is a bargain in this group.

Borland International, 1800 Green Hills Road, P.O. Box 660001, Scotts Valley, CA 95066; (408) 438-8400; \$199.95.

TOTAL WORD 1.011. Total Word, the latest of many Volkswriter incarnations, sheds the traditional name but not the simple and easy-to-use interface. A new release, Version 1.2, has just hit the streets with a variety of updates.

Total Word's complement of fea-

tures and capabilities includes most of what we expect in these powerful programs. As an editor, Total Word looks and feels just like its predecessors, supporting a variety of features.

Style sheets capture up to 250 different layouts for a single document, and font management is very strong, although file conversions are limited and the windowing system is primitive. Reformatting is also slow.

Among high-powered word processors, Total Word is a reasonable value. Less powerful and flexible than the best in this class, Total Word handles all but the toughest word processing jobs. The product is especially suitable for users who need an easy-to-learn-and-use word processor with strong laser printer and soft font control.

Technical support is rated poor; we received numerous busy signals before we finally got through, at which time we left a message that was not returned for more than three hours.

Lifetree Software Inc., 411 Pacific St., Monterey, CA 93940; (800) LIFETRE, (800) 831-8733 in CA; \$495.

WORD PERFECT 5.0. Flexible, strong, and quick, Word Perfect is the office/professional word processor. With virtually the most extensive feature list, this edition includes a powerful series of enhancements for laser printers, fonts, and desktop publishing projects. Word Perfect creates multiple newspaper-style columns with ease and has a multiple-view preview feature with two magnification levels.

Graphics handling is powerful and includes a memory-resident screen-grabber and a wide range of import capabilities. Keyboard macro commands are extensive enough to almost qualify as a programming language; printer support is superb; and there is a great sorting capability. Features are

See Office, Page 54

Documents
that
spring
from
great
minds

Have
formats
of all
different
kinds.

OfficeWriter
Conversion

Ends
all
that
dispersion.

Ah,
bless'd
be
the tie
that
binds!

OfficeWriter

INFO WORLD

OFFICE/PROFESSIONAL WORD PROCESSORS • REPORT CARD

(Weighting)	Samna Word IV 2.0	Sprint	Total Word 1.011	Word Perfect 5.0	Wordstar Professional 4.0	Wordstar 2000 Plus Release 3	Xywrite III Plus 3.52
Performance							
Correspondence (40)	Good	Good	Satisfactory	Very Good	Satisfactory	Very Good	Good
Speller and thesaurus (40)	Very Good	Good	Good	Very Good	Very Good	Very Good	Very Good
Mail merge (30)	Very Good	Very Good	Satisfactory	Good	Satisfactory	Excellent	Satisfactory
Outlining (25)	Good	Poor	N/A	Good	N/A	Very Good	Satisfactory
Table of contents and indexing (20)	Good	Good	Satisfactory	Very Good	Good	Very Good	Satisfactory
Footnotes (25)	Very Good	Good	Good	Good	N/A	Very Good	Good
Document tracking (15)	Good	Poor	Satisfactory	Good	N/A	Good	Satisfactory
Fonts and style sheets (25)	Satisfactory	Satisfactory	Good	Very Good	Poor	Very Good	Satisfactory
Graphics integration (25)	Satisfactory	Poor	Poor	Very Good	N/A	Very Good	Poor
Speed (125)	Poor	Good	Poor	Very Good	Good	Good	Very Good
Compatibility (30)	Very Good	Excellent	Poor	Very Good	Satisfactory	Excellent	Satisfactory
Documentation (100)	Good	Very Good	Very Good	Very Good	Good	Excellent	Good
Ease of learning (125)	Satisfactory	Very Good	Excellent	Very Good	Good	Good	Good
Ease of use (150)	Satisfactory	Good	Very Good	Excellent	Good	Very Good	Very Good
Error handling (75)	Very Good	Very Good	Satisfactory	Very Good	Satisfactory	Good	Satisfactory
Support							
Support policies (25)	Poor	Good	Very Good	Excellent	Satisfactory	Excellent	Satisfactory
Technical support (25)	Very Good	Very Good	Poor	Good	Unacceptable	Good	Excellent
Value (100)	Good	Excellent	Good	Excellent	Satisfactory	Excellent	Excellent
Final scores	5.5	6.9	5.9	8.0	5.1	7.7	6.7

Office

Continued From Page 51

well-implemented and you'll find everything you need for word processing.

Particularly useful for complex text management tasks, Word Perfect works equally well for short documents. No more expensive than its competitors, the program is a superior value.

Word Perfect's technical support score has greatly improved, since you can now reach the company. Before, a flood of calls after a major release blocked toll-free lines into the company's huge technical support department. Getting through now is no problem, and the support staff is helpful and knowledgeable. We rate technical support good.

Word Perfect Corp., 1555 N. Technology Way, Orem, UT 84057; (801) 225-5000; \$495.

WORDSTAR PROFESSIONAL 4.0. Long the standard of microcomputer word processing, Wordstar (not Wordstar 2000) is a classic that occupies a special place in the minds and hearts of veterans of the CP/M and early PC-DOS worlds.

Wordstar 4.0, however, only competes at the low end of office/professional word processing. Version 5.0 just came out with a total overhaul and some incredibly impressive features, but not in time for this capsule of reviews.

While Version 4.0 has nicely implemented and well-performing high-grade features, such as a great thesaurus and integrated indexing, it lacks features

when compared to its competitors, such as footnotes and newspaper columns.

We could not reach Wordstar Professional technical support after more than 10 calls and must rate it unacceptable.

Micropro International Corp., 33 San Pablo Ave., San Rafael, CA 94903; (800) 227-5609; \$495.

WORDSTAR 2000 PLUS, RELEASE 1.00.

Wordstar 2000 has grown from a clumsy program into a sleek leader that keeps giving Word Perfect a run for its money. Wordstar 2000 Plus leads the pack with an awesome features list, fine performance, great documentation, and superior support.

The program has three parts: a main program that does the word processing; supplementary features that handle mail

lists, form letters, indexing, telecommunications, and file conversions; and programs that manage features such as graphics and outlining. Release 3 also includes enhanced laser printer support, and there is a wonderful thesaurus and fine documentation.

Getting through to technical support was harder than in the past, but once through we had no problems. We rate technical support good.

Micropro International Corp., 33 San Pablo Ave., San Rafael, CA 94903; (800) 227-5609; \$495, Personal Edition; \$595, Legal Edition.

XYWRITE III PLUS, VERSION 3.52.

Xywrite has earned an impressive reputation as the sleekest and fastest text editor available. In its classy current incarnation, Xywrite III remains fast and effective, including a host of word processing functions added to its extensive editing capabilities.

This program is the sports car of word processors: fast, quick, lean, and unforgiving. Unlike Samna IV or Multimate, which use lots of menus, Xywrite is command-driven. If you like this approach, Xywrite is absolutely superb; if you don't, it's an ease-of-learning-and-use disaster. In the features race, Xywrite III comes in at about the middle of the pack.

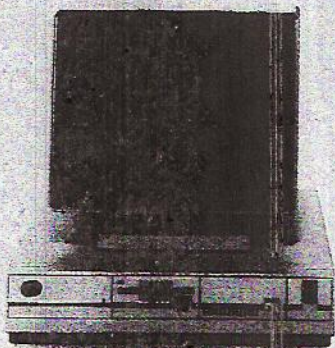
Xywrite's has superior printer support and is especially effective with proportionally spaced fonts. The speller is fast and the thesaurus a joy to use. Multiple windows split vertically or horizontally.

Infinitely flexible and customizable, users can make this program do almost anything in any way, but only if they like solving complex puzzles, since customization routines are suitably mysterious to the uninitiated. Incredibly complex macros are possible and keys and commands can be rearranged to work with different keystrokes or combinations.

Best for those who write a lot, especially long documents with unvarying page layouts, Xywrite is near the top for power and flexibility but just off the mainstream of corporate word processing.

Xyquest Inc., 44 Manning Road, Billerica, MA 01821; (617) 671-0888; \$445.

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RELATED REVIEWS

OFFICE/PROFESSIONAL
WORD PROCESSORS

Samna Word IV, Version 2.0,
August 29

Office Writer 6.0, August 8

Sprint, Version 1.0, August 1

Lotus Manuscript, Version 2.0,
July 11

Total Word, Version 1.0, May 23

Word Perfect, Version 5.0, June 20

Product Comparison:
Office/Professional Word Pro-

cessing, March 22

Laser Deskworks

Displaywrite 4

Lotus Manuscript 1.0

Mass-11

Microsoft Word 4.0

Multimate Advantage II

Office Writer 5.0

Samna Word IV

Word Perfect 4.2

Wordstar Professional 4.0

Wordstar 2000, Release 3

Xywrite III Plus

Exec

Continued From Page 49

multiple windows, users can view and copy between several documents. Write requires explicit pagination to get the page breaks in the right place (either done on screen or automatically when printing). We rate correspondence good.

Neither a spelling checker nor a mail-merge facility is available. The Windows environment has a card file system, but has no facility to produce form letters or other mail-merge tasks.

Fonts and styles are top-rate because the program provides the basics plus WYSIWYG fonts, and font names are shown on the selection screen. You can also alter fonts within a document, and they can be downloaded to the printer as needed or permanently downloaded on start-up. In addition, Write supports Postscript printers. We rate Write's fonts and styles very good.

Graphics are great and can be constructed through the Paint program or captured from a graphic screen and printed in the resolution of the screen. Although you can't load graphics files from other programs, you can pass information from an application that runs with Windows, whether it is a Windows application or a standard one. Images, like fonts, are displayed as they will be printed and can be sized or moved in the text. You can import Lotus files by pasting them from a Lotus graphic into Write. We rate graphics very good.

Both file appending and manual scrolling were slower than most products in this class but still within an acceptable range. Although a strong performer, Write uses an unusual amount of computing power for an executive word processing program. Without an AT running at least at 8 MHz with a reasonably fast hard disk and a minimum of 640K of memory, Windows Write is a slow animal. Even on our 8-MHz AT clone with a quick fixed disk, Write has trouble keeping up with fast typing. With these factors in mind, we can rate speed no higher than satisfactory.

Write does not offer DCA/RFT format but does support both ASCII and Microsoft Word. Additionally, text can be transferred from other applications running under Windows. Write data files are not directly compatible with Microsoft Word (for example, Write files lose graphics content), but transfer quickly and easily into each other's formats. Nonetheless, an executive could easily produce draft memos and documents that could then be transferred to Word for final preparation. Similarly, a Word document requiring graphics can be moved into Write and a Paint graphic can be inserted and sized. Compatibility rates sat-

isfactory.

As a part of Windows 286, Write's documentation consists of just over 100 pages of information and examples of Write commands and functions. However, much of what Write does actually belongs to the Windows environment itself, and the section describing the Windows operating environment has much that is essential to the effective operation of the word processing module. The docu-

mentation is clear and comprehensive but, packaged in one softbound book with separate page numbering and indexes for each section, it is not as easy to use as we would like.

Write has practically no on-line documentation, also the case for most but not all of the Windows system. There is no context-sensitive help and no screens with information about program function to help the user along. Balancing this defect

are fine error messages and dialog boxes. The careful design of the program and its user interface eliminate many inappropriate keystrokes, but nonetheless without the on-line help it is easy to get lost. In general we rate documentation satisfactory.

Because it is not possible to run Write without learning quite a bit about Windows, the time from a cold start to using the program for minor memos can

take up to several hours. Installation itself may take as much as an hour if soft fonts and a laser printer are involved. Once up to speed, Write can be mastered in a few hours. However, for users who know Windows, learning Word will take about 30 minutes for the production of simple memos. Write follows the generally intuitive conventions and practices in Windows, permitting complete transfer of learning from one module to

Searching For The Right Word Processor? Ask Samna Your Toughest Questions.

No matter what business you're in, chances are your company produces more words than anything else. So the crucial decision for a company-wide or department-wide word processor boils down to four tough questions:

1. Does the system have the advanced features and the ease of use to satisfy all user groups—including secretaries, documentation writers, managers, engineers and the legal staff?
2. Is the learning curve a gentle slope—or a brick wall?
3. Is the system truly a corporate word processor, capable of supporting single users and multi-user networks in both DOS and UNIX environments (including SCO XENIX)?
4. Will you be in direct and continuing contact with the vendor's sales and support people, even if you buy the product from a local dealer?

When The Questions Are Tough, The Decision Is Easy.

Evaluate word processors like the big companies do: Ask those four questions, plus all your other key criteria. You'll see why the clear choice is Samna—at companies like AT&T, General Motors, Liberty Mutual, Anheuser-Busch and Chemical Bank. At government agencies like NASA, the Secret Service, the U.S. Army, the U.S. Air

Force, the Executive Office of the President and United Nations International. At institutes of higher learning, such as the University of Texas and the University of Colorado. And at businesses of all sizes, including health organizations and law firms.

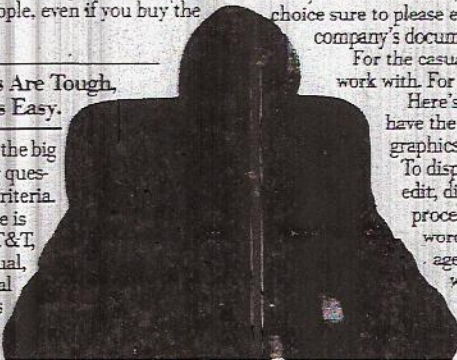
These organizations wanted to look good on paper. So their evaluators took a long, hard-nosed look at Samna. They found an unrivaled combination of power, productivity, versatility and ease of use. And they found outstanding field support, tailored for a corporate clientele.

Corporate-Class Word Processing.

When you select Samna, you've made an impeccable choice sure to please everyone who produces the company's documents—from memos to manuals.

For the casual user, Samna is a pleasure to work with. For the "power" user, it's sheer bliss.

Here's why. Samna word processors have the power to integrate text with graphics. To preview the printed page. To display two documents at once. To edit, display and move columns. To process forms, merge files, hyphenate words and mark revisions. To manage your printers, fonts and print wheels. To type, edit and display equations. And to find dozens of short cuts for producing long documents.



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another.

But the absence of on-line help and the substantial complexity of the Windows environment limit Write's ease of learning. Generally, the program operates logically and simply, facilitated by mouse operation with pull-down menus and other conveniences. We rate ease of learning good.

Moreover, increased familiarity with the Windows system, companion programs, and other

Windows applications permits substantial ease-of-use benefits. Where fonts constitute a serious issue, Write has no equal in this group for fast, effective, and simple management. We rate ease of use very good.

Write has a variety of ways to protect user data, including backup file generation on saving, warnings when closing an unsaved file, and being able to retrieve data from a Delete, Move, or Copy command.

However, deletions done with the Delete key cannot be undone. Moreover, the program's complexity can lead to inadvertent errors by misunderstanding where you are in the various open windows. Nonetheless, Windows gracefully handles errors in general. We rate error handling good.

Unlimited telephone support is provided on a regular line. Support policies earn a satisfactory score.

If you manage to get through to the right support group at Microsoft, technical support is fine. The technicians are knowledgeable, helpful, and willing to spend time with your problem. Technical support earns a good rating.

The value of Write on an individual basis is difficult to assess, since it comes as part of the \$99 Windows operating environment (\$195 for Windows/386). Windows costs too much

just to buy it for Write. However, as part of a system, no other executive word processing program will be required unless you specifically demand a spelling checker or mail merge. Windows Write is a very good value.

PC TYPE-PLUS

Buttonware's PC Type is a low-priced shareware program. At about \$69.95 for the whole package including a one-year support plan, the program is attractively priced.

An effective editor with many useful features, PC Type offers fast editing, strong capabilities for text manipulation through block controls, and multifile editing. In addition, the program supports a useful mail-merge facility—the Buttonware file manager—that works especially well with PC-File.

A host of features contributes to the utility of PC Type, including sorting with multiple keys, newsletter columns, and a nifty alignment facility that lines up columns on any particular character (dot, comma, etc.). Unfortunately, printer support is less effective than editing capabilities. Users of the Unix vi editor will find many similarities with this product.

For users with heavy correspondence needs, PC Type cuts, copies, and pastes text with a vengeance. At least five different ways of handling blocks and cut and paste exist, including the useful rectangle or column block and move. A wide range of cursor move commands facilitate editing. The versatile Search command is case-sensitive, although the Replace command is not.

The program sets tabs anywhere on the line but does not support decimal tabs directly; you must align columns on decimal points after they are typed by blocking the column and choosing the alignment.

But that's not all. Samna word processors also include a five-function math mode. A built-in thesaurus with 1,400,000 word alternatives. And an 80,000-word dictionary, with optional dictionaries available for the legal and medical professions.

Samna Plus

IV, our top-of-the-line product available for both DOS

and UNIX users, offers even more: A built-in, full-text retrieval system and a built-in spreadsheet system. If you need an outstanding business graphics system, Samna Decision Graphics is a powerful option.

Samna Speaks DOS And UNIX.

If your organization has a mix of DOS, UNIX, single users, multi-user systems and shared-resource networks, you need Samna.

Because Samna is the first full-featured word



processor available for DOS and most UNIX environments and models, including SCO XENIX, AT&T, NCR Tower, UNISYS, IBM RT/PC, Convergent Technologies and 386 UNIX systems. So now, for the first time, UNIX users can enjoy the same high-end features so popular with DOS users. In fact, anyone trained on Samna can easily switch between the UNIX and DOS products, with identical files and command keystrokes.

Both products give you the ability to retrieve any text from any file—anywhere on the disk. And both are rich with desktop publishing features. Such as flawless integration of your words with scanned pictures, charts, graphs and symbols... display and printing of up to 10 side-by-side columns... and sophisticated print functions to get your words and images on paper quickly and beautifully.

How To Find Nuggets Of Information.

Finding information can be just as important as writing new documents. Particularly in a multi-person network. But how can you uncover all references to a topic

scattered among many documents? How can you find something misfiled or "lost" on a large system when you can't determine the document's title, directory, file name or date written?

The answer is WordBaseManager, the full-text retrieval system built into Samna Plus IV. Whatever the subject matter—a name, a phrase, a date, a reference number, anything—you can find all occurrences in mere seconds. Then review each reference, editing as you go.

Suddenly, a disk full of files becomes a research library. You'll find dozens of nifty uses. Examples: To compile a report from diverse sources. To purge outdated files. To search personnel files for specific qualifications. To unearth favorite phrases in past letters. To find obscure facts buried in reams of legal depositions. In short, to find the proverbial "needle in a haystack."

Leveling The Learning Curve.

In any organization, turnover is a costly fact of life. As you know, the cost is magnified if new employees must learn a cumbersome word processor with hundreds of cryptic commands to memorize.

Samna helps the new user make a smooth, comfortable transition to full productivity. With a learning curve that's mercifully short. And gentle, too.

Samna word processors have "one of the easiest command structures we have ever seen," according to a respected software reviewer. The secrets: 10 friendly function keys. Logical, intuitive commands. Excellent screen prompts. And an empathy for touch typing.

New users can easily learn Samna on their own, thanks to excellent training aids and context-sensitive help screens. But many companies prefer personalized instruction from our on-staff trainers, who conduct classes at your offices or at one of our nationwide training centers.

Get In Touch With Samna.

There's much more to the Samna story. More features. More value and productivity. More training (choose from eight classes). More face-to-face support (one of the largest field sales and service teams in our industry).

To get the full story, ask for our free brochure, "75 Reasons to Use Samna." It's the first step in answering your toughest questions:

SAMNA

Get tough. Then get in touch with Samna.

Samna Corporation, 5600 Glenridge Drive, Atlanta, GA 30342
800-831-9679 404-851-0007

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PRODUCT SUMMARY

PC TYPE PLUS

Company: Buttonware Inc., P.O. Box 96058, Bellevue, WA 98009; (206) 454-0479.

List Price: \$69.95.

Requires: IBM PC or compatible; MS/PC-DOS 2.0; 256K of RAM; one floppy drive.

Pros: Strong editing capabilities; strong mail merge and compatibility with PC-File; nice line and box drawing; sorting and addition of columns available.

Cons: Modest printer support; no proportionally spaced fonts; limited compatibility and spelling checker; unacceptable support policies.

Summary: A strong editor and basic correspondence machine, the close integration of PC Type with its very popular PC-File program makes this a good choice for users with significant mail-merge and bulk-mailing activities, although laser printer support is minimal.

The system date and time may be inserted and headers and footers are supported. Up to 10 files, memory permitting, may be open at a time.

Memory limits are difficult to specify. With about 400K of free memory we could get about 120K of document in memory, but we did not have any of the program's special memory-using features implemented. There are 10 keyboard macros. Given its strong editing capabilities, we rate correspondence very good.

The spelling checker is appropriately named a "fault finder." It doesn't correct anything or suggest alternatives, but does find all words that don't match its list. When it reaches a mismatch during a check, it stops and waits for you to correct it. Words added by users become part of the 100,000-word dictionary. Given its large dictionary and basic operation, we rate spelling checking satisfactory.

Mail merging operates much like Wordstar with some improvements and

variations. It is especially effective with PC-File data, but also works well with comma-delimited files such as those used in Wordstar's mail merge or by programs such as Dbase. Conditional selection of records to be merged is possible. Given the many options for producing form letters, and the companion program supplied with PC Type Plus for automating mailing label production, we rate mail merge excellent.

While you can control a variety of typefaces and sizes, printer support for fonts and styles is at best adequate. A number of printers are supported, but there is no laser printer control. New printers can be integrated into PC Type with relative ease, assuming you understand printer control commands, but no microspacing, proportional spacing, or justified proportional spacing is available. We can rate fonts and styles no higher than satisfactory.

Graphics integration is limited, since no graphics files from programs such as

Lotus 1-2-3 can be included, although character graphics and a rather nice line and box drawing facility are provided. We must rate graphics poor.

Speed tests turned out adequately, with editing speed much better than reformatting and spelling checking, both of which are extremely slow. We rate speed satisfactory.

PC Type does not import any standard file types other than ASCII and its own formats. Neither Wordstar nor DCA/RFT is included, although the mail merge facility handles PC-File, PC-Style, PC-Label, and Wordstar mail merge formats, as well as any other comma delimited files. We rate compatibility poor.

The PC Type manual is a model of compressed typography using typewriter fonts. Everything is there: The manual is well-indexed and there are a variety of organizational aids helping users find needed information. However, the crowded design and poor typeface make

it something of a struggle to scan for needed information. Examples are frequent and helpful.

On-screen information is massively available. It is possible to get the equivalent of the manual's instructions on disk, although some of the screen displays are cluttered and slightly difficult to read. Error messages are extensive and discussed completely in the manual. We rate documentation very good.

PC Type is easy to install and run. In under an hour, you can work through the tutorial and be up and running. Another hour or two will be sufficient to begin working on simple tasks, assuming your printer is defined by PC Type. Otherwise, it will take several more hours to be fully up and running. The screen status lines use a number of cryptic command descriptions which, for the learner, often mystify more than explain. The on-line help tells what they are all about, but it slows learning to have to keep referring to the help system to interpret the menu choices. Given the good manual and full on-screen help system, we rate ease of learning good.

For the experienced user, the help system offers a wonderful alternative to the manual. However, the occasionally slow operation, absence of strong printer support, and clumsy spelling checker reduce the ease of use somewhat. We rate ease of use good.

PC Type has an undo that protects against the loss of up to 10 lines of deleted or removed text. The program has no automatic timed backup, but will automatically create a backup file on exiting. We rate error handling satisfactory.

There is no warranty supplied with this product, although there is a 30-day money-back guarantee. Buttonware tries to solve problems encountered for registered users who bought annual support contracts. With a support subscription, users have access to unlimited technical support and a BBS that operates in the evening hours on the same phone line. Special purchase arrangements exist for schools, students, and other groups willing to support the product themselves. According to our criteria, however, we must rate support policies unacceptable due to the lack of cost-free vendor support. Bear in mind, however, that the cost of this package with paid support is lower than the retail price of many comparable packages whose support costs are built into the price.

Technical support was helpful and able to provide technically informed and correct answers to our questions, and their service was more than adequate. We rate technical support good.

At \$69.95, including a one-year support plan, PC Type is a very good value. Most comparable to PC Write in this group, PC Type has the advantage of being somewhat easier to use and learn and has the disadvantage of somewhat less powerful printer support.

PC WRITE, VERSION 2.71

PC Write is an anomaly in the executive word processing class. Where other packages make great efforts to coddle the user and hide program operations and technicalities behind a plethora of menus and help screens, PC Write takes glory in displaying the nuts and bolts of word processing. More a collection of word tools than an executive word processing system, PC Write offers a powerful, fast, effective, flexible, and remarkably inexpensive alternative to the sleek, elegant likes of O&A or

EXECUTIVE WORD PROCESSORS • INFO WORLD BENCHMARKS

File	Box Easy Word II 1.0	Displaywrite Assistant 1.00	MS Windows Write 2.1	PC Type Plus	PC Write 2.71	Professional Write 2.00
Load	1.5	<1.0	2.0	4.0	<1.0	<1.0
Save & continue	2.5	<1.0	2.0	1.0	<1.0	<1.0
Import ASCII	6.5	31.0	4.5	<1.0	<1.0	7.0
Export ASCII	4.0	13.0	2.0	4.0	3.5	2.0
Import DCA	n/a ¹	4.5	n/a ¹	n/a ¹	n/a ²	14.0 ³
Cursor movement						
Top to bottom	3.0	3.0	<1.0	1.0	1.0	1.0
Manual scroll	29.0	27.0	59.5	29.0	30.5	28.0
Reformat	3.5	27.0 ⁴	4.5	145.0	6.5	10.0
Search						
Last word	2.0	3.5	2.0	4.0	<1.0	1.0
Replace	1.5	4.0	2.0	2.0	<1.0	3.0
Append document	1.5	<1.0	5.5	4.0	<1.0	1.0
Spell check	37.0	34.0	n/a ⁴	129.0	63.0	36.0

All times in seconds.

All tests conducted on an 8-MHz IBM AT Model 339 (540K of RAM, EGA) with a 30-megabyte hard disk.

¹Does not import DCA.

²Does not import DCA. A separate utility is available from the vendor that will perform the translation.

³Could not globally alter ruler. Each section had to be altered individually.

⁴Subsequent jumps from top to bottom required only 2.2 seconds.

⁵Each paragraph had to be reformatted individually after altering the ruler.

⁶Does not have a spell checker.

EXECUTIVE WORD PROCESSORS • INFO WORLD BENCHMARKS

File	O&A Write 1.01	Textura 5.2	Yellowwriter Dekeza Plus 1.0	Webster's New World Writer II 1.0	Word Perfect Executive 1.0
Load	1.5	<1.0	1.5	2.0	<1.0
Save & continue	1.0	1.0	1.5	3.5	2.5
Import ASCII	2.5	<1.0	1.5	2.0	2.5
Export ASCII	1.5	1.0	7.0	2.0	8.5
Import DCA	n/a ²	n/a ¹	n/a ¹	n/a ¹	n/a ¹
Cursor movement					
Top to bottom	<1.0	<1.0	<1.0	4.0 ⁴	1.5
Manual scroll	29.5	27.0	27.5	31.0	29.0
Reformat	1.5	59.5 ⁵	14.0	5.0	7.0 ³
Search					
Last word	<1.0	<1.0	<1.0	4.0	1.5
Replace	<1.0	<1.0	<1.0	5.0	1.8
Append document	2.5	<1.0	1.5	4.0	<1.0
Spell check	20.0	20.0	39.0	104.0	33.0

All times in seconds.

All tests conducted on an 8-MHz IBM AT Model 339 (540K of RAM, EGA) with a 30-megabyte hard disk.

¹Does not import DCA.

²Does not import DCA. A separate utility is available from the vendor that will perform the translation.

³Could not globally alter ruler. Each section had to be altered individually.

⁴Subsequent jumps from top to bottom required only 2.2 seconds.

⁵Each paragraph had to be reformatted individually after altering the ruler.

⁶Does not have a spell checker.

Professional Write.

PC Write is a shareware program, and users register copies for \$89. Using this system of low-overhead marketing, the vendor has achieved remarkable success by virtue of a solid, powerful product at a very competitive price.

Composed of two main modules and a number of auxiliary support programs, PC Write works through an editor program where you type in, revise, format, and in general prepare your document. Then from within the main editor, you access the printer program, which completes formatting and preparation and prints the document. This is a more seamless integration than in earlier versions of PC Write. The resulting system now offers tremendous power and flexibility.

The features available in PC Write seem endless. Using function keys, menus, and Wordstar-compatible control keys, PC Write permits an infinitely flexible keyboard. Phrases, keystrokes, or anything else can be assigned to different keys; scientific or foreign language characters can be entered with two-keystroke combinations; line drawing characters appear easily with their special keys; and a sticky shift allows single-finger typing (type shift, and it stays shifted until after the next character).

Two editing windows on the same or different documents, combined with block moves and copies, facilitate heavy editing chores.

With all its features, PC Write suffers from a few minor drawbacks in its feature list. For example, it can edit documents of no more than 60,000 characters, which is about 40 double-spaced pages (which should be plenty for executive use; Version 3.0 will abolish the limit), and no graphics can be included except for providing space for images. Nonetheless, compared with the other products, PC Write clearly wins the features race. A strong, solid performer, PC Write offers fast and powerful editing.

Basic correspondence worked reasonably well. Cursor movement is slow, and while there are many powerful cursor features, they require more keystrokes than others in this group. Search and replace is full-featured, maintains capitalization, and will even "unreplace" text. Tabs are redefinable, and margins can be set in a variety of units. Customization is achieved through a flexible macro capability. The status line does not include page or line numbers but shows the percent of the document up to the cursor location. Footnoting, headers/footers, and numbering of many kinds are supported as well as a host of page

layout options. The system date can be inserted. We rate correspondence good.

The program can check spelling globally with its 50,000-word dictionary by stopping on each suspect word, or by automatically beeping when you type an unknown word. Searching for words can be slow, and several keys are required to dispose of a misspelling. The small dictionary means that the suggestions for misspelled words are often poor. PC Write does not ignore words throughout the document, although it will skip them. Spelling checking is rated satisfactory.

The mail-merge facility reformats paragraphs with the proper instructions. Data can be merged into a template, and a template can have space for prompted user input. The output document can be edited. We rate mail-merging good.

PC Write offers a variety of fonts and

styles, including proportionally spaced fonts — all can be mixed on the same line. Laserjet fonts can be used, although the process is cumbersome, and it takes several steps to adapt fonts for the Laserjet format. The program offers some Postscript support. Fonts and styles score good.

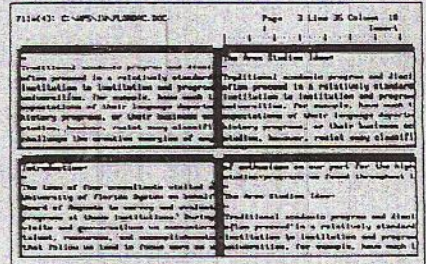
There is no graphics support.

Speed, a special strength of this program, rates excellent. It is easily the speediest performer.

Compatibility, conversely, is poor since PC Write only translates ASCII. A DCA/RFT translator is available as an

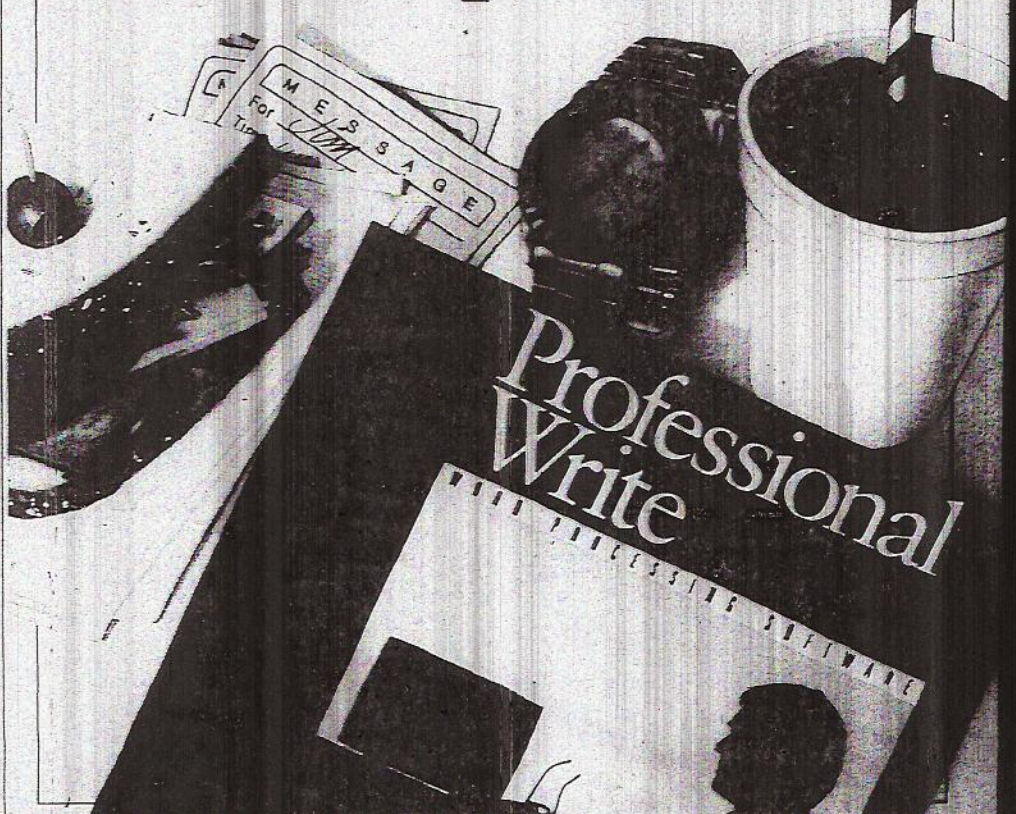
option (\$29).

PC Write includes comprehensive, well-written, and descriptive documenta-



Doc Easy Word II offers four windows to show different documents or multiple copies of the same document.

Today's managers are expected to learn word processing in their spare time.

**PRODUCT SUMMARY****PC WRITE**

VERSION 2.71

Company: Quicksoft Inc., 219 First Ave. N., No. 224, Seattle, WA 98109; (206) 282-0452, (800) 688-8088.

List Price: \$89.

Requires: IBM PC or compatible; MS/PC-DOS 2.0; 256K of RAM; one floppy drive.

Pros: Powerful features and nice performance; wide applicability, excellent adaptability, strong printer support.

Cons: Complex and harder to learn than most; small-document-size capacity; separate editor and printer/formatter; no graphics.

Summary: Not for casual users and somewhat difficult to learn, PC Write offers unparalleled combination of power, sophistication, malleability, and functionality at an unusually low price. PC-Write 3.0, a major upgrade, is due in October.

comprehensive or considered a wealth of related, research, and support information. In the pages that follow, we have tried to provide the information that you need to know about the program, its features, and its limitations. We hope that this information will help you decide if the program is right for you. We also hope that this information will help you get the most out of the program. We are sure that you will find this information helpful.

The New Product Line

Traditional word processing programs have often provided relatively standard features. For example, they have provided features such as editing, printing, and saving. However, the new product line offers more than just these features. It also offers a number of other features that are not found in other word processing programs. These features include a number of advanced editing features, a number of advanced printing features, and a number of advanced saving features.

At its most elemental, word processing represents the combination of text and graphics. The new product line offers a number of features that are not found in other word processing programs. These features include a number of advanced editing features, a number of advanced printing features, and a number of advanced saving features.

Part of IBM's Assistant series, Displaywrite Assistant offers convenient editing features and menus.

tion. A printer manual describes how PC Write takes advantage of the various features of a wide range of sophisticated

printers. Information on laser printers is especially good with valuable information and advice.

On-line help includes a series of full-screen displays covering major topics and features with a good index. Designed to provide shorthand reminders rather than comprehensive instruction, the help screens achieve their purpose, but somewhat more detailed on-line help would be appreciated. Error messages are informative. We

rate the program's documentation very good.

PC Write is easy to install and setup,

taking about 30 minutes. However, getting to an acceptable level of beginning use is something else again. For novice users, PC Write is a challenge for anything beyond simple correspondence. The immense range of possibilities and the infinite malleability of this program delays learning while users sort through options and settle on things they need to know. About two or three hours of work will be required to get to a beginning level of competency and several days are necessary to achieve a reasonable level of mastery. Compared to programs such as Q&A, Professional Write, and Webster's, this is a difficult program to learn; as a result we rate its ease of learning no higher than satisfactory.

In spite of a great deal of flexibility and power, some characteristics of the program may cause some users

difficulty. PC Write does not dynamically paginate, requiring a separate operation to repaginate the file so page breaks can be seen correctly after editing. It isn't necessary to see the page breaks on screen since the print formatting program will automatically paginate the file at print time. Others may find that the complicated codes in the document to accomplish some functions can be confusing.

Footnotes, footers and headers, index entries, and similar features can be implemented through dot commands, placed in the text and acted on when the file goes through the printer program.

PC Write offers a remarkable opportunity to fine-tune editing and printing to match the exact needs and preferences of each user. However, in the context of executive word processors, ease of use is a critical factor. For the occasional or executive user, the advanced features are of limited use; for this reason, we can rate PC Write's ease of use no higher than satisfactory.

PC Write automatically creates back-up files when beginning and concluding editing, preserving multiple editions of a file. An unreplace command will search and undo the most recent replace. Other routine errors are handled well. We rate error handling satisfactory.

PC Write offers a 90-day money-back guarantee for users who have fully registered the product. In addition, new users get one year of support after registering and paying the fee (program purchase price). Additional years of support cost \$20/\$35 depending on whether program updates are supplied. Registered users receive a free newsletter. No support is provided without a registration number except for installation advice and help on printing the tutorial (which requires no sophisticated printing techniques). We rate support policies very good.

Technical support personnel were well-informed and provided us with more than enough help. Our calls about font support for Laserjet printers, were answered completely. We rate technical support good.

A shareware product, PC Write is as inexpensive as any executive word processor reviewed here. However, the kind of casual user typical of this category will find a steep learning curve here. On the other hand, PC Write is more powerful than most of the products in this group, yet it lacks the advanced corporate word processor features that have become popular at the high end. PC Write might fit best into a third category, which we could dub personal word processors. This category's adherents use the products often enough to be over the learning curve and to appreciate the power, yet they don't regularly produce sophisticated output for others. Programmers and freelance writers are two examples of users, and Wordstar 4 is another example of the type. As an executive word processor, PC Write doesn't rate as well overall as its remarkably high market share might lead one to predict. Nevertheless, users who like lots of power at a good price, don't mind the toolkit approach, aren't afraid of the learning curve, and have no real need to incorporate graphics or talk DCA, will find this powerful, low-priced word processor a very good value.

NEW VERSION 2.0

Fortunately, that's all it takes.



Can Professional Write significantly reduce the time and cost of your training and support? Call 1-408-848-4391, Operator #60 for a free trial disk.

Truth is, the best business people have the least spare time. So Professional Write 2.0 was designed to get them up and running immediately.

Professional Write 2.0 has all the features managers demand, and saves them the frustration of learning programs designed for full-time typists.

Our learning process speeds up the word process.

Anyone can learn Professional Write in a couple of hours. The screen is as familiar as a piece of paper. Pull down menus and an on-line manual means there's nothing to memorize. Our follow-along tutorial is written in plain English, and our context-sensitive help is one of the best available.

It all ensures that your managers spend their time managing, instead of asking for help.

We're the most compatible with your secretaries.

We gave Professional Write the most extensive and direct connections with the other software standards in your office. No other program does it so easily. Professional Write has built in compatibility with MultiMate, WordPerfect, Microsoft Word, WordStar, Wang, PC, DCA, and ASCII. You can directly import Lotus 1-2-3 worksheets without retyping; include a chart from Harvard Graphics when printing; and mail merge quickly with dBase III files.

We give your printers the perfect set-up.

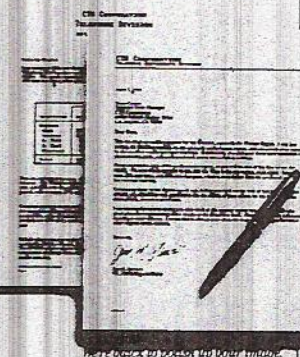
Now using multiple fonts with an HP Laser Jet, Apple LaserWriter, PostScript or HP DeskJet is as simple as underlining. And printer support has never been easier, because Professional Write is pre-configured for quick installation.

We have a fast new way to find your documents.

You no longer have to spend your valuable time hunting down files. Our new File-Finder searches through the actual text of all your Professional Write files to find any words or phrase, and will call up the appropriate document. We'll also give you sorted lists of files, and the option to identify your files with summary descriptions.

There's more to our feature story.

We know what managers need from a word processor. That's why Professional Write offers speed keys, macros, and column-move. An integrated spelling checker.



thesaurus, on-screen calculator and address book are only a key-stroke away. We also support all the popular networks.

Put time on your side.
Call 1-408-848-4391,
Operator #60
for a free trial disk.

PFS: Professional Write and PFS:
Write owners Call 1-800-255-5550
for upgrade information.

SPC SOFTWARE PUBLISHING
The designers of PFS.

**PROFESSIONAL WRITE,
VERSION 2.00**

Professional Write holds the ease of use championship title. Its menus are

clean and effective, features reasonably complete, and on-line help very useful. It is a fast word processor, editing quickly with snappy operation. This is perhaps the paradigm executive word processor.

Professional Write quickly performs normal editing and formatting commands. It can calculate sums and averages from numbers on-screen or typed into a calculator and place the results anywhere in the

document, and it imports spreadsheets directly from Professional Plan and Lotus 1-2-3 files, taking in either the whole worksheet or a specific range.

On correspondence tasks Professional Write 2.0 did very well overall. Cursor movement is clean and obvious. Cut/copy and paste handles regular blocks and rectangular or column blocks, and search and replace maintains capitalization. Tabs permit global redefinition and

the status line indicates page and line numbers. There is a useful keystroke macro facility, although it does not nest or call other macros. We rate correspondence very good.

The spelling-checker is rated good with 77,000 words and a substantial user-definable dictionary. The checker operates smoothly, includes a synonym finder, and offers good choices for misspelled words.

Mail merge includes both

standard data file formats such as dBase and comma delimited ASCII as well as the specialized Professional Write Address Book format. The Address Book — a fixed field and format address file manager — offers quick, effective mail list management for files of up to 2,000 records. The process for searching, selecting, and sorting records is sophisticated, and the system automatically reformats text when necessary. It does not

allow user prompts or conditional merges from Professional Write itself (outside the selection from the address book). We rate mail merge good.

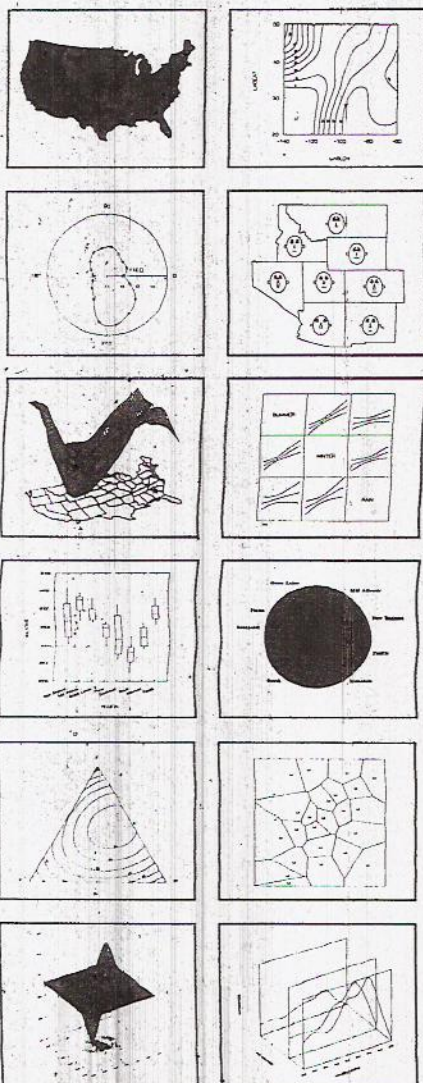
Quite strong on font and laser printer support, Professional Write sports easy printer setup and font selection. There is Postscript support, and adequate support for Laserjet soft fonts will be enhanced by additional fonts in the future, according to the technical support staff. The program's font routines handled justified, proportionally spaced text correctly and different sized proportionally spaced fonts on the same line caused no difficulties. The program downloads fonts to the printer if requested, a significant advantage, and you can change fonts in a document.

Professional Write only has one ruler line measured in 10 units per inch, exactly right for pica fixed-space type but not very helpful for other fonts. When you specify another font, what you see on the screen isn't what appears on paper. There is no preview capability. Either you have to figure out how to adjust the margin settings on the ruler to handle the differences, or in the case of proportionally spaced fonts you need to test-print the document to discover line and page breaks. This defect is shared with many other executive word processors and is a shortcoming of any product supporting proportionally spaced type. In general, however, fonts and styles were handled nicely, and advantages such as the Postscript support and the capability to switch fonts in a document boost the score to good.

Professional Write can print graphs at print time from PFS products and the Harvard sys-

Systat. Because other statistics and graphics packages are not enough.

Systat now offers more statistical graphics than any other PC or mainframe package. And we still give you less bulk with more statistics.



Statistics

Basic statistics, frequencies, t-tests, post-hoc tests. Multiway crosstabs with log-linear modeling, association coefficients, PRE statistics, Mantel-Haenszel, asymptotic standard errors. Nonparametric statistics (sign, Run, Wilcoxon, Kruskal-Wallis, Friedman two-way ANOVA, Mann-Whitney U, Kolmogorov-Smirnov, Lilliefors, Kendall coefficient of concordance). Pairwise/listwise missing value correlation, SSCP, covariance, Spearman, Gamma, Kendall Tau, Euclidean distances, binary similarities. Linear, polynomial, multiple, stepwise, weighted regression with extended diagnostics. Multivariate general linear model includes multi-way ANOVA, ANCOVA, MANOVA, repeated measures, canonical correlation. Principal components, factor analysis, rotations, components scores. Multidimensional scaling. Multiple and canonical discriminant analysis, Bayesian classification. Cluster analysis (hierarchical, single, average, complete, median, centroid linkage, k-means, cases, variables). Time series (smoothers, exponential smoothing, seasonal and nonseasonal ARIMA, ACF, PACF, CCF, transformations, Fourier analysis. Nonlinear estimation (nonlinear regression, maximum likelihood estimation, and more).

Graphics

Overlay plots. Drivers for most graphics devices. Two dimensional: Error Bars. Scatterplots. Line and Vector Graphs. Vector, Dot, Bubble and Quantile Plots. Bar Graphs (single, multiple, stacked, range). Box plots (single and grouped). Stem-and-leaf diagrams. Linear, quadratic, step, spline, polynomial, LOWESS, exponential smoothing. Confidence intervals and ellipsoids (any alpha value). Smooth mathematical functions. Rectangular or polar coordinates. Log and power scales. ANOVA interaction plots. Histograms (regular, cumulative, fuzzy). Stripe and jitter plots. Gaussian histogram smoothing. Scatterplot matrices. Voronoi Tessellations. Minimum spanning tree. Maps with geographic projections (U.S. state boundary file included). Chernoff faces. Star plots. Fourier plots. Pie charts. Contour plots on regularly and irregularly spaced points. Control charts and limits. Three dimensional: Data plots. Smooth function plots. Vector plots. Linear, quadratic, spline, least squares surface smoothing. Three-dimensional type fonts.

Data Management

Import/export Lotus, dBase, and DIF files. Full screen data editor. Full screen text editor. Unlimited cases. Missing data, arrays, character variables. Process hierarchical, rectangular or triangular files, irregular length records. Character, numeric, and nested sorts. Merge and append large files. Unlimited numeric and character variable transformations. Subgroup processing with SELECT and BY. Value labels and RECODE Statements. Macro processor with programming language, screen control, file manipulation, applications generation, and report writing.

SYSTAT

Systat operates on IBM PCs and compatibles, MS-DOS and CP/M machines, several UNIX minicomputers, and the VAX/Minovax. Menu/windowed Macintosh version also available. Single copy price \$795 USA and Canada, \$895 Foreign. Site licenses, quantity prices and training seminars available. No fees for technical support. Statistics and graphics available separately.

For more information, call 312 864-5870 or write Systat Inc., 1800 Sherman Avenue, Evanston, IL 60201.

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Systat. Intelligent software.

PRODUCT SUMMARY

PROFESSIONAL WRITE

VERSION 2.00

Company: Software Publishing Corp., P.O. Box 7210, 1901 Landings Drive, Mountain View, CA 94039; (415) 962-8910.

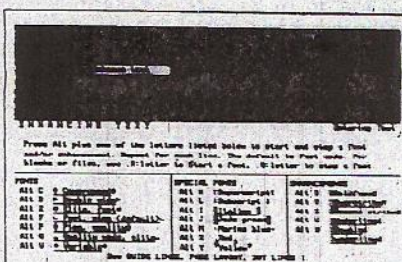
List Price: \$199.

Requires: IBM PC or compatible; MS/PC-DOS 2.0; 512K of RAM; two floppy drives (hard drive recommended for using fonts).

Pros: Strong ease of learning and use; good performance with font printing; nice features set; strong mail merge and address file management; effective editing and menu system with useful on-line help.

Cons: Test prints required to see effect of proportionally spaced fonts; rigid fixed-field address book; file size limits.

Summary: Professional Write offers a great value to executives with modest formatting needs, significant address file management requirements. Good font management makes this a good choice where laser printers are used. This top package is the model executive program.

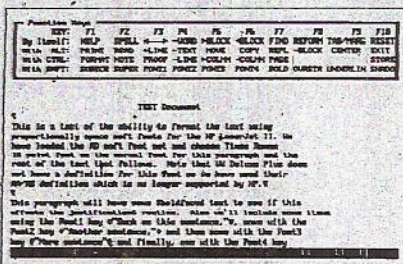


PC Write's on-line help includes a series of full-screen displays with shorthand reminders on major features.

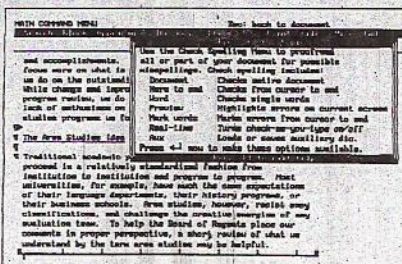
Q&A is speedy, performing fast

\$149/-
Complete Package

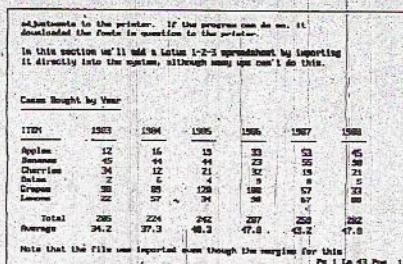
Published by the National Council on the Status of Women, Inc., 1000 Pennsylvania Avenue, N.W., Washington, D.C. 20004. Copyright © 1974 by the National Council on the Status of Women, Inc. All rights reserved. Printed in the United States of America. 100-1000000-1.



Volkswriter offers a spare command summary box instead of snazzy pull-down menus or detailed help screens.



Webster's spelling checker has a real-time mode, which automatically beeps if you make a mistake while typing.



Word Perfect Executive allows users to insert Lotus 1-2-3 worksheets directly into the text.

provided, and search and replace is not case-sensitive so each capitalization counts as a separate word. Column cut and paste is available and line spacing can be set. We rate correspondence satisfactory.

The 100,000-word spelling checker checks for capitalization errors and duplicate words and provides an easy way to remove accidental punctuation or insert a space. While the checker displays alternatives, it does not offer learned words in the suggestion list. Each capitalization of a learned word is counted as a separate word and must be learned separately. Even possessives with apostrophes must be learned as separate words. The spelling checker meets our criteria for a good score.

The mail merge uses named fields, skips improper records without bothering subsequent records, and reads comma-delimited data files produced by many file management programs. No provision exists inside the program to sort or select. We rate the mail-merge facility good.

Fonts and styles are well-implemented, although there is no Postscript support. A host of other printers are supported and the program provides access to four numbered fonts at any time. The program stores page layouts but not full style sheets. We rate fonts and styles good.

There is no graphics support.

The program did well in speed in general, although Volkswriter's ASCII export time was slightly slower than most. We rate speed good.

Compatibility must be rated poor since Volkswriter only translates Wordstar and ASCII.

Volkswriter comes with a paperbound manual produced with clear, compre-

hensive instructions and complete information about the program. There are technical appendixes and a helpful index. Volkswriter's minimalist approach to on-line documentation produces a single four-line box at the top of the editing screen with a map of the function-key options. Other messages at the directory or when selecting printing options are equally terse. We rate documentation satisfactory.

Installation, setup, and the tutorial take about an hour to complete, after which most users can produce simple correspondence with relative ease. Another hour or two will get most anyone up to full cruising speed on Volkswriter. The only possible difficulties involve printer complications which are fully described with troubleshooting solutions in the manual. However, most competitors have found ways to hide the solution to printer problems from the user, and Volkswriter's pioneer approach may retard learning somewhat if there are peculiarities using your printer with the program. This is particularly so with a laser printer, even one as common as the HP Laserjet. Given the lack of on-line help balanced by a good on-screen tutorial, we rate ease of learning good.

With practice and familiarity, the function key commands make entering and revising text quick and easy, and once you solve any print problems it's easy to produce good copy. The text-merge capability is very easy, as well. We rate ease of use very good.

Although Volkswriter has no Undo command, it handles most errors well without losing text and it offers the option for automatic backups. We rate error handling satisfactory.

Lifetree guarantees user satisfaction with a 60-day money-back policy. There is also an unlimited regular phone line for support, a newsletter, and corporate support. We rate support policies very good.

Technical support on the Lifetree telephone line is quick and reasonably well informed; our calls were greeted by helpful and friendly technicians. We rate technical support good.

Within the context of executive word processing packages, at \$99 Volkswriter represents a good value at best. While the product is sound and effective in what it does, the missing features, limited on-line help, and poor printer support reduce its value significantly. What was a superior product in its market niche has been outclassed over time by the competition.

WEBSTER'S NEW WORLD WRITER II, VERSION 1.0

A word processor built around a dictionary and thesaurus with an add-in RAM resident outliner, Webster's New World Writer II offers a simple and

effective writing program suitable for documents with uncomplicated formatting requirements. Less sophisticated than the Q&A Write, PC Write, or Professional Write, Webster's New World Writer II has a number of features that will endear it to writers.

Handling long documents with ease, Webster's provides a strong set of writing and editing tools. Its commands for text movement, manipulation, and editing work well. However, the ease of editing and writing in Webster's comes at the price of a relatively limited set of options. For example, font support for proportional-spacing printers is limited, and there is no capability to include graphics. The thesaurus, however, is especially extensive and the speller is outstanding. A number of alternatives for formatting and controlling the appearance exist, and the mail merge has been added to with an extensive set of variables and selection keys.

The outliner can be run as a stand-alone or RAM-resident utility. It has the usual features of such utilities, but suffers from a 32K file-size limitation. A useful addition to word processing, it is normally an extra-cost item.

The program performs correspondence tasks solidly with relatively fast and effective editing. A rather nice jump-to-mark command facilitates large document editing, and although there is no automatic hyphenation, Webster's can manually insert soft hyphens. Search and replace loses capitalization, but includes a reverse case key and an exchange key to transpose characters. Webster's cannot reformat the text after redefining the tabs. Adjustable line spacing, decimal tabs, date insertion, and keyboard macros all rate as pluses. With all these mixed factors in mind, we rate correspondence

satisfactory.

The 114,000-word dictionary with a user-defined auxiliary dictionary supports a convenient spelling checker. While it does not maintain midword capitalization, it supports additional dictionaries and specialized word lists can be purchased. The spelling checker can be used in a real-time mode, automatically beeping if you make a mistake while typing. Displaying alternative words, flagging duplicates, and a large thesaurus are all additional advantages. We rate spelling checking very good.

Webster's mail merge is straightforward and Wordstar-like. It accepts user-prompted information, named variables, conditionals, and alternative field separators. However, like Wordstar, when a record is in the file with an incorrect number of fields, the rest of the file is unusable for mail merge and Webster's does not detect the incorrect record. We therefore rate mail merge satisfactory.

Although there is no selection of printer fonts except through embedded control codes, both bold and underline are selectable. Ten and twelve pitch can also be chosen. Printer support is extensive and printer commands can be embedded in the text, but the way the program handles printers such as the HP Laserjet is clumsy and could be better implemented. Fonts and styles earn a satisfactory.

There is only limited graphics support; a line and box drawing function assists with some document preparation needs. We rate graphics poor.

Webster's speed is rated satisfactory, although spelling and search/global replace were slower than most.

Compatibility is rated poor since Webster's reads only ASCII and its own file format.

Webster's documentation is crisp and precise, explaining the program's features and operations well. However, it lacks technical detail about printer setup and operation. A useful booklet on installation including a tutorial offer information about setting up the programs to match various hardware options. An equally useful manual accompanies the outliner. Webster's also includes a writer's manual as part of the package.

Webster's on-line help is fine with in-context help screens and a variety of indexes to various functions. Help can be automatic, coming on-screen soon after typing a function key or selecting a menu choice, or it can also be set to appear only on demand. Documentation is rated good.

Webster's takes a quick 25 minutes to get running with all the options set and the printer installed. Another hour with the tutorial and you'll be producing simple correspondence. It will take several hours to reach a competence level for daily work, and to fully learn all the

PRODUCT SUMMARY

VOLKSWRITER DELUXE PLUS VERSION 1.0

Company: Lifetree Software Inc., 411 Pacific St., Monterey, CA 93940; (800) LIFETREE or (800) 831-TREE inside CA.

List Price: \$99.
Requires: IBM PC or compatible; MS/PC-DOS 2.0; 256K of RAM; two floppy drives.

Pros: Clean effective editing commands and straightforward organization; simple to learn and use; nice speller.

Cons: Absence of some features; skimpy on-line help; limited laser printer support for proportionally spaced or downloaded fonts; no graphics.

Summary: Volkswriter Deluxe Plus' nice spelling facility, quick and effective editing, and simple mail merge provide a useful set of tools for users with relatively uncomplicated document needs. However, within the group of executive word processors, Volkswriter's strengths are easily met by most.

PRODUCT SUMMARY

WEBSTER'S NEW WORLD WRITER II VERSION 1.0

Company: Simon and Schuster Software Division, 1 Gulf-Western Plaza, New York, NY 10023; (800) 624-0023.

List Price: \$169.95.
Requires: IBM PC or compatible; MS/PC-DOS 2.0; 384K of RAM (512K if Outliner Plus is installed); two floppy drives; hard disk recommended.

Pros: Good editing; effective mail merge; great dictionary and thesaurus; easy to learn and use.

Cons: Weak laser printer support; absence of some common features; limited document conversion capabilities; no graphics.

Summary: Webster's is an effective writing and editing tool for long manuscripts to be printed elsewhere, mail merge applications without fancy formatting, and regular correspondence. Less useful for laser printer proportionally spaced output or complex formatting.

options such as the outliner will take longer. Given its good on-line help, clear tutorial, and simple organization, we rate ease of learning very good.

Given the many options to handle menus, spelling, and help screens and the variety of shortcut commands, we rate Webster's ease of use very good.

A combination of backup files and a single-level Undo protects users from loss of data. The Undo only holds deletions of more than one character and will not store multiple single-character deletes. The backup system keeps a previous edit as a backup file, the most recently saved version stored with the regular file name, and the version being edited. We rate error handling good.

Webster's has unlimited support on a regular phone line. Support policies are rated satisfactory.

Our calls found the support staff helpful. We were told about a new printer driver and the technical support person promised to send it to us immediately. Other questions were adequately answered. We rate technical support good.

At \$169.95 Webster's is a good value for writers not particularly interested in fancy formatting or printer control. A strong dictionary and thesaurus, combined with effective editing and the capability to handle long documents, make it useful for people preparing materials for final printing on other systems or for those with correspondence and mail list applications that don't require sophisticated printer support. The outliner is a useful added value, sold separately for \$69.95.

WORD PERFECT EXECUTIVE, VERSION 1.0

Bearing a noble family name in word processing, Word Perfect Executive offers a stripped-down version of the Word Perfect office/professional word processing engine, matched with less powerful versions of a variety of other programs in an integrated environment adapted for executives. The result is a slick package that includes a word processor, spreadsheet, calendar system, address file management module, calculator, and menu shell, all combined into a reasonably well-integrated whole.

Perhaps a year or two ago this system would have been ideal for executives in an office with full-featured Word Perfect products in the hands of technicians and clerical workers. However, it is now dated, and among executive word processors represents a feature-poor product—

although the full integration of the various functions through a graceful menu offers some interest.

Our review focuses almost entirely on the word processing module, but some comment on the other modules may be helpful in putting the product into perspective. Word Perfect Executive offers a scaled-down version of the Word Perfect Library as its menu. From this menu, a user can perform most functions likely to be needed by a nondemanding user. For example, the calendar and calculator functions, integral parts of the parent Word Perfect Library, appear and disappear at a keystroke.

The spreadsheet module is based on Mathplan, a Word Perfect competitor to Lotus 1-2-3, and provides a competent tool for numerical analysis. Its principal advantages are its good set of financial

and mathematical functions, its substantial size (256 columns by 8,192 rows), and a command set compatible with other Word Perfect products. The word processing module can import spreadsheets effortlessly, but cannot automatically import a current spreadsheet at print time.

As a word processor, Word Perfect Executive is fundamentally less powerful than its competitors, containing limited feature implementations. Word Perfect Executive has most of the standard editing commands, and it prints acceptably. However, its printer drivers are primitive, and it takes only limited advantage of printers such as the Hewlett-Packard Laserjet. Many users will buy Word Perfect Executive to produce basic documentation that will later be enhanced and printed on the top-

rated Word Perfect 5.0, but as a stand-alone word processor, Executive is outranked by the competition.

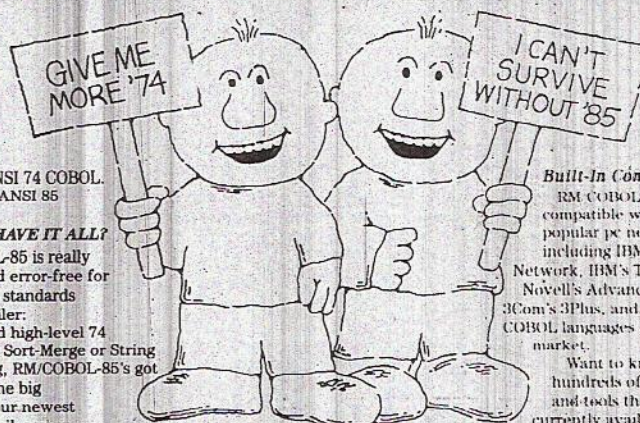
Basic correspondence performance did well overall. Cut/copy and paste text is standard, and search and replace maintains capitalization only at the beginning of words. Tabs can be easily defined, and the status line shows page and line numbers. We rate correspondence good.

The relatively small 50,000-word dictionary can ignore, correct, or learn words. Alternative spellings are displayed and the program will alert you to double words. Spelling checking is rated good.

Mail merge is carried out in collaboration with Word Perfect Executive's phone or card file, or note file programs. Long variables are automatically formatted and the variables are

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PRODUCT SUMMARY

WORD PERFECT EXECUTIVE VERSION 1.0

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

List Price: \$249.

Requires: IBM PC or compatible, MS/PC-DOS 2.0, 512K of RAM, two floppy drives.

Pros: Close integration of word processing, spreadsheet, and calendar; easy to learn and use; simple features; compatibility with other Word Perfect programs.

Cons: Missing several key features available in other products; limited printer support; limited document size.

Summary: A slick, integrated package, Word Perfect Executive is recommended for offices with Word Perfect standardization and executives who have no need for powerful features available in competitive programs.

Okay, Okay. Tell me more! Send me, free:

☐ RM/COBOL-85 Information Packet

☐ RM/COBOL Applications Directory

Name _____

Company _____

Title _____

Street _____

City _____

State _____

Zip _____

Phone (_____) _____

included by name into the base document. We rate mail merging satisfactory.

Fonts and styles include bold and underline, but not italics. No other fonts are selectable in the program and you can't change the pitch in the document. The program supports parallel and serial printers but does not automatically set up the printer ports; you must follow instructions in the manual to change to the correct port and perform the proper initialization. According to our criteria, fonts and styles rate no higher than

satisfactory.

There is no graphics support.

Word Perfect Executive's speed is good in general, although the export ASCII time was slower than most.

Compatibility is poor, importing only ASCII, Word Perfect, and Lotus 1-2-3 files.

Slick and classy, the Word Perfect Executive documentation comes in three thin paperback booklets: Setup, Learning, and Reference. Setup and Learning do a commendable job of getting users up

to speed. The Reference manual, however, is sketchy at best. Integrating the functions of all the modules throughout the reference, the manual describes activities related to spreadsheets in the same section as those related to word processing. Although that makes the integration of the product manifest, it's confusing if you read the paragraph referring to formatting spreadsheet cells before realizing that the information doesn't refer to formatting documents in the word processing system. Further, the

explanations are minimal, providing nothing extra and the index is less than satisfactory.

On-line help within the word processing module mimics the full-screen system used in the parent product but with much less information, in part because the features are limited. Nonetheless, the help screens are good for their purpose. There is no general list of error messages with explanations in the documentation. We can rate documentation no higher than satisfactory.

Installation and learning prove quite easy, at least for the word processing module. About an hour gets you installed, the manual skimmed, and learning basically accomplished. Learning the other modules will take considerably longer. The spreadsheet and calendar especially take quite a bit of experience and time to use effectively. Based on the word processing module, we rank ease of learning very good.

With experience, this product is easy to use. Partly because of its simplicity there is only a small difference between sophisticated and basic use. However, if the user attempts to achieve full integration of all the functions, including the spreadsheet and calendar, ease of use will decline somewhat as these contain somewhat more complex or less self-evident functions.

Given the graceful movement of data and activity between the collected programs we rate ease of use very good.

WP Executive handles most errors easily, and data protection is basic. We rate error handling satisfactory.

A toll-free support telephone line and a very active computer bulletin board support group exist along with an outstanding, independent newsletter. We rate support policies very good.

Technical support for this product is much less extensive than for the main program from which it is derived. Telephone support personnel are reasonably well-informed and were able to help us with our problems. We rate technical support satisfactory.

Within the context of executive word processing programs, Word Perfect Executive does not compare well. At \$249, it is more expensive than the rest and a reasonable value only if the other parts of the system (spreadsheet, calendar, calculator) fit your needs. As with Windows Write, we must assume that Word Perfect Executive will not be purchased specifically for its word processing module. With this in mind, we rate Word Perfect Executive's word processor a satisfactory value.

INFO WORLD

EXECUTIVE WORD PROCESSORS • REPORT CARD

		Dac Easy Word II 1.0	Displaywrite Assistant 1.00	MS Windows Write 2.1	PC Type Plus	PC Write 2.71	Professional Write ¹ 2.00
Performance							
Correspondence	(150)	Good	Good	Good	Very Good	Good	Very Good
Spelling Checker/ Thesaurus	(75)	Satisfactory	Good	n/a	Satisfactory	Satisfactory	Good
Mail Merge	(25)	Good	Satisfactory	n/a	Excellent	Good	Good
Fonts and Styles	(25)	Satisfactory	Poor	Very Good	Satisfactory	Good	Good
Graphics	(25)	n/a	Poor	Very Good	Poor	n/a	Satisfactory
Speed	(50)	Good	Satisfactory	Satisfactory	Satisfactory	Excellent	Good
Compatibility	(50)	Poor	Satisfactory	Satisfactory	Poor	Poor	Excellent
Documentation	(100)	Satisfactory	Satisfactory	Satisfactory	Very Good	Very Good	Good
Ease of learning	(125)	Very Good	Good	Good	Good	Satisfactory	Excellent
Ease of use	(125)	Very Good	Good	Very Good	Good	Satisfactory	Very Good
Error handling	(75)	Satisfactory	Satisfactory	Good	Satisfactory	Satisfactory	Satisfactory
Support							
Support policies	(50)	Poor	Unacceptable	Satisfactory	Unacceptable	Very Good	Good
Technical support	(50)	Good	Unacceptable	Good	Good	Good	Very Good
Value	(75)	Good	Satisfactory	Good	Very Good	Very Good	Very Good
Final Scores		5.6	4.9	5.5	5.8	5.8	7.2

¹This is the same version of Professional Write 2.0 as reviewed on June 6, but the scores have changed due to our newly established executive word processor scoring criteria and weightings.

INFO WORLD

EXECUTIVE WORD PROCESSORS • REPORT CARD

		Q&A Write 1.01	Textra 5.2	Volkswriter Deluxe Plus 1.0	Webster's New World Writer II 1.0	Word Perfect Executive 1.0
Performance						
Correspondence	(150)	Satisfactory	Satisfactory	Satisfactory	Satisfactory	Good
Spelling Checker/Thesaurus	(75)	Good	Good	Good	Very Good	Good
Mail Merge	(25)	Very Good	n/a	Good	Satisfactory	Satisfactory
Fonts and Styles	(25)	Good	Good	Good	Satisfactory	Satisfactory
Graphics	(25)	Satisfactory	n/a	n/a	Poor	n/a
Speed	(50)	Good	Good	Good	Satisfactory	Good
Compatibility	(50)	Good	Poor	Poor	Poor	Poor
Documentation	(100)	Good	Good	Satisfactory	Good	Satisfactory
Ease of learning	(125)	Very Good	Excellent	Good	Very Good	Very Good
Ease of use	(125)	Very Good	Very Good	Very Good	Very Good	Very Good
Error handling	(75)	Satisfactory	Good	Satisfactory	Good	Satisfactory
Support						
Support policies	(50)	Very Good	Good	Very Good	Satisfactory	Very Good
Technical support	(50)	Good	Good	Good	Good	Satisfactory
Value	(75)	Very Good	Good	Good	Good	Satisfactory
Final scores		6.4	6.1	5.7	6.0	5.8

GUIDE TO REPORT CARD SCORES

InfoWorld gives ratings to finished production versions of products only, never to beta test versions.

Products receive ratings ranging from unacceptable to excellent in various categories. Scores are derived by multiplying the weighting (in parentheses) of each criterion by its rating, where:

Excellent - 1.0 - Outstanding in all areas.

Very Good - 0.75 - Meets all essential criteria and offers significant advantages.

Good - 0.625 - Meets essential criteria and includes some special

features.

Satisfactory - 0.5 - Meets essential criteria.

Poor - 0.25 - Falls short in essential areas.

Unacceptable or N/A - 0.0 - Fails to meet minimum standards or lacks this feature.

Scores are summed, divided by 100, and rounded down to one decimal place to yield the final score out of a maximum possible score of 10 (plus bonus). Products rated within 0.2 point of one another differ little.

RELATED REVIEWS

EXECUTIVE WORD PROCESSORS

Professional Write, Version 2.0, June 6

Dac Easy Word II, October 19, 1987

Q&A Write, September 21, 1987

Word Perfect Executive, October 26, 1987; February 29, 1988 as part of product comparison of low-end integrated software

Volkswriter Deluxe Plus, January 12, 1987

PC Write, Version 2.7, December 22, 1986

Webster's New World Writer, December 15, 1986

Product Comparison:

Executive Word Processing, October 12, 1987

Dac Easy Word II

Easy Extra

Einstein Writer

PFS: Professional Write

Q&A Write

Textra

Volkswriter 3

Webster's New World Writer

Executive Summary

The products summarized here fall into several categories. Most appropriate for stand-alone executive use are Professional Write and Q&A Write, which have superior user interfaces, reasonable complements of features, and the capability to be used by nonexperts. Webster's New World Writer II fits loosely into this mold, although it is more effective for writers needing long document capability, a thesaurus, or an outliner.

Textura is easy to learn and use, a solid program with a reduced features set. It is an inexpensive, efficient package with good menus and help. Likewise, Dac Easy II has many attractive features, especially windows and large document support, at a flea market price.

Volkswriter Deluxe Plus and Word Perfect Executive use dated word processing technology. Volkswriter is quick and effective, but rather spartan and lacking updated printer support; Word Perfect Executive's integrated environment has limited word processing balanced by spreadsheet, calendar, calculator, and other modules.

IBM's Displaywrite Assistant edits and prints effectively, a nice choice for basic correspondence and short documents. Integrated with other IBM products, shops choosing the IBM product line will want to consider Assistant. The 32K file size limitation, however, is a significant drawback.

Microsoft Windows Write is part of the Windows operating environment, a snazzy graphics shell with a collection of utility and application programs and many third-party products available. Write contains features less powerful or complex than in Microsoft Word, but it is still effective. If a user has Windows installed, Write is fine as an executive word processor, although it omits features such as mail merging and spell checking.

PC-Write is an anomaly. A shareware product as inexpensive as any executive word processor, it has a steep learning curve for the casual user typical of this category; it's also more powerful than most of the other products. As an executive word processor, PC-Write isn't for everyone, and it doesn't rate that strongly; yet its high market share shows that many appreciate its toolkit approach and no-nonsense interface.

PC-Type, another shareware program, is less flexible than PC-Write but performs like a champ. It offers a superior integration of file manager (if you have PC-File) and word processing programs with less power in printer commands or editing capabilities.

When choosing an executive word processor, you need to consider several issues, since all the products score well in general. Aside from cost, first look at your environment. If you have Microsoft Word or Windows installed throughout, Windows Write is an obvious choice, and compatibility gives it a major advantage. IBM-standard offices with a commit-

ment to Displaywrite or Assistant series will likely find Displaywrite Assistant a good fit. Similarly, if your office uses the Q&A integrated package, Q&A Write will be ideal for executives.

But organizations with Word Perfect 5.0 word processing may find even the compatibility with Word Perfect Executive insufficient to put up with the limitations. This would also apply to organizations committed to Volkswriter 3 or Total Word when reviewing Volkswriter Deluxe Plus.

Several products can include spreadsheets and graphics; Q&A and Professional Write handle Lotus 1-2-3

spreadsheets very well. Others connect with other spreadsheets, such as Word Perfect Executive's seamless integration with Plan Perfect and Windows Write's ability to import Excel or Multiplan sheets. Similarly, graphic needs determine whether the print-time inclusion of a Lotus graphic file, for example, is sufficient or whether the drawing capability of a Windows Paint program will be needed as part of the word processing system.

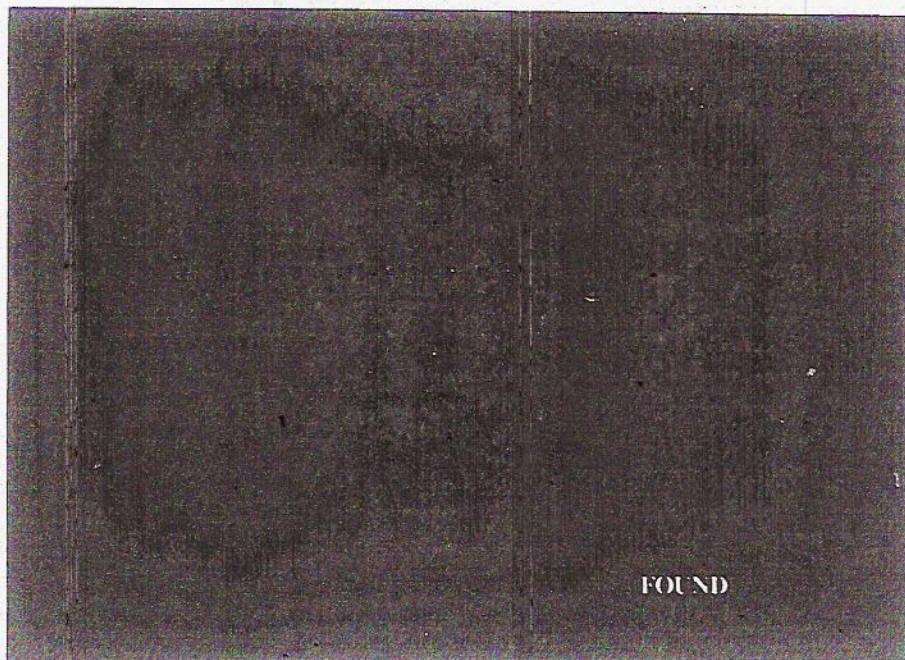
Laser printer support is a significant area of difference between the programs. Windows Write's handling of fonts and display of type sizes and styles represents

the most effective currently available solution, although Q&A and Professional Write also do well. For many, file compatibility with other laser-supporting programs may be sufficient.

Finally, some users need mail-merge capabilities; many in this group of word processors do an especially good job of mail merge, although none is as sophisticated as can be found in the professional programs.

Buy only after testing the product using typical documents and chores. Satisfaction often depends as much on operating style and convenience as on objective evaluation of capabilities.

Introducing TurboSearch.



That's pretty much the idea behind TurboSearch," from Ashton-Tate."

Whether it's a complete file, or just a single word buried deep inside one, TurboSearch will find it. Quickly, and effortlessly.

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 I understand that TurboSearch is available for IBM PC, PC XT, PC AT, PS/2 Models 30, 40, 50, 60, 70, 80, 90, IBM compatible computers with at least 512K RAM. PC DOS or MS DOS, version 2.1 or higher and VGA compatibility is required.

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ASHTON-TATE

Requires IBM PC, PC XT, PC AT, PS/2 Models 30, 40, 50, 60, 70, 80, 90, IBM compatible computer with at least 512K RAM. PC DOS or MS DOS, version 2.1 or higher and VGA compatibility is required.

Indicate model/manufacturer TurboSearch, Ashton-Tate/Ashton-Tate Corporation
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