

POINT 4'S TYPIST: MULTI-USER WORD PROCESSING MADE EASY

TYPIST is multi-user, screen-based word processing software designed with the operator in mind. It is easy to learn and use because it is similar in use to a typewriter. What you see on the screen is what you get in the print-out, so there are no surprises.

TYPIST FEATURES

- Simple operation
- Typewriter-like features
- Simplified tab functions
- Background printing
- 40 editing commands
- Document and operator security
- Mail-merge capability with selection criteria

- Document catalog
- Supports many printers
- Letter swapping
- Catalog purge criteria
- Case-independent searching

EASE-OF-OPERATION

The TYPIST editor needs no special function or word processing keys. The user will be able to use TYPIST the very first time at the keyboard. Tab functions are set just like a typewriter's tab stops, and text is formatted during entry or on demand. Operation is by menu selection.

40 EDIT FUNCTIONS

Designed to operate on most standard terminals, TYPIST offers 40 editing functions, including cut and paste, search and replace, abort and move by word, letter and line. All 40 functions can be performed on a standard keyboard. TYPIST operations are selected from a main menu of options displayed on the screen. TYPIST allows for storage and retrieval of sections of text so that a document can be constructed from previously stored paragraphs.

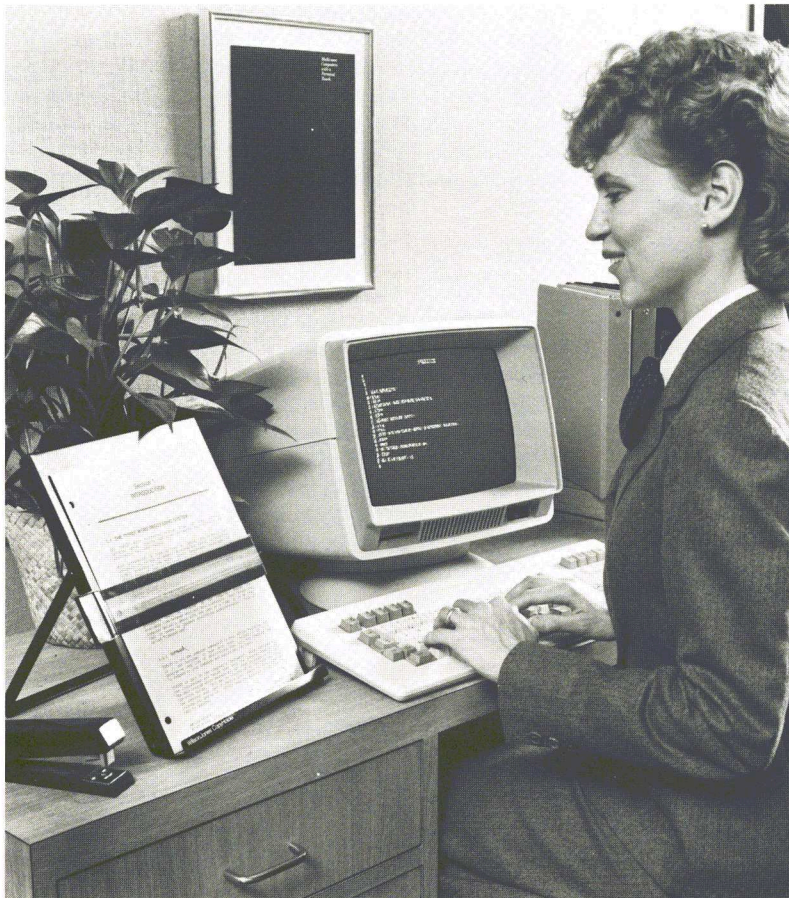
TIMESAVING

The "wraparound" feature permits the operator to do continuous typing without anticipating end-of-line. TYPIST's background print "queue" feature allows the user to perform other word or data processing jobs while the system prints a document. Letters will not be printed on the wrong paper type as the paper type must be confirmed prior to printing. The operator may check printer status and his position in the print queue at any time.

SECURITY FOR MULTI-USERS

TYPIST gives the user multi-level protection, utilizing individual passwords. Each document stored is private to its owner. Each user has his own identifier and password. A usage log is maintained by the system. This permits the convenience of word processing to be added to a multi-user system while ensuring information security.

Extra security may be invoked by the ENCRYPT command, which allows any page or pages of a document to be encoded with a user-specified key.



MULTI-USER SYSTEMS DESIGNED WITH YOUR NEEDS IN MIND

EDITING VERSATILITY

The TYPYST editor utilizes single and two-key commands to provide 40 editing functions. Editing is performed on a page-by-page basis. To correct text, the user simply overtypes empty character spaces or existing text. Other functions are performed via the editing commands.

The GET function allows all operators to access standard paragraphs. READ PAGE saves the current page and allows the user to specify which page is to be read next. CUT and PASTE cuts all text between the cursor and a specified character and stores it for pasting later. The text can then be inserted at the desired location by positioning the cursor appropriately. ABORT can undo any edits currently in progress. FIND allows entry of a target string to be used in subsequent find, search and replace commands. All TYPYST searching is case-independent.

PRINT QUEUE CONVENIENCE

TYPYST uses its own background spoolers to communicate with foreground TYPYST jobs. A spooler, accessed by name, is loaded with a certain type of paper, and only requests for that paper type are honored until it is changed. The spool queue allows specification of commands to include envelopes, labels and letterhead.

PRINT MODULE FLEXIBILITY

TYPYST print modules allow full control of all features of the printer, including variable character pitch, line spacing, underlining, strike-through and right-margin justification. Reports, manuals and other long documents may use alternate headers, footers and indentation to allow a variety of bindings.

FLEXIBILITY

TYPYST offers a cost efficient, convenient way to add multi-terminal, shared-logic word processing to computers using POINT 4 Data Corporation's IRIS* Operating System. It is a simple, effective word processor with remarkable operator flexibility. TYPYST documents can be stored on any logical unit of an IRIS system. A 16-megabyte disk can store more than 5,000 pages of text.

IRIS

TYPYST is supported by IRIS (Interactive Real-time Information System), POINT 4's powerful, multi-user operating system designed for the business environment. Applications that execute under IRIS are written in Business BASIC. Literally hundreds of exciting products like TYPYST are written in BASIC, and IRIS is installed in over 19,000 locations worldwide.

POINT 4: RESPONSIVE TO OUR CUSTOMERS' NEEDS

At POINT 4 Data Corporation, our business is multi-user systems with a personal touch. We design and manufacture computer systems, distribute them through a worldwide network of value-added resellers and support those resellers with personal service.

POINT 4 computer systems are flexible, cost-efficient, expandable and upward compatible. And we're working for the future, developing new and better products and planning more and better ways to support our customers.

The materials contained herein are intended for general information. Details and specifications concerning the use and operation of POINT 4 Data Corporation's equipment and software are contained in the applicable technical manuals, available through local sales representatives.

*IRIS is a trademark of POINT 4 Data Corporation.



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