

Sheet1

Windows Word Processors: Summary of Features

Products listed in alphabetical order

y = yes n = no

| | Ami Pro | DeScribe Word Processor | JustWrite | Microsoft Word for Windows | |
|--|---------|-------------------------------|-----------|----------------------------------|---|
| List price | \$495 | \$495 | \$199 | \$495 | |
| Network-ready | y | y | y | y | |
| Cost per additional user on network | \$395 | \$350 | \$199 | \$395 | |
| MEMORY AND DISK USAGE | | | | | |
| Disk space used by default installation | 11MB | 7MB | 4MB | 15MB | |
| Client/server DDE support | y/y | y/y | y/n | y/y | |
| Client/server OLE support | y/y | n/n | n/n | y/y | |
| TEXT-FORMATTING FEATURES | | | | | |
| Broken underline | y | y | n | y | |
| Double underline | y | y | n | y | |
| Strikethrough | y | y | y | y | |
| Small capitals | y | y | n | y | |
| Variable page length within document | y | y | n | y | |
| Automatic renumbering of pages after formatting | y | y | y | y | |
| Vertical centering | y | n | n | y | |
| Conditional page breaks | y | y | n | y | |
| Paragraph linking | y | y | y | y | |
| Sorting | y | y | n | y | |
| Line numbering | y | n | y | y | |
| Portrait and landscape pages within single document | y | n | n | y | |
| TEXT ENTRY AND EDITING FEATURES | | | | | |
| User can adjust margins on ruler | y | y | y | y | |
| User can adjust columns on ruler | y | y | n | y | |
| Paragraph marker display option | y | y | y | y | |
| Format code display option | n | y | n | n | |
| Maximum number of undelete levels | | 4 Unlimited | | 1 | 1 |
| Widow and orphan control | y | y | n | y | |
| Zoom feature | y | y | y | y | |
| User-adjustable zoom levels | 10-400% | 10-500% | 25-200% | 25-200% | |
| Appends block to file on-disk | n | y | n | y | |
| Search-and-replace: | | | | | |
| Searches forward and backward | y | y | y | y | |
| Searches within other files | y | n | n | n | |
| Performs case-sensitive searches | y | y | y | y | |
| Recognizes whole words | y | y | n | y | |
| Uses wildcards in search | y | y | y | y | |
| Uses wildcards in replace | y | y | n | y | |
| Searches and replaces format codes | y | y | y | y | |
| Maximum number of documents open simultaneously | | 9 Unlimited | | 8 | 9 |
| Maximum number of text windows in one | | 9 Unlimited | | 1 | 9 |

document without opening second copy
of program

PRINTING FEATURES

| | | | | |
|---|---|---|---|---|
| Prints in background | y | y | n | y |
| Prints blocks | y | n | n | y |
| Prints discontinuous range of pages | y | n | n | n |
| Prints current page | n | n | n | y |
| Prints landscape printer setup change | y | y | n | y |
| Prints with crop marks | y | y | n | n |
| Prints in reverse order | y | y | y | y |
| Collates print job | y | y | y | y |
| Controls printer bin for first page | y | y | n | y |
| Supports non-Microsoft Windows character set | y | y | n | y |

Automatic envelope formatting and printing

| | | | |
|---|---|---|---|
| n | y | n | y |
|---|---|---|---|

FILE-HANDLING FEATURES

Maximum number of documents open
simultaneously

9 Unlimited 8 9

Performs backup at user-selected time
intervals

| | | | |
|---|---|---|---|
| y | y | y | y |
|---|---|---|---|

Includes file management functions

| | | | |
|---|---|---|---|
| y | n | n | y |
|---|---|---|---|

Searches disk for filenames

| | | | |
|---|---|---|---|
| n | n | n | y |
|---|---|---|---|

Searches disk for text within files

| | | | |
|---|---|---|---|
| y | n | n | y |
|---|---|---|---|

File import/export formats:

| | | | | |
|----------------------------|-----|-----|-----|-----|
| Ami Pro | y/y | y/y | y/y | n/n |
| Microsoft Word | y/y | y/y | y/y | y/y |
| Microsoft Word for Windows | y/y | n/n | y/y | y/y |
| MultiMate | y/y | y/y | y/y | y/y |
| WordPerfect | y/y | y/y | y/y | y/y |
| WordStar | y/y | y/y | y/y | y/y |

HYPHENATION AND GRAMMAR FEATURES

Hyphenation

| | | | |
|---|---|---|---|
| y | y | y | y |
|---|---|---|---|

Customizable hyphenation dictionary

| | | | |
|---|---|---|---|
| n | n | n | y |
|---|---|---|---|

User can enter soft hyphens from keyboard

| | | | |
|---|---|---|---|
| y | y | y | y |
|---|---|---|---|

Hyphenation on a paragraph level

| | | | |
|---|---|---|---|
| y | y | y | y |
|---|---|---|---|

Limits number of consecutive hyphens at
end of columns

| | | | |
|---|---|---|---|
| y | y | n | y |
|---|---|---|---|

Spell-checker:

Number of words in standard dictionary

130000.00 84000.00 100000.00 130000.00

Spell-checks defined block

| | | | |
|---|---|---|---|
| y | y | y | y |
|---|---|---|---|

Spell-checks document with
one command

| | | | |
|---|---|---|---|
| y | y | y | y |
|---|---|---|---|

Specialized spell-checkers:

Legal

| | | | |
|---|---|---|---|
| n | y | y | y |
|---|---|---|---|

Medical

| | | | |
|---|---|---|---|
| n | y | y | y |
|---|---|---|---|

Foreign-language

| | | | |
|---|---|---|---|
| y | y | y | y |
|---|---|---|---|

Thesaurus

| | | | |
|---|---|---|---|
| n | y | y | n |
|---|---|---|---|

Antonyms provided

| | | | |
|-----|---|---|-----|
| N/A | y | n | N/A |
|-----|---|---|-----|

Grammar checker

| | | | |
|---|---|---|---|
| n | n | n | y |
|---|---|---|---|

Sheet1

| | | | | | |
|--|-----|-----|-----|---|----|
| Customizable rules | N/A | N/A | N/A | y | |
| MANUSCRIPT PREPARATION FEATURES | | | | | |
| Generates table of contents | y | y | y | y | |
| Generates index | y | y | y | y | |
| Footnotes | y | y | y | y | |
| Endnotes | y | y | y | y | |
| Cross-referencing | y | y | n | y | |
| Collapsible outlines | y | n | y | y | |
| Allows user-defined numbering schemes | y | n | n | n | |
| Allows military-style numbering | y | n | n | y | |
| Bookmarks | y | y | y | y | |
| DESKTOP PUBLISHING | | | | | |
| Includes stylesheets | y | y | y | y | |
| User can modify default stylesheet | y | y | y | y | |
| User can apply different styles to existing document | y | y | y | y | |
| Maximum number of columns | | 8 | 20 | 8 | 32 |
| Column snaking | y | y | y | y | |
| Automatically balances text horizontally across multiple columns | y | y | y | y | |
| Adjustable gutter width | y | y | y | y | |
| User can define column width by moving cursor | y | n | n | n | |
| User can draw lines with cursor | y | y | n | n | |
| Expandable box around text | y | y | y | y | |
| Irregular nonrectangular box around text | n | n | n | n | |
| GRAPHICS IMPORT FORMATS | | | | | |
| .BMP | y | y | y | y | |
| .CGM | y | y | y | y | |
| .DRW | n | n | n | n | |
| .EPS | y | n | y | y | |
| HPGL | y | n | y | y | |
| .MSP | n | y | n | n | |
| .PCL | n | n | n | n | |
| .PCX | y | y | y | y | |
| .PIC | y | y | y | y | |
| .PIX | n | n | n | n | |
| TIFF | y | y | y | y | |
| .WMF | y | y | y | y | |
| .WPG | y | n | y | y | |
| Can resize imported graphics | y | y | y | y | |
| Text flows around graphics | y | y | y | y | |
| Clip art included | y | y | n | y | |
| Drawing tools | y | y | n | y | |
| Freehand tools (not just curves) | y | y | n | y | |
| Rotatable text | y | n | n | y | |
| Files can be directly imported by PageMaker | y | y | n | y | |
| Files can be directly imported by Ventura Publisher | n | n | n | y | |
| TABLE FEATURES | | | | | |

Sheet1

| | | | | |
|---|---|---|---|---|
| Automatically adjusts table row height to accomodate text | y | y | y | y |
| User can place different line styles around table cells | y | y | y | y |
| User can shade cells | y | y | y | y |
| User can control column widths directly on-screen | y | y | y | y |
| User can control row heights directly on-screen | y | y | y | n |
| User can put graphics in tables | y | y | n | y |
| NUMERIC FEATURES | | | | |
| Math mode | y | n | n | n |
| Dynamic table functions | y | y | n | n |
| Arithmetic operations within document | y | y | n | y |
| CORPORATE AND PROFESSIONAL FEATURES | | | | |
| Mail-merge | y | y | y | y |
| Conditional merge | y | y | y | y |
| User can select fields from menu | y | n | y | y |
| Group editing | y | n | n | y |
| Revision marking with user-specified attributes | y | n | n | y |
| Revision marking in color | y | n | n | y |
| Changes verified one by one | y | n | n | y |
| File comparison | y | n | n | y |
| Direct e-mail link | y | n | n | y |
| Passwords to prevent file modifications | y | y | n | y |
| File encryption | y | n | n | y |
| Preformatted forms processing | y | y | n | y |
| MACRO FEATURES | | | | |
| Keyboard recording mode | y | y | n | y |
| Programmable macros (with if-then) | y | y | n | y |
| HELP | | | | |
| Context-sensitive help | y | y | y | y |
| Keyboard templates included | y | y | n | y |
| On-line tutorial | n | y | n | y |

| | | | |
|---|---|--|---|
| Professional Write Plus \$249 y \$185 | WordPerfect 5.1 for Windows \$495 y \$349 | WordStar for Windows \$495 y \$150 | |
| 4MB y/n n/n | 8.5MB y/n n/n | 10MB y/y y/n | |
| y | y | n | |
| y | y | y | |
| y | y | y | |
| y | y | y | |
| y | y | y | |
| y | y | y | |
| n | y | n | |
| y | y | y | |
| y | y | y | |
| n | y | n | |
| n | y | n | |
| n | y | y | |
| n | y | y | |
| y | y | y | |
| n | y | y | |
| | 4 | 3 | 1 |
| y | y | y | |
| y | y | y | |
| 10-400% | Unlimited | 25-200% | |
| n | y | n | |
| y | y | y | |
| n | y | n | |
| y | n | y | |
| y | y | n | |
| y | y | y | |
| y | n | y | |
| y | y | y | |
| Unlimited | | 9 | 1 |
| | 1 | 9 | 1 |

Sheet1

| | | | |
|-----|-----------|-----------|-----------|
| n | n | n | |
| n | y | n | |
| n | y | y | |
| n | y | n | |
| n | y | n | |
| y | n | y | |
| y | y | y | |
| y | y | y | |
| y | y | n | |
| y | y | n | |
| n | n | n | |
| | 1 | 9 | 1 |
| y | y | y | |
| y | y | n | |
| n | y | n | |
| n | y | n | |
| y/y | y/y | y/y | |
| y/y | y/y | y/y | |
| y/y | y/y | y/y | |
| y/y | y/y | y/y | |
| y/y | y/y | y/y | |
| y/y | y/y | y/y | |
| y | y | y | |
| n | y | y | |
| y | y | y | |
| y | y | y | |
| n | n | y | |
| | 130000.00 | 115000.00 | 119000.00 |
| y | y | y | |
| y | y | y | |
| n | n | y | |
| n | n | y | |
| y | y | y | |
| y | y | y | |
| n | y | y | |
| y | n | y | |

| | | | |
|---|-----|----|----|
| y | N/A | y | |
| n | y | y | |
| n | y | y | |
| y | y | y | |
| y | y | y | |
| n | y | y | |
| n | n | n | |
| n | y | y | |
| n | y | y | |
| n | n | y | |
| y | y | y | |
| y | y | y | |
| y | y | y | |
| | 8 | 24 | 32 |
| y | y | y | |
| y | y | y | |
| y | y | y | |
| y | y | n | |
| n | y | y | |
| y | y | y | |
| n | y | y | |
| n | y | y | |
| y | y | y | |
| y | y | y | |
| n | y | n | |
| y | n | n | |
| y | y | y | |
| y | y | y | |
| n | n | n | |
| y | y | y | |
| y | y | y | |
| y | n | n | |
| y | y | y | |
| y | y | y | |
| n | y | y | |
| n | n | y | |
| n | n | n | |
| n | y | y | |
| n | y | y | |
| n | y | n | |

Sheet1

| | | |
|---|---|---|
| n | y | y |
| n | y | y |
| n | y | y |
| n | y | n |
| n | n | n |
| n | y | y |
| n | n | n |
| n | n | n |
| n | y | n |
| y | y | y |
| n | y | n |
| y | y | y |
| n | y | n |
| n | n | n |
| n | y | n |
| n | n | n |
| n | y | n |
| y | n | n |
| n | y | n |
| n | n | n |
| n | y | n |
| n | y | n |
| n | y | n |
| y | y | y |
| n | y | n |
| n | n | y |