Hoffer, William. "Books in the Information Age: The Librarian of Congress Argues That Computers and Books Are Allies." *Popular Computing.* 5:1 (November 1985), pp. 20-21.

Kater, David A. and Richard L. Kater. *The Printed Word: The Microsoft Guide to Advanced Word Processing on the Apple Macintosh.* Bellevue, WA: Microsoft Press, 1985.

Labuz, Ronald. *How to Typeset from a Word Processor: An Interfacing Guide.* New York: Bowker, 1984.

McSherry, James E. *Computer Typesetting: A Guide for Authors, Editors, and Publishers.* Arlington, VA: Open-Door Press, 1984.

Mellish, Christopher S. *Computer Interpretation of Natural Language Descriptions.* New York: Ellis Harwood/Wiley, 1985

Olds, Henry F., Jr. and Anne Dickenson. "Move Over, Word Processors—Here Come the Databases." *Computer Classroom Learning.* 6:2 (October 1985), pp. 46-49.

Robertson, Barbara. "Page Making on Your Micro: Design Typeset, and Paste Up Electronically with Powerful New Software." *Popular Computing.* 5:1 (November 1985), pp. 60-62, 134, 137.

Rodrigues, Dawn. "Computers and Basic Writers." *College Composition and Communication.* 36:3 (October 1985), pp. 336-339.

Roth, Stephen F. *The Computer Edge: Microcomputer Trends/Uses in Publishing.* New York: Bowker, 1985.

Shuman, R. Baird. "A Dozen Ways for English Teachers to Use Microcomputers." *English Journal.* 74:6 (October 1985), pp. 37-39.

Sides, Charles H. *How to Write Papers and Reports About Computer Technology.* Philadelphia: ISI Press, 1985.

Simonsen, Redmond. "Bring the Power of Publishing to Your PC: New Options Let You Produce Professional-Looking Documents on Your Computer." *Popular Computing.* 5:1 (November 1985), pp. 56-59, 129-130.

Solomon, Gwen. "The Reading-Writing Connection: Four Word Processing Activities." *Electronic Learning.* 5:1 (September 1985), pp. 46-47.

Stanko, Jim. "Using Your Spreadsheet As a Thought Processor." *Lotus: Computing for Managers and Professionals.* 1:6 (October 1985), pp. 83-85.

Sudol, Ronald A. "Applied Word Processing: Notes on Authority, Responsibility, and Revision in a Workshop Model." *College Composition and Communication.* 36:3 (October 1985), pp. 331-335.

Sullivan, Kristina B. "Business Publishers Beginning To Book PC-Based Systems." *PC Week.* 2:42 (October 22, 1985), pp. 111-113.

Swezey, Sue. "So Simple a Child Can Do It: Word Processing Revisited." *Catalyst: The Newsletter of the Western Center for Microcomputers in Special Education.* 2:5 (April 1984), pp. 8-9.

Underwood, John H. *Linguistics, Computers, and the Language Teacher: A Communicative Approach.* Rowley, MA: Newbury House, 1984.

Wallace, Mark. *Communicating with Databases in Natural Language.* Chichester, England: Ellis Horwood, 1984.

Wright, William. "Programs That Understand Language: How They Do It—Syntax-Directed Methods/Part 2." *Creative Computing*. 11:11 (November 1985), pp. 76-80.

—B.A.M.

SOFTWARE REVIEW—*Microsoft Word* for Macintosh
William Kemp

PROGRAM:	*Microsoft Word* 1.00
PUBLISHER:	Microsoft Corporation
ADDRESS:	10700 Northrup Way
	Bellevue, Wa. 98004
LIST PRICE:	$195 (usually discounted)
WILL RUN ON:	Macintosh 128, 512, XL
MEMORY (RAM):	128K
DISK DRIVES NEEDED:	one (two strongly recommended)
SPELL CHECKER:	third-party vendor
ON-LINE HELP:	yes
DOCUMENTATION:	good
EASE OF LEARNING:	fair
EASE OF USE:	fair
COPY PROTECTION:	key disk

COMPOSITION

FEATURES	Y/N	COMMENTS
HELP SCREENS	yes	terse but clear help available via menu bar; not context-sensitive
HEADERS/FOOTERS	yes	multi-line headers/footers possible on all pages or allocated to left/right pages for book mss. Creation is somewhat cumbersome
CURSOR CONTROL	yes	using Macintosh Mouse
AUTOMATIC WORD WRAP	yes	
ADJUSTABLE MARGINS	yes	line length controlled by on-screen ruler; margins controlled by Page Setup window, which allows for different sizes of paper and even for gutters on the inside paper edge
SPACING OPTIONS	yes	single, double, and "open" (single-spaced paragraphs with double spacing between them)

AUTO TEXT ADJUST	yes	
SEARCH/REPLACE	yes	
CUT/PASTE	yes	using the Mouse and the standard Macintosh Clipboard and Scrapbook
AUTO FOOTNOTING	yes	at either page bottom or document end, with auto numbering; footnotes displayed in separate window
WINDOWS	yes	up to four open at once, either for parts of a single file or for multiple files; cut/paste between windows possible
UNDO	yes	

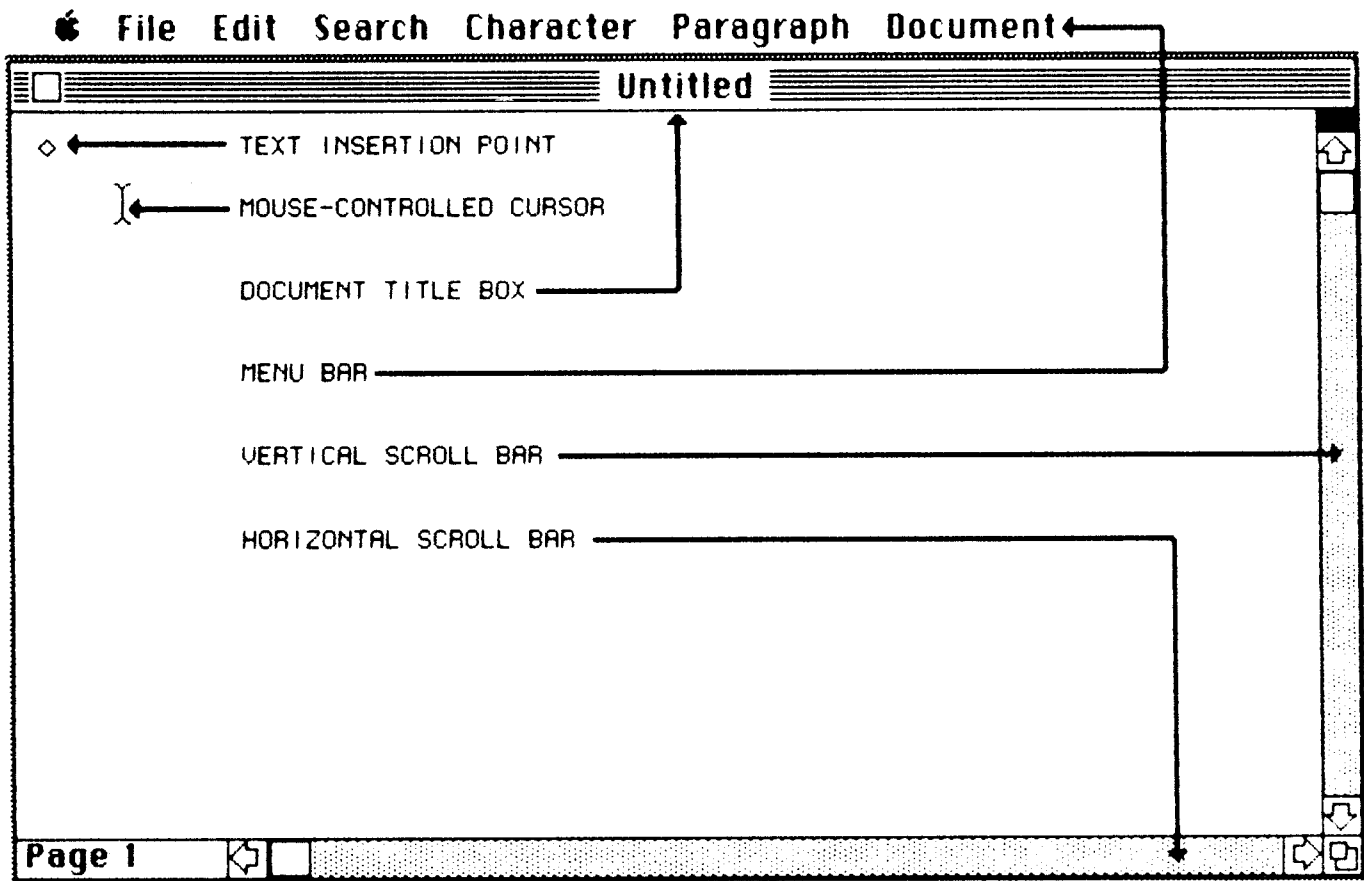**Figure 1:   The elements of a WORD screen**

LITERATURE

FORMAT OPTIONS	yes	paragraph-based formats, with numerous variables
ON-SCREEN DISPLAY		all typographic choices displayed on-screen as they will appear in print

| FOREIGN CHARACTERS | yes | special characters for all major European languages using Roman alphabets available through Macintosh Key Caps; other alphabets (Greek, Cyrillic, etc.) available from third-party vendors |

CREATIVE WRITING

VARIABLE LINE SPACING	no	only single and double spacing
PROPORTIONAL SPACING	yes	for some printers
CENTERED TEXT	yes	
RIGHT-JUSTIFIED TEXT	yes	

TECHNICAL WRITING

SUPERSCRIPTING	yes	to one level
SUBSCRIPTING	yes	to one level
GRAPHICS	yes	images from *MacPaint*, *MacDraw*, spreadsheets, and chart-making software can be inserted into text documents using the Macintosh Clipboard and Scrapbook
TECHNICAL SYMBOLS	yes	a wide range of specialized symbols, from logic circuits to musical notes, is available on font disks from third-party vendors

PROFESSIONAL

CREATE "HELP" SCREENS	no	but reminder notes can be carried in alternate windows or in Macintosh "desk accessories" (Notepad, Scrapbook)
MERGE PRINTING (boilerplate)	yes	including if/then/else logic and chain printing
BACKGROUND PRINTING	no	
CLOUMNS	yes	up to three columns in hard copy; text is treated as continuous from one column to the next, and columns are not displayed on screen
GLOSSARY	yes	allows quick entry of often-used brief text passages such as letterheads or boilerplate phrases

---

 File   Edit   Search   Character   Paragraph   Document

WORD review

SOFTWARE REVIEW -- Microsoft Word for Macintosh

PROGRAM:	Microsoft *Word* 1.00
PUBLISHER:	Microsoft Corporation
ADDRESS:	10700 Northrup Way
	Bellevue, Wa 98004
LIST PRICE:	$195 (usually discounted)
WILL RUN ON:	Macintosh 128, 512, XL
MEMORY (RAM):	128K
DISK DRIVES NEEDED:	one (two strongly recommended)
SPELL CHECKER:	third-party vendor

OTHER FEATURES

WORD for the Macintosh is Microsoft's adaptation of their full-function word processor, originally written for DOS machines, to the Macintosh. It retains almost all its features, the only omissions being keyboard macros and the stylesheet control of format which PC users of *WORD* enjoy. In adapting the software, Microsoft has used all standard features of the Macintosh environment: Mouse control, Command Menus, rich typographic options, multiple character fonts, access to elaborate graphic images, and smooth transfer of files from one software application to another. In addition, *WORD* and *MacWrite*, the word processor which comes with the Macintosh, can exchange files saved as "text only" (without printing enhancements).
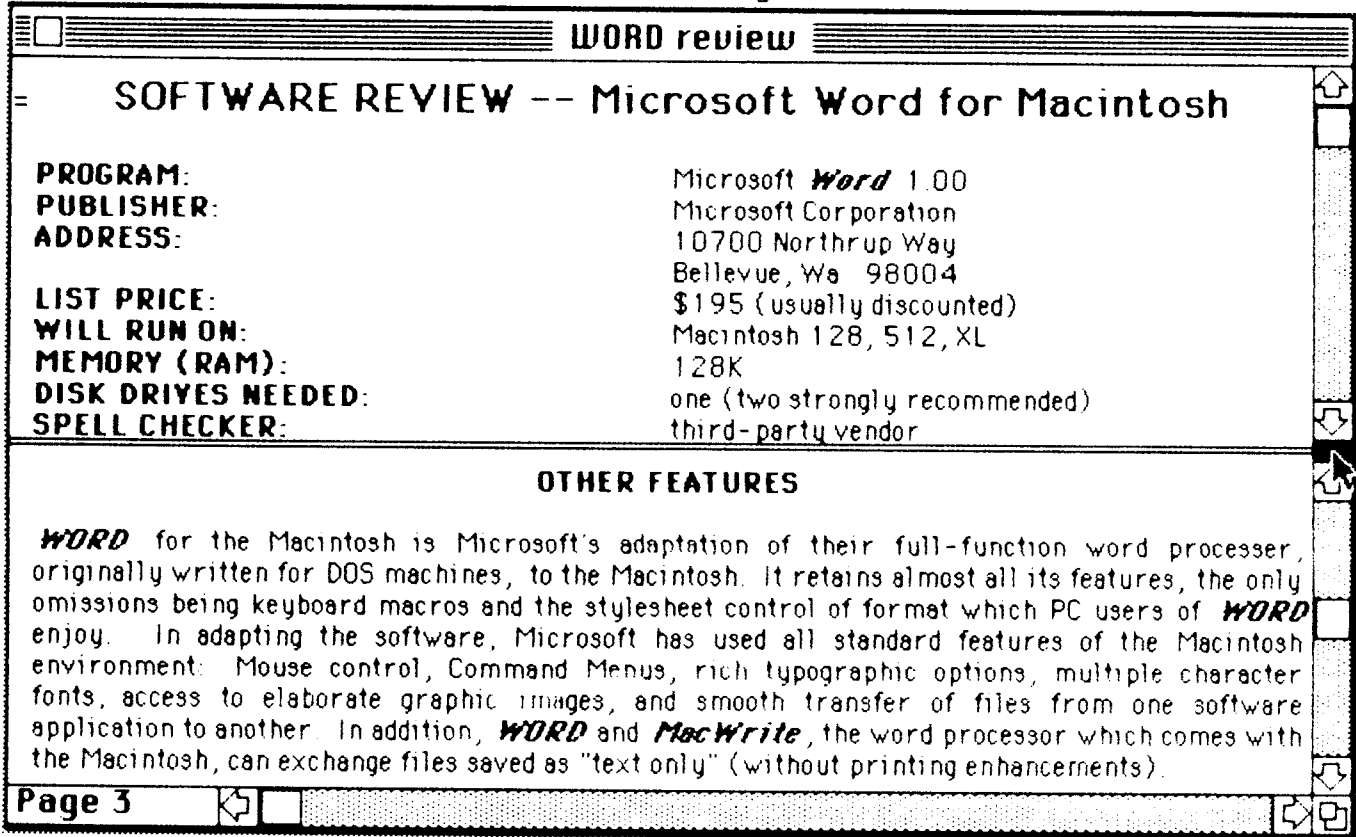
Page 3

Figure 2: *WORD* screen using windows for different parts of a single document—this review

OTHER FEATURES

WORD for the Macintosh is Mocrosoft's adaptation of their full-function word processor, originally written for DOS machines, to the Macintosh. It retains almost all its features, the only omissions being keyboard macros and the stylesheet control of format which PC users of **WORD** enjoy. In adapting the software, Microsoft has used all standard features of the Macintosh environment. Mouse control, Command Menus, rich typographic options, multiple character fonts, access to elaborate graphic images, and smooth transfer of files from one software application to another. In addition, **WORD** and **MacWrite**, the word processor which comes with the Macintosh, can exchange files saved as "text only" (without printing enhancements).

PRINTER SUPPORT

WORD comes with drives for a variety of printers, letter-quality as well as dot-matrix. But many Macintosh printing choices, such as multiple fonts and different type sizes, will work only with dot-matrix printers. The Apple ImageWriter dot-matrix printer provides adequate printout for all but the most formal purposes.
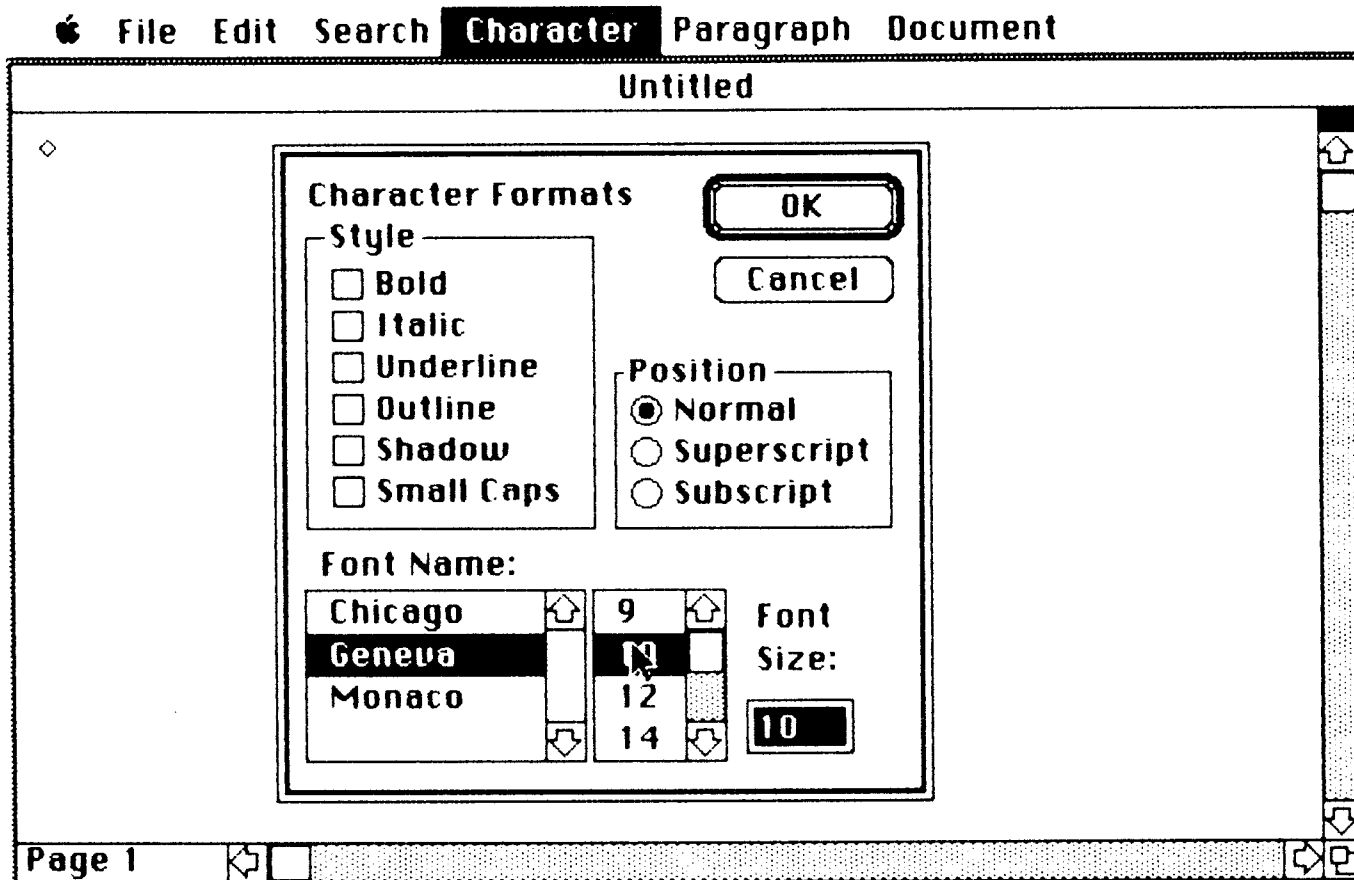
 File Edit Search █Character█ Paragraph Document

Untitled

Character Formats

[OK]

─Style──
- ☐ Bold
- ☐ Italic
- ☐ Underline
- ☐ Outline
- ☐ Shadow
- ☐ Small Caps

[Cancel]

─Position──
- ⦿ Normal
- ○ Superscript
- ○ Subscript

Font Name:

| Chicago ⇧ |
| Geneva |
| Monaco ⇩ |

| 9 ⇧ |
| N |
| 12 |
| 14 ⇩ |

Font Size:

[10]

Page 1

Figure 3: WORD screen with the CHARACTER sub-menu open to specify font, font size, and typographic enhancements

OVERALL EVALUATION

As the only full-function word processor available for the Macintosh, **WORD** offers capabilities accessible in no other way to those using this brand of microcomputer. Its abilities to create text in columns, do footnotes automatically, and maintain up to four different files open in simultaneous windows are especially attractive. Microsoft has completely mastered the intricacies of writing software for the Macintosh and subscribes fully to the central principle of the Macintosh environment—that all applications should share common commands and procedures for common functions. As a result, the essential features of **WORD's** opening screen are instantly recognizable to anyone familiar with **MacWrite** and **MacPaint**, the two software applications which come with every Macintosh. But the implementation of this program resembles other Microsoft products for the Macintosh in having sometimes cluttered screens. In addition, **WORD** uses layered menus (menus within menus) to access some of its commands; though this arrangement fits the letter of the Macintosh environment's first principle, it violates the spirit. Changing type fonts or sizes, for example, which Macintosh engineering invites users to do, is excessively cumbersome with **WORD**. And even more than other Microsoft products, **WORD** offers several ways of doing the same thing (automatic page numbering, for example), sometimes to the point of confusion. **WORD** should be especially interesting to anyone needing to do sophisticated word processing in a non-Latin alphabet because inexpensive type fonts are available for everything from Greek (with all diacriticals) through the various Slavic languages to phonetic transcription systems for linguists. With the appropriate font loaded, **WORD** offers just about every major word processing function, with excellent screen display and adequate hard-copy printout in the chosen font. An inexpensive ultility even allows the creation of custom fonts. Learning **WORD** is bit of a struggle; novice users will find it daunting. But it is an extremely powerful word processor offering choices (windows, automatic footnoting) especially useful to academic writers. **MacWrite 4.5** running on a 512K Macintosh is easier

to learn and quicker to use. But **WORD** does give Macintosh users access to nearly every word processing function an academic writer is likely to want. Most Macintosh users will find mastering **WORD** worthwhile.
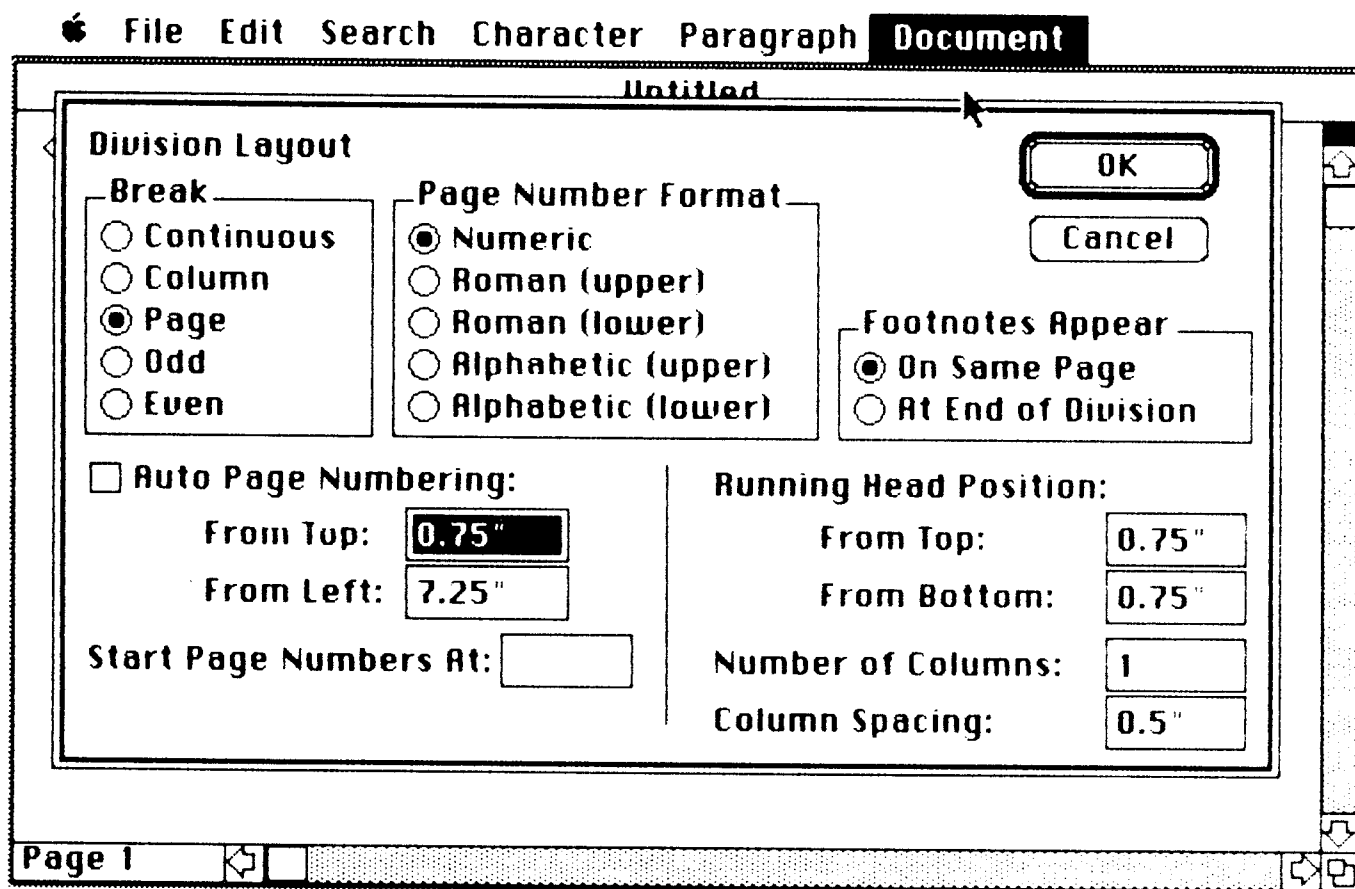
⬢ File   Edit   Search   Character   Paragraph   Document

Untitled

Division Layout

Break
- ○ Continuous
- ○ Column
- ◉ Page
- ○ Odd
- ○ Even

Page Number Format
- ◉ Numeric
- ○ Roman (upper)
- ○ Roman (lower)
- ○ Alphabetic (upper)
- ○ Alphabetic (lower)

OK

Cancel

Footnotes Appear
- ◉ On Same Page
- ○ At End of Division

☐ **Auto Page Numbering:**

From Top: **0.75"**
From Left: **7.25"**

Start Page Numbers At: ☐

Running Head Position:

From Top: **0.75"**
From Bottom: **0.75"**

Number of Columns: **1**

Column Spacing: **0.5"**

Page 1

Figure 4:   WORD screen with the DOCUMENT menu open to select format settings

William Kemp teaches English and linguistics while also directing the Master of Arts in Liberal Studies program at Mary Washington College in Fredericksburg, VA (where, he says, "I'm stuck with _WordStar_ on the HP 150"). He participates in numerous computer-related activities on campus, and also teaches a course titled "Introduction to Computer Themes and Applications."

Call for Papers
Writing for the Computer Industry

Proposals for presentations at the 1986 Writing for the Computer Industry conference can be submitted until January 3, 1986. Now in its third year, the conference itself will be held on June 7, 1986, in Plymouth, New Hampshire. Those most likely to attend will include teachers of technical writing and writers, designers, editors, and managers of writing in the computer industry and in colleges and universities.

Besides 30-minute presentations, 60-minute hands-on workshops will cover topics such as how to write manuals and online user aids, human-computer interaction, information design, and linguistic style. Presenters will not be charged the $165.00 registration fee, which includes meals and two nights of lodging. Send a 200-word abstract and a 100-word biographical statement to Dr. Richard Chisholm, 7 Reed House, Plymouth State College, Plymouth, NH 03264, or call (603) 536-1550, ext. 301.

Call for Papers
Conference on Computers and Writing

The University of Pittsburgh Conference on Computers and Writing will take place May 2-4, 1986. Topics will include computer-assisted instruction in writing, computerized text analysis, word processing for the classroom, natural language processing, and intelligent computer tutors. Contact Glynda Hull, Conference Coordinator, Department of English, University of Pittsburgh, Pittsburgh, PA 15260, or call Terri Yousko at (412) 624-3898.

Manuscript Submissions Welcome

The *Newsletter* welcomes article submissions that pertain to word-processing, text-analysis, and research applications in professional writing situations. Also, hardware and software reviews are accepted, but please **contact** Dr. Jim Schwartz, Hardware/Software Review Editor, before submitting them (call Jim at 605-394-1246). Manuscripts either may be submitted as hard copy or on 5¼" diskettes using *WordStar*, *WordStar 2000*, or standard ASCII code. If submitting disks, please make sure they are formatted either in MS-DOS, PC-DOS, or a popular CP/M format (Kaypro, Zenith, etc.) The Editors reserve the right to edit manuscripts, if necessary. If you want your manuscript or diskette returned, please send enough postage to cover the return along with a self-addressed envelope. Address all correspondence to the Editors, *Research in Word Processing Newsletter*, South Dakota School of Mines and Technology, 501 E. St. Joseph, Rapid City, SD 57701-3995. The Editors may also be reached on *CompuServe* (70177,1154) and the *Source* (AAH500)