

1st WORD PLUS



1st Word Plus is the software package that puts professional word-processing power into the hands of Archimedes computer users. Combining ease of use with advanced features, 1st Word Plus offers a productivity boost to individuals and organisations needing to make effective use of the written word.

FEATURES

- Automatic back up facility protects your information.
- Windows allow you to edit and copy up to 4 different documents on screen at the same time.
- Spelling checker with 40,000 word dictionary – check spelling throughout your document or continuously as you type.
- Impressive choice of typestyles including bold, italic, underline, sub and superscript.
- Wide range of printers supported.
- Graphics integration – sprite graphics can be incorporated into your text.
- Instant confirmation on screen of your selection – true WYSIWYG.
- Mail and database merge – produce labels and individual headings for important letters, and also incorporate database information into text.

EASE OF USE

As soon as you load 1st Word Plus into Archimedes, you can enter text and start correcting it, moving words and rearranging the layout. All the actions you can take are listed on clear pop-up, or window type, menus. There is no need to keep referring to the manual, or calling up cumbersome help text, to remind yourself of commands while you are learning. In fact, if you have only used keyboard-driven word processors before, you will be delighted to say goodbye to all those control codes, which were hard to remember and awkward to type.

Selecting menus of actions is lightning fast with the Archimedes mouse, which is much more responsive than many other microcomputer mouse and pointer systems. Use the mouse to point to one of the symbols on the screen that control 1st Word Plus, and the menu appears instantly. Move the mouse again to highlight your selection from the menu, and the command takes effect. Thanks to Archimedes high-speed processing, 1st Word Plus is really easy to learn and yet gives a response speed that satisfies the most demanding professional user.

ADVANCED FEATURES

In addition to the usual word-processing features such as cut and paste, search and replace, and format control, 1st Word Plus provides advanced facilities that place new possibilities at your disposal. Professional users and enthusiasts alike will appreciate the increased productivity and creativity that can be achieved with 1st Word Plus compared with ordinary word-processing programs. The following sections outline some of the advanced features 1st Word Plus places under your control.

MAIL AND DATABASE MERGE

The merge-print functions of 1st Word Plus make easy work of form letters and many other tasks that require information to be retrieved from a database and inserted into word-processed text. 1st Word Plus can extract data from popular database programs, and also has its own facility for you to construct a simple database, making tasks like personalised mailshots straightforward to accomplish. Plain language commands control data insertion, so seemingly complex operations are easily mastered. Text from one document can be inserted in another automatically – 1st Word Plus even handles nesting and chaining. Your routine correspondence and document preparation can be revolutionised by the professional merging capability of 1st Word Plus.



GRAPHICS INTEGRATION

Illustrations created using popular painting programs and stored in disc files can be imported directly into 1st Word Plus and displayed on the screen together with the text. You can move the illustrations around the page instantaneously, and overlay text on the illustrations if you wish. For many applications where the full range of facilities in Desk Top Publishing is not necessary, 1st Word Plus offers a very effective solution.

SPELLING CHECKER

The spelling check facility of 1st Word Plus can work in two different modes to fit in with your own way of working. You can select continuous mode, so that every word is checked as you type and a warning beep sounds if you mistype. At this point it is possible to 'browse' through the dictionary and ask the program to 'guess' the intended word. Alternatively, you can enter text with the spelling checker switched off, and then run part or complete documents through the checker afterwards.

The spelling checker of 1st Word Plus has a dictionary of 40,000 words, (English spellings), which loads in a matter of seconds due to the exceptional speed of Archimedes, and you can add words either to the main dictionary or to separate supplementary dictionaries for jargon and proper nouns you use in specialised topics.

MULTI-DOCUMENT WINDOWING

It is often useful to be able to see two documents on the screen at once, in order to compare or to copy sections from one to the other. 1st Word Plus extends this facility to allow up to four documents to be displayed simultaneously in separate windows. You can change the size of the windows instantly, or fold them away, by 'dragging' the corners with the mouse. You can overlay them on top of each other as you choose, and scroll the contents individually. You can even put the same document into two or more windows in order to compare different sections of the text. Cutting and copying blocks of text is exceptionally fast, thanks to the 1st Word Plus rubber-band block marking feature, controlled by the Archimedes mouse.

DOCUMENT STATISTICS

1st Word Plus maintains and continuously updates a count of the number of words in a document, the number of pages and lines of text, and the computer memory and disc storage required by the document file.

FOOTNOTES

With the automated facilities that 1st Word Plus provides for creating footnotes, you will find many useful applications which would not be viable if you had to number and format these 'manually'. The printing format of the footnotes can be defined separately from the main text, and reformatting and renumbering is automatic as you add, delete and edit the notes.

PRINTER POWER

Extensive printer support is built into 1st Word Plus so that if you already have a printer, you can almost certainly operate it straight away. Popular printers are simply selected from a menu, and configuration is then automatic. If your dot-matrix or laser printer is capable of draft, near letter quality and graphics modes and different typesets, 1st Word Plus will use these facilities. Documents can be printed in the background while you edit another file, and you can select specified pages, multiple copies, and even multi-column output.

Printers not included in the selection menu can be operated following a printer driver configuration procedure. Printer driver configuration is easy with 1st Word Plus, but if you have no computer experience, you should seek expert advice before purchasing a printer.

SUITABLE COMPUTERS

1st Word Plus is suitable for all models of Archimedes. If you anticipate processing long documents using 1st Word Plus on Archimedes 305, you are recommended to upgrade your system to 1 Mbyte RAM.

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APP 135 FIRST EDITION APRIL 1988

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