


**SOFTWARE REVIEW—Microsoft Word for Macintosh**  
*William Kemp*

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

**COMPOSITION**

<table>
<thead>
<tr>
<th>FEATURES</th>
<th>Y/N</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HELP SCREENS</td>
<td>yes</td>
<td>terse but clear help available via menu bar; not context-sensitive</td>
</tr>
<tr>
<td>HEADERS/FOOTERS</td>
<td>yes</td>
<td>multi-line headers/footers possible on all pages or allocated to left/right pages for book mss. Creation is somewhat cumbersome</td>
</tr>
<tr>
<td>CURSOR CONTROL</td>
<td>yes</td>
<td>using Macintosh Mouse</td>
</tr>
<tr>
<td>AUTOMATIC WORD WRAP</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>ADJUSTABLE MARGINS</td>
<td>yes</td>
<td>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</td>
</tr>
<tr>
<td>SPACING OPTIONS</td>
<td>yes</td>
<td>single, double, and &quot;open&quot; (single-spaced paragraphs with double spacing between them)</td>
</tr>
</tbody>
</table>
Research in Word Processing Newsletter

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 yes 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
COLUMNS  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
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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 stylesheets 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).

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

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 stylesheets 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.
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 diacritics) 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 utility 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.

![Figure 4: *WORD* screen with the DOCUMENT menu open to select format settings](image)

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 5 1/4” 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 57701-5995. The Editors may also be reached on CompuServe (70177,1154) and the Source (AAH500)