

---

# **Word Processing for the IBM PC and PCjr and Compatible Computers**

**Carole Boggs Matthews**

**Martin S. Matthews**

---

# **Word Processing for the IBM PC and PCjr and Compatible Computers**

**A step-by-step guide for the hundreds of thousands  
who are buying, or are thinking about buying,  
an IBM PC, IBM PCjr, or one of  
the compatible computers**

**Carole Boggs Matthews**

**Martin S. Matthews**

**McGraw-Hill Book Company**

**New York St. Louis San Francisco Auckland Bogotá  
Hamburg Johannesburg London Madrid  
Mexico Montreal New Delhi Panama  
Paris São Paulo Singapore  
Sydney Tokyo Toronto**

**Library of Congress Cataloging in Publication Data**

**Matthews, Carole Boggs.**

Word processing for the IBM PC and PCjr and compatible computers.

"A step-by-step guide for the hundreds of thousands who are buying, or are thinking about buying, an IBM PC, IBM PCjr, or one of the compatible computers."

Includes index.

1. Word processing. 2. Word processing equipment.  
3. IBM Personal Computer—Programming. 4. IBM PCjr—Programming. I. Matthews, Martin S. II. Title.  
III. Title: Word processing for the I.B.M. P.C. and P.C.jr. and compatible computers.

HF5548.115.M38 1985

652'.5'0285425

84-15503

ISBN 0-07-040952-8

Copyright © 1985 by Carole B. Matthews and Martin S. Matthews. All rights reserved. Printed in the United States of America. Except as permitted under the Copyright Act of 1976, no part of this publication may be reproduced or distributed in any form or by any means or stored in a data base or retrieval system, without the prior written permission of the publisher.

1234567890 DOC/DOC 8987654

**ISBN 0-07-040952-8**

*The editors for this book were Stephen Guty and Chet Gottfried, the designer was Naomi Auerbach, and the production supervisor was Sally Fliess. It was set in Century Schoolbook by Techna Type, Inc.  
Printed and bound by R. R. Donnelley & Sons Company.*

---

# Preface

"I want a word processor," announced Dr. Ruth I. Matthews (Marty's stepmother), "but how do I find the right one? I don't have the time to spend looking at all the alternatives. And even if I did," she continued, "I don't want to spend my time that way! I just want to know how to select the best software and equipment for myself so I can get on with my writing!"

Ruthie's frustration echoes similar statements that we hear from computer novices and experts alike. These people want the benefits of using a computer for word processing but are confused about the many alternatives. The question is no longer "Do I want a word processor?" but "Which word processor is best for me?"

The truth, of course, is that the "best" software for Ruthie is not necessarily the "best" for everyone. It's impossible to suggest one software package that is most suitable for all types of writing.

The equipment, or hardware, is also an important part of a word processor. We chose the IBM PC as the focus of this book for six compelling reasons:

1. The IBM PC is manufactured and supported by the largest and most successful company in the computer industry: IBM.
2. The IBM PC is a technically excellent personal computer at a reasonable price.
3. IBM has fully disclosed the technical details of its PC, thereby allowing many other companies to create hardware and software products for use with the PC.
4. Many software packages, word processing and otherwise, have been and continue to be written for the IBM. Soon (if not already) there will be more software available for the IBM PC than for any other personal computer.

5. The IBM PC and its compatible competitors are rapidly becoming the most widely sold of all personal computers—bar none.
6. We like the IBM PC—and many of the compatibles.

This book gives you information about the features and capabilities of the IBM PC, IBM PCjr, compatible computers, and the word processing software that can be used with them. When you have read this book, you will know and understand the features you need in a word processor, enabling you to judge which word processing packages—whether or not they are described or evaluated in this book—are the best for your kind of writing. In addition, you will learn about the computers that are compatible with the IBM PC—those personal computers that claim to operate like the IBM PC. You will learn what is meant by “compatible” or “lookalike.”

We also give you a step-by-step plan for deciding what to buy. You will know your own requirements and what to look for in equipment, support, training, and documentation. We present suggestions for organizing your files and establishing working procedures to help you set up your word processing workshop.

Each chapter ends with a brief summary. Each summary, along with the evaluation criteria in Appendix A, will make it easy for you to define your word processing requirements. You can then compare your requirements with the word processing packages currently available.

Our aim and desire are to make this a basic and enduring guide to the expanding world of word processing on the IBM PC. We would be glad to hear from readers with comments or suggestions for future editions. Happy word processing!

---

# Acknowledgments

We want to thank our friends and acquaintances who contributed their time and ideas (and hardware) to our book. From Larry Heck we received a loaner IBM PC that got us going until we got one from IBM. Ray and Donna Murphy, Colleen Anson, Karen Everitt, Gale Gibson, and Stuart Stern kept us honest in our software evaluations. Thomas N. Trzyna and Ruth I. Matthews read every page of our manuscript, faithfully correcting our punctuation and misspellings and tactfully suggesting alternatives to some of our more onerous writing habits.

A book such as this, which plunges into the details of different products, required the cooperation of individuals we will never meet in person, just by telephone or letter. But these people left their marks on us and on the book, just as much as did those persons closer to us. We thank them for sending us their products to evaluate, for answering our questions, and for commenting on our evaluations. Our home looked like a computer store for many months, but as a result, we were able to discuss these products from firsthand knowledge, not hearsay.

A thank-you to the following people who assisted us in the software areas: Barbara Brubaker, Microsoft Corporation; Jolie Newman and Wendy Greenberg, MultiMate International; Aleta Spaulding Wallace, Perfect Software; Susan Dahle-Fuller, Software Publishing Corporation; Genie Ragin, Peachtree Software, Inc.; Deborah Cromer, VisiCorp; Kenn Paradiso and Steve Wright, Professional Software Inc.; Eileen Haas, Bruce & James Program Publishers, Inc.; Sydney Warner, Lifetree Software, Inc.; John Kettling, NBI, Inc.; Kathleen Biklen, Information Unlimited Software; Bonnie Ungerman, Satellite Software International; Carol Fox, Select Information Systems, Inc.; Stephen Peithman, Lexisoft, Inc.; Janet Logan, Leading Edge Products, Inc.; Judith McClean, MicroPro International Corp.; Deborah Fain, Samna; Susan Eblen, Mark of the Unicorn; "Wanda," Beaman Porter; Oasis Systems; Tim Hurlocker, Softset, Inc.; and Barbara Birdsall, RosSoft, Inc.

Also, our thanks to those individuals who assisted us in the hardware areas. We received computers and computer accessories from these people as well as much time and attention to our needs. Rosemary Morrissey, IBM (a very special thanks to Rosemary for her patience and unfailing humor with our persistent calls for *more!*); Jack Horner, Columbia Data Products, Inc.; Lisa Hendrickson, Miller Communications (Compaq Computer Corporation); Linda Tortell and Craig Britten, Corona Data Systems, Inc.; Herb Kummer and Rob Fuggetta, Seequa Computer Corporation; Ted Jernigan and Reba Cardenas, Texas Instruments, Inc.; and Mark Tiddens and Roy Massena, Key Tronic Corporation.

---

# Contents

Preface xlii

<b>Part I The Word Processing World</b>	<b>1</b>
<b>Chapter 1 Kinds of Word Processors</b>	<b>3</b>
Electronic Typewriters	4
Common Options	4
Advantages	6
Disadvantages	6
Uses	7
Personal Computer Word Processors	7
Advantages	8
Disadvantages	8
Uses	9
Standalone Word Processors	9
Advantages	11
Disadvantages	12
Uses	12
Minicomputers or Mainframes	12
Advantages	13
Disadvantages	13
Uses	13
Summary	14
<b>Chapter 2 Where Do I Start?</b>	<b>15</b>
Assessing Your Needs	17
Writing Tasks	17
Personality Fit	19
Past Experience with Computers	20
Cost	21
Gathering Information	21
Literature	22
Shows	23
Books	23
Talking to People	24
Summary	25



<b>Part II</b>	<b>Getting to Know the Software</b>	<b>27</b>
<b>Chapter 3</b>	<b>Personalities of Word Processing Software</b>	<b>29</b>
	Communicating with the Word Processor	30
	Menu vs. Commands	30
	Consistency	32
	Function Keys vs. Control Characters	33
	Number of Keystrokes	34
	Windows	34
	Moving Around within Your Document	35
	Screen vs. Printed Images	38
	Factors Affecting Speed	40
	Software Speed	41
	Simultaneous Edit	41
	File Considerations	41
	File Size Restrictions	41
	Indexing, Annotation of Files	42
	Integrated File Handling	43
	Automatic Backup	44
	Summary	44
<b>Chapter 4</b>	<b>Editing</b>	<b>46</b>
	Entering Text	46
	Inserting Text	47
	Dynamic vs. Restricted	48
	Insert Options	48
	Deleting Text	49
	Block Options	52
	Search and Replace	55
	Summary	58
<b>Chapter 5</b>	<b>Formatting</b>	<b>61</b>
	Page Setup	61
	Text Emphasis	68
	Special Options	70
	Summary	72
<b>Chapter 6</b>	<b>Printing and Text Assembly</b>	<b>74</b>
	Printing	74
	Print Commands	74
	Print Controls	77
	Special Printing Features	78
	Text Assembly	80
	Documentation Merge	81
	Special Programming Features	83
	Summary	84

## Part III Choosing Equipment and Accessories 87

### Chapter 7 The IBM PC Equipment Options 89

Video Display	92
Description	92
Usage and Options	93
Keyboard	95
Description	98
Usage	103
Options	104
System Unit	106
Disk Drive	107
Power Supply	116
System Board	117
Adapter Cards	121
Printers	124
Description	126
Usage	132
Options	133
Operating Systems	134
Description	135
Usage	135
Options	137
Making the Decision	140
Summary	143

### Chapter 8 The IBM PC Compatible Computers 146

Compatibility	146
Why Not IBM?	148
Price	148
Value for Your Money	148
The Case for IBM	150
Compatible Computer Reviews	151
Columbia Data Products, Inc.	159
Compaq Computer Corporation	164
Corona Data Systems, Inc.	168
International Business Machines Corporation (IBM)	173
Seequa Computer Corporation	180
Texas Instruments, Inc.	185

### Chapter 9 Word Processing Accessories 190

Spelling Checkers	191
Sorts	195
Math Calculators	197
Automatic Indexing	197
Automatic Table of Contents	198
Mailing Lists	199
Grammar Checkers	201
Integrated Packages	202
Summary	202

<b>Part IV Putting It Together</b>	<b>207</b>
<b>Chapter 10 Defining Your Requirements</b>	<b>209</b>
Becoming Familiar with the Product	209
Reading	209
Talking to People	210
Kicking the Tires	210
Evaluating the Product	211
Comparing Features with Your Writing Tasks	211
Documentation	216
After-Sale Support	220
Ease of Use	220
Setting up Shop	221
Setting up the Computer	222
Becoming Familiar with the Operating System	222
Becoming Familiar with the Word Processing Package	223
Organizing Files	223
Backups	225
Maintenance of Files	225
Summary	226
<b>Chapter 11 Software Evaluations</b>	<b>228</b>
What You'll Find	228
The Evaluation Technique	229
The Seven Categories: How They Measure Up	230
Personality	230
Editing	231
Formatting	232
Text Assembly	233
Printing	235
Accessories	235
Documentation and Support	236
The Summaries	238
Capability Comparison	240
Writing Tasks Comparison	240
Summary Comparison	240
<b>Chapter 12 EasyWriter 1.1</b>	<b>245</b>
<b>Chapter 13 EasyWriter II System</b>	<b>252</b>
<b>Chapter 14 Leading Edge Word Processing</b>	<b>260</b>
<b>Chapter 15 Microsoft Word</b>	<b>270</b>
<b>Chapter 16 MultiMate 3.20</b>	<b>282</b>

<b>Chapter 17</b>	<b>NBI</b>	<b>294</b>
<b>Chapter 18</b>	<b>PeachText 5000; PeachText</b>	<b>303</b>
<b>Chapter 19</b>	<b>Perfect Writer</b>	<b>315</b>
<b>Chapter 20</b>	<b>PFS:WRITE</b>	<b>326</b>
<b>Chapter 21</b>	<b>Select</b>	<b>334</b>
<b>Chapter 22</b>	<b>VisiWord Plus</b>	<b>345</b>
<b>Chapter 23</b>	<b>Volkswriter Deluxe</b>	<b>355</b>
<b>Chapter 24</b>	<b>WordPerfect</b>	<b>365</b>
<b>Chapter 25</b>	<b>WordPlus PC with BOSS</b>	<b>376</b>
<b>Chapter 26</b>	<b>WordStar 3.3</b>	<b>383</b>
<b>Chapter 27</b>	<b>WordVision</b>	<b>392</b>
<b>Appendix A</b>	<b>Software Evaluation Checklist</b>	<b>402</b>
<b>Appendix B</b>	<b>Equipment and Word Processing Software Vendors</b>	<b>409</b>
<b>Index</b>		<b>413</b>



# **The Word Processing World**

*Finding the right word processor is not a simple task. Besides the IBM PC, there are a number of other choices for word processing. Even if you have already chosen your computer, it is important to learn about the alternatives available to you—if only to satisfy yourself that you've made the right choice.*

*Chapter 1 examines two aspects of finding a word processor that suits your needs. First, it explores means of word processing other than with the IBM PC. Included are electronic typewriters, microcomputers, minicomputers, mainframe computers, and dedicated, or standalone, word processors.*

*Second, the chapter puts the various word processing options in perspective, to prepare you for defining your word processing requirements so that you can judge which features are important to you.*



## **Kinds of Word Processors**

"It even corrects my spelling—and my spelling is excellent! What an unexpected bonus that was!" So spoke Kathy Grosse, an author who owns a word processing software package. With considerable enthusiasm, she was describing her reasons for switching from typewriter to word processor.

The biggest advantage of a word processor is simply being able to write, revise, and revise again without retyping a document over and over. To one who spends a lot of time writing, this benefit alone is well worth the investment. A word processor can halve the time it takes to prepare documents. Also, your accuracy is increased significantly, since new errors are not introduced in the retyping process.

Other benefits are numerous. Having a computer opens up many timesaving and laborsaving possibilities. New tools can both improve your writing and make it easier. For example, you can automatically write to an entire mailing list. You write the letter once, set up a name and address file, and the computer prints out each letter individually addressed. Bid farewell to photocopying a "To whom it may concern" letter or—worse—typing each letter by hand so it will look personalized! Your word processor can even improve your grammar, as you'll see in Chapter 9.

Before we describe these and other features that word processing brings to your writing environment, let's look at the whole world of word processing and see how the IBM PC relates to it. The IBM PC is just one flavor of the word processing available. There are larger, more specialized word processors, and there are smaller, less expensive word processors. Understanding where these other word processors fit in the spectrum will let us put the IBM PC in perspective. Is it the top of the

line? the bottom? Is it expensive compared to other word processors? What does it offer in capability compared to other word processors? We answer these questions and others by describing various word processors not in as great detail as the IBM PC but in sufficient detail to provide some scope and definition.

Four types of word processors now dominate the market. Each type appeals to different users, although the differences between them diminish as they become more comparable in price. So even if it's impossible to state flatly that any one type of word processing is unique, it is useful to separate the world of word processors into these four groups. The four categories are (1) electronic typewriters, (2) microcomputer word processors (we refer to these as personal computers, or PCs), (3) standalone (or dedicated) word processors, and (4) minicomputer and mainframe computer word processors. Which type of word processor you need depends on your word processing uses and the degree to which others will share in its use. Are you part of a big company dealing with large volumes of correspondence, contracts, proposals? a free-lance writer? a self-employed individual with correspondence needs? No single setup satisfies all word processing requirements. Let's take a look at the four types and see how each relates to the IBM PC.

### **Electronic Typewriters**

Electronic typewriters have quickly moved into the word processing arena. They are at the low end of the spectrum, as far as "ultimate" word processing goes. But as we will see, with every passing month, improvements make this less true. *Electronic* typewriters feature several options that *electric* typewriters don't have. These options give you some of the capabilities that the more advanced word processors possess.

### **Common Options**

**Memory.** Memory allows us to save and recall information at a later time. Electronic typewriters also have a "memory," by which you can save letters and numbers as you type. As you strike the typewriter keys, the characters enter into this memory, not onto a printed page (at least not immediately).

Most electronic typewriters use the memory feature in two ways. One way allows you to recall and correct the last characters typed (usually from 1 line up to a page). This way you can see what will print and correct any characters in memory before the line or page is



printed. Thus you can correct line by line as you go. The other use of memory allows you to store whole pages (from 1 to as many as 15 pages). You can store commonly used letters or documents and retrieve them error-free when you want to type one. The material is stored by document name so that you can easily find what you want.

The most expensive electronic typewriters use diskette drives for this memory. Such drives enable you to store and recall even more pages as you want them—up to 70 pages on one diskette. (See Chapter 7 for a thorough discussion of diskette drives.)

**Display screen.** Some electronic typewriters have a small display screen, mounted above the keyboard, to show you what characters you are typing. (See Figure 1-1.) Usually the screen keeps a running display of the last 20 characters typed.

**Formatting features.** Many special formatting features automatically perform such functions as centering and indenting. No more counting spaces or repetitive tabbing! Some electronic typewriters can be directed to locate information anywhere within a document. If your electronic typewriter has such a command, it will search your document and display the first occurrence of the information you want. You can then make any desired changes to the text. With some electronic typewriters you can perform cut-and-paste functions: You can move paragraphs around on the page the way you want them. Two other features, decimal tabbing (aligning numbers on the decimal point) and

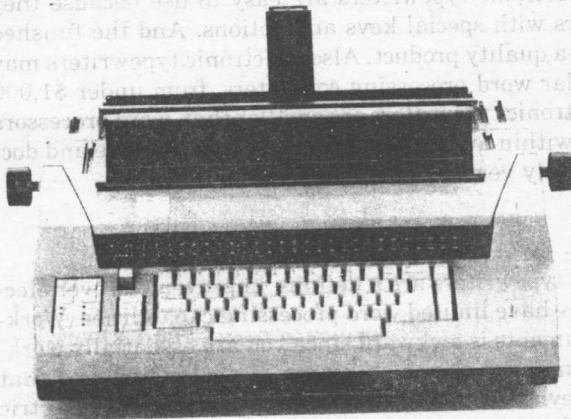


Figure 1-1 IBM Electronic Typewriter 85. (Courtesy IBM.)