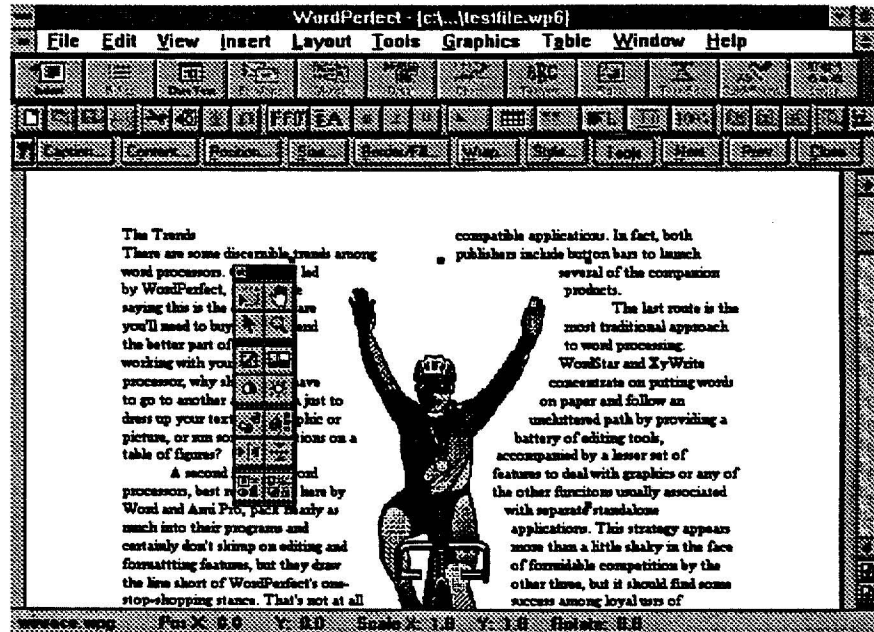


DTP rivals stand-alone packages

Desktop publishing capabilities

WordPerfect for Windows 6.0 really shines here. Their range of editing and graphic handling tools is unmatched in high-end word processors.

- WordPerfect's text stream architecture allows for easy line-by-line control of spacing and alignment as well as typesetting necessities such as an advance feature (the absolute placement of an object at a given point on a page) and manual kerning (exact control over spacing between characters). They have also included useful DTP printing options such as booklet format.



WordPerfect 6.0 with Imaging toolbar and irregular text wrap shown.

- Impressive depth of functionality for graphics and imaging tools:
 - ◊ kerning—select from the following units of measure: inches, centimeters, millimeters, points (72 per inch), and 1200ths. (This level of detail and control goes to the point of being unnecessary (most publishers measure placement in points)).
 - ◊ imaging toolbar—rotate, scale, mirror, re-color, blend and otherwise manipulate graphics and scanned images.
 - ◊ full-featured drawing program—including gradient color-blending, Bezier curves, watermarks, ruler/grid for precise placement, scalable text lines and paragraphs, 24-bit color support, color palette etc.
 - ◊ irregular text wrap—one of the most frequently requested features that Word does not yet have.
 - ◊ 134 clip art images (Word 6.0 ships with 94).

WordPerfect 6.0a Graphics saving abilities (save as WPG, PCX, TIFF, and BMP files), video driver problems (w/256 color drivers), WPDRAW bugs, and font mapping have all been improved/fixed.

Word 6.0 Word 6.0 for Windows does not offer the same depth of functionality as WordPerfect for Windows 6.0 for high-end DTP. However, Word does cover most of the essentials, save for irregular text wrap or imaging tools. When it does not have a specific feature for a task, it generally has a solid work around.

While WordPerfect's advanced features will find their uses for those creating complex, large scale documents, they become a big space hit for many who will not use them. Furthermore, for those that need such features, the question remains whether or not they will rely on their word processor for such DTP work. Whether or not WordPerfect for Windows 6.0 is having an impact in part because of these features remains to be seen.

Word '96 Is currently slated to include irregular text wrap, color matching, and other DTP enhancements.

Faster and more document management options than Word

Document and File Management

Two standouts here: **QuickFinder** and the ability to create a directory from the Open File dialog box. Users love both.

- The speed of QuickFinder's indexed searches rival those of standalone packages. For example, a search of 337 files (24 MB of data) takes about a second using QuickFinder. The same search without an index (what Word's Find File does) takes about two minutes.
- The key to QuickFinder's efficiency and speed is the creation of an index. Although it must be updated periodically, this can now be done automatically via a **KickOff**. QuickFinder, as in Word's Find File, can also query by document properties (such as author, title and date) as well as save queries for re-use.
- Where Microsoft's Find File differs and perhaps out-performs QuickFinder is in returning files with "strings" of the search element in them (ex: a search for "files" will bring up "profiles" as well) and also recognizes word separators such as "/" or a hyphen (thus will return "files/directories" or expressions such as "October-December").

WordPerfect 6.0a No known additions.

Word 6.0 Indexed search speed and directory creation aside, Word and WordPerfect share a comparable set of full-text retrieval and file management features. The manner in which they perform queries is essentially the same; speed becomes a bigger differentiating factor with larger documents and users with extensive directories and numbers of files. While our file management and search capabilities were improved with Word 6.0, this is definitely an area of unmatched strength for WordPerfect.

Word '95 A dedicated Document Management development team plan to bring our text indexing files up to WordPerfect parity. The capability will be shared across Office apps.

Templates/ExpressDocs

Better-looking outputs, more choices, and macros that make them Wizard-like.

WordPerfect for Windows 6.0 has 64³⁵ document templates versus 46 in Word for Windows 6.0. Not only is the sheer number and variety of templates offered impressive, but their quality of design makes our templates look simplistic and dull.

- **ExpressDocs.** When opened, they prompt the user for information (using an AutoFill macro) such as name, company etc. and automatically fill the appropriate information into the template. This makes them function somewhat like our Wizards.
- Their templates do more than the basics: even those that don't use a macro, still have helpful hints suggesting how to and what types of information the user should fill the body with (for example, their report templates will suggest what kind of information/support should appear in which parts of the report).
- Despite the functionality of the templates being inconsistent (i.e. some have calc functions while others don't) and the macros sometimes being slow, the end result always look polished and professional.
- Primary downside is their lack of flexibility. Once chosen, a user can't switch out of a template easily. They are also extremely difficult to customize. As an aside, WordPerfect's viewer shows the templates as they are "hard coded" (i.e. field codes, tables the text is in etc.); thus the only true preview of how the docs look before they are chosen is a browse through WordPerfect's ExpressDocs pamphlet.

WordPerfect 6.0a More ExpressDocs templates have been added including scaled-down menu and feature set, business card creation, workgroup, term paper, form letter, and a Pleading template (just like our Pleading Wizard). Also have added some Ami Pro templates and a scaled-down features list and menu choice template (from WordPerfect Lite).

Word 6.0 The key advantage to Word's lack of design elements and content guidance (relative to WordPerfect) is the flexibility; it enables the user to easily take information entered into one template and transfer it into another (Wizards, Style Gallery). Word's wizards and current templates are a good starting point, but many require knowing where to look to appreciate the advantages and flexibility of the templates (ex: one of Word's templates is a blank document (Normal template) with only an expanded list of styles added to it).

Word '95 Is currently slated to have improved style sheets and better

³⁵ We can count only 64. They claim to have 72.

looking templates that are easier to use (guide content better).

Great improvement over previous versions

Easy to customize/improved UI with Coaches

Every aspect of WordPerfect for Windows 6.0 interface can be customized, simply by dragging and dropping buttons/icons/files onto button bars. This also means files and/or their associated programs can be launched from within WordPerfect. Users can select just text to appear as a button on a button bar.

- While a customizable and improved interface is certainly not unique, WordPerfect's implementation is just ahead of its competitors (in terms of what can be added as an interface).
- However, all the buttons and options available in WordPerfect for Windows 6.0 can be overwhelming and also take up a considerable amount of screen real estate. WordPerfect attempts to battle some of this potential confusion with the status bar explanations of buttons that appear at the top of the screen and animated help files referred to as a Coach. Although 6.0 only has a dozen tasks covered by the feature, it is a great idea for novice users.

WordPerfect 6.0a Adds a QuickStart Coach when users first launch the application. Gives an interactive overview of the product. Also adding new button bars: Design Tools, Utilities, and Legal. WordPerfect Lite template will help novice users.

Word 6.0 Overall, Word's interface and intelligent features are far more elegantly implemented than WordPerfect's. ToolTips, though simple, are an excellent and easy tool that simplifies the navigation through and learning of the product. Tabbed dialog boxes and numerous live preview windows are also good examples of Word's simpler and "cleaner" UI. Additionally, the execution of most of the UI appears to more consistent in Word than in WordPerfect. This is all, of course, relative as it depends on what the user is used to looking at on the screen.

Word '95 Improved discoverability with a TipWizard, Cue Cards, Visual Examples and IntelliSearch are all in the works.

Spreadsheet/Table functionality

Users don't need two applications for complex spreadsheet functionality.

WordPerfect improved their table functionality and also added close to 100 spreadsheet functions (read: rolled in PlanPerfect), including basics like an AutoFill in addition to more complex financial, arithmetic, calendar or conversion functions.

- The integrated spreadsheet tools satisfy many "cross-app" needs, lessening the blow of WordPerfect's suite deficiency.
- The Novell merger increases the possibility that the former joint WordPerfect/Quattro Pro development teams will soon match Word's/Office's OLE 2.0 integration by early next year.

WordPerfect: State of Their World

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WordPerfect 6.0a Save data into a spreadsheet via the clipboard or save directly to Quattro Pro format.

Word 6.0 Word can only match WordPerfect's spreadsheet functionality with Excel. Many of the quick-calc features it boasts are particularly useful for SMORGS either a) not ready for a full-blown spreadsheet at the time of their software purchase or b) companies that don't want to spend the extra money on one when they only require it for charts in documents. They also include other useful miscellaneous calculations such as monthly loan payments or Fahrenheit to Celsius conversion. Not a big deal in the larger scheme of things but nice touches useful to any level of user.

The one question remaining about the spreadsheet functionality is how, in the long run, WordPerfect will continue to support it given the increasing role its Borland Office suite is supposed to play.

Word '95 Will continue to rely on Excel and OLE to give users much of this functionality.

Character Sets, Proofing Tools, and Data Import

Multiple language character sets gives users multi-language product out of the box.

Character Sets/Symbols

WordPerfect ships with more than 1,500 characters and symbols which are grouped into 15 character sets. They include ASCII, multinational, Greek, Hebrew, Cyrillic, Arabic, and Japanese characters as well as a wealth of more standard symbols.

- Some WordPerfect aficionados find this to be one of WordPerfect's more unique strengths. In essence, what a user gets in the box can become a multi-language product (minus proofing tools).

WordPerfect 6.0a No known additions

Word 6.0 Word 6.0 for Windows does support over 250 special character sets and symbols, but they are not as diverse as WordPerfect's offerings. Word's, while generous and diverse, are particularly lacking in the multi-national language area. This is a key deficiency relative to WordPerfect in smaller international markets.

Word '95 Multilingual support (Chicago).

AutoCorrect is being cloned eliminating one of Word's clear proofing advantages.

Proofing Tools

Traditionally a strong point with WordPerfect. Grammatik, for example, was one of the best and most successful grammar checkers on the market before WordPerfect bought Reference Software.

- A user can define a custom writing style or use a predefined writing style to